

**MARKS TEY PARISH COUNCIL**



Minutes of the Full Parish Council Meeting 12<sup>th</sup> August 2019 at 6.30 pm  
[www.essexinfo.net/marksteyparish](http://www.essexinfo.net/marksteyparish)

**PRESENT:**

**COUNCILLORS: -**

A WALKER  
G WELLS  
K BARKER  
A SPELLER  
A THOMAS  
M CALLEN  
M BAILEY  
R RUST  
S MOAKES – COOKE  
J WOOD

**IN ATTENDANCE:**

Gemma Humphries (Clerk and RFO)  
4 Members of the public

**2019/154 Apologies**

Apologies accepted from Cllr K Evans  
Proposed Cllr Walker                      Seconded Cllr Callen

**2019/155 Declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests**

No Interests were declared

**2019/156 Report from Borough & ECC Councillors**

No Borough or ECC Councillors in attendance. Apologies received via email from Cllr Bentley explaining he is dealing with the 3 issues raised at July meeting and will bring a full report to September meeting.

Cllr Walker had request Cllr Brown attend our meeting to talk us through the HIF bid. Council disappointed she is not in attendance.

**2019/157 Public Session**

4 Members of the public in attendance.

- 1) First Resident happy with the Neighbourhood plan had a question regarding how the Council felt it would fit into the Local Plan. After a discussion Cllr Walker made it clear once Local Plan is in place our Neighbourhood Plan has to be adjusted to fit within the overall Local Plan.
- 2) Second resident was disappointed there was no Borough Councillors at the meeting. He was advised once Local Plan goes to consultation Council advise residents to raise any concerns they have directly. Raised issue regarding Dog waste bin opposite car boot field still broken. Clerk to action request again.
- 3) Third residents raised concerns regarding HIF bid and A12 consultations. Advised there has not been to consultation for over a year. We have not been advised when next consultation will be. Resident feels we should work with Copford more closely on the issue.

**2019/158 Minutes – Full Council**

Minutes from Full Council were **APPROVED** subject to stating Cllr Wells was elected Chair in the absence of the Chairman and Vice Chairman  
Proposed Cllr Wells                      Seconded Cllr Moakes Cooke

**2019/159 Local Plan and A12 Consultation**

Cllr Walker attended a meeting at CBC regarding Local Plan. He has cascaded round the information from the meeting to members. Very balanced meeting. Public consultation set for 19<sup>th</sup> August – 30<sup>th</sup> September. CBC should inform soon as to whether and where any consultation meetings will be held. All comments from the Consultation will go to the Inspector. Should hear from Planning Inspector Feb / March next year.

### 2019/160 Committee Restructure

Deferred for further meeting

### 2019/161 Minutes Annual Assembly

Minutes from Annual Assembly on 20<sup>th</sup> May 2019 were **APPROVED** by Council  
Proposed Cllr Walker                      Seconded Cllr Moakes Cooke

### 2019/162 Premises Committee

Draft minutes noted by Council with no questions raised.

### 2019/163 Terms and Conditions of Hire

New Terms and Condition of Hire were **APPROVED** by Council with slight amendment stating 'damages caused to the premises or as a consequences of the hire' would be held against the Damage Deposit.  
Proposed Cllr Thomas                      Seconded Cllr Callen

### 2019/164 Planning Committee

Draft minutes noted by Council with no questions raised.

### 2019/165 Planning Application 191813

#### Land Adjacent to 76 Coggeshall Road, Marks Tey, CO6 1LS

Outline application for proposed detached dwelling with all matters reserved  
Council response – No objection. Providing facilities can be incorporated to keep the A120 free of site construction / delivery vehicles.  
Proposed Cllr Thomas                      Seconded Cllr Barker

### 2019/166 CIF Application 2019/2020 Playground

Council **APPROVED** application form for playground refurbishment. Application to be submitted by Clerk 13<sup>th</sup> August 2019  
Proposed Cllr Moakes Cooke                      Seconded Cllr Callen

### 2019/167 BT Phone Box / Defibrillator

Council **APPROVED** bid for purchase of BT phone boxes with aim to house the defibrillators for Marks Tey, providing that our defibrillator partners are happy with arrangements.  
Proposed Cllr Barker                      Seconded Cllr Bailey

### 2019/168 Cyber Insurance

Council **DECLINED** offer to join with local Parish Council to obtain additional Cyber insurance on the basis that risks seem to be small and some cover would be provided by existing insurance.  
Proposed Cllr Walker                      Seconded Cllr Bailey

### 2019/169 External Cleaning Contract

Council **APPROVED** to continue with the services of the external cleaning company on the basis on 2 hours a day 5 days a week. Clerk to request contract and discuss termination clauses.

#### Action Clerk

Proposed Cllr Callen                      Seconded Cllr Barker

### 2019/170 Caretaker / Keyholder hours

Council noted current issues regarding caretaker / keyholder hours. Will be discussed further once current staffing situation is sorted out.

### COUNCIL RESOLVED TO EXTEND MEETING AS OVER 2 HOUR POINT

Proposed Cllr Walker                      Seconded Cllr Thomas

### 2019/171 Electronic bank account access

Council received and update regarding current ongoing complaint with NatWest regarding online Banking. Clerk to update Council once resolved.

### 2019/172 Finance

- 1) The Council noted the Bank Reconciliation and Receipts and Payments as at 30 June 2019 checked by Cllr Wells prior to the meeting.
- 2) The Council noted the content of the hall hires debtor list.
- 3) The Parish Council noted the following accounts for payment: -

Date	Referenc e	Payment type	Payee	Reason	Total
22/07/2019		Direct Debit	Nest Pensions	Staff pensions June	£203.30
28/07/2019		Direct Debit	CBC	Street lights charge	£548.41
28/07/2019		Direct Debit	Southern Electric	June 2019 electric	£428.11

07/07/2019		Direct Debit	Southern Electric	may 2019 electric	£527.08
21/07/2019		Direct Debit	BT	Phone Charges	£414.64
03/07/2019		Direct Debit	Anglia Water	water rates	£118.50
03/07/2019		Direct Debit	CBC	Rates	£1,105.00
22/07/2019	Furniture online	6553		replacement chairs	£3,648.00
22/07/2019	Sound Solutions	6554		sound engineer	£834.00
12/08/2019		6555		Colchester press - newsletter and NP update	£320.00
12/08/2019		6556	SARALA	computer repairs	£41.40
12/08/2019		6557		AJS First aid training certificate	£15.00
12/08/2019		6558	Marks Tey Radio	sound system repairs and service	£102.36
12/08/2019		6559		PPL AND PRS Licence renewal	£1,375.62
12/08/2019		6560	Viking	office stationary1	£77.98
12/08/2019		6561	Phil Jowers	millennium garden	£66.50
12/08/2019		6562	Colchester Skip	refuse collection	£151.54
12/08/2019		6563	Guildhall Services	grass cutting July	£240.00
12/08/2019		6564	Buzz Connex	broadband	£79.20
12/08/2019		6565		KJ Elite Cleaning - July hall cleaning	£700.00
12/08/2019		6566	Essex Supplies	janitorial supplies	£209.53
12/08/2019		6567		INPRINT - FETE BANNER	£54.90
12/08/2019		6568	Communicate UK	CCTV REPAIRS	£144.00
12/08/2019		6569	Screwfix	PAINT	£11.99
12/08/2019		6570	Phil Jowers	MILLENIUM GARDEN MAINTENANCE	£66.50
12/08/2019		6571	Ivan Dyer	JUNE, JULY, AUG MOBILE PHONE BILL	£60.15
12/08/2019		6572	J&M Payroll	AUGUST PAYROLL	£6,038.23
12/08/2019		6573		GEMMA HUMPHRIES - STAFF REFRESHMENTS	£4.25

The Parish Council noted that the following Hall Hire Damage Deposits had been made since the July Full Council Meeting.

151	£100	12/07/2019	17/06/2019
152	£50	20/07/2019	17/01/2019
153	£50	21/07/2019	23/04/2019
154	£50	24/07/2019	12/06/2019
155	£100	27/07/2019	09/07/2019
156	£50	03/08/2019	29/03/2019

Council **APPROVED** all of the above  
Proposed Cllr Moakes Cooke

Seconded Cllr Barker

### **2019/173 Information exchange, Clerk report and Correspondence Folder**

#### **a) Chairman Report**

- Chairman Confirmed we had received resignation from Cllr S Moakes Cooke and this would be her last Full Council meeting. He thanked Cllr Moakes-Cooke for her invaluable contributions to Marks Tey and she would be missed. We have had some interest from a current volunteer about joining Council.
- Chairman Thanked all Councillors involved in organising the Fete which was a huge success.
- Chairman has received and responded to an email from a resident who had expressed concern about receipt of the Newsletters. This email and response have been cascaded to members.

- Highways England had to cancel their Stakeholder's meeting which was due to be held at the Parish Hall due to lack of interest from other parties. As the Chairman could not attend the alternative location, they arranged for a telephone conference call to give an update. Information has been cascaded to members.
- We have been approached by West Tey project group to come talk to us for a separate session instead of part of Full Council. It was proposed to hold a separate meeting with them at which all Councillors would be invited. Chairman to arrange.

**b) Clerk Report**

- CCTV Upgrade – Clerk still gathering quotes for upgrade – should have last quote by end of next week so will be on agenda for Full Council in September
- Suspended ceiling quotes / sound proofing – so far received 2 quotes for the suspended ceiling and looking for another supplier to provide another quote – also contacting electricians regarding the lighting – hopefully will have all the info for September full council
- Clerk has approved the cost of the skip for the fete and disposal of old chairs total cost £256.20 + vat (split between fete expenses and council £128.10 plus vat each
- Clerk has had a number of responses from Councillors regarding the mental health first aid training and will look to get this booked in diary.
- A vandal fire occurred at the council play park early last Wednesday. Limited damage and no-one hurt. Clerk has contacted Fire Service and requested a copy of the incident report which will be cascaded once received.

**2019/174 Chairman to close Meeting**

The Chairman closed the meeting at 9.15pm