

## MARKS TEY PARISH COUNCIL



Minutes of the Annual Parish Council Meeting 13 May 2019 at 6.30 pm  
[www.essexinfo.net/marksteyparish](http://www.essexinfo.net/marksteyparish)

### PRESENT:

#### COUNCILLORS: -

A WALKER (Chairman)  
K EVANS  
K BARKER  
M BAILEY  
A SPELLER  
M CALLEN  
B THOMAS  
G WELLS  
J WOOD  
R RUST (with effect from 6.50pm)

### IN ATTENDANCE:

S MARRIOTT (Parish Clerk & Responsible Financial Officer)  
CBC Ward Councillor Andrew Ellis (left the meeting at 6.45pm)

#### 2019/082 Election of Chairman of the Council

Cllr Walker was unanimously appointed as Chairman following which he signed his Acceptance of Office. Chairman stated he could not guarantee a full year.

Proposed: Cllr Mr Speller. Seconded: Cllr Mrs Callen

#### 2019/083 Election of Vice Chairman of the Council

Cllr Mrs Evan was unanimously appointed as Vice Chairman following which she signed her Acceptance of Office

Proposed: Cllr Miss Barker. Seconded: Cllr Mrs Callen

#### 2019/084 Apologies

Apologies were accepted from Cllr Mrs Moakes Cooke

Proposed Cllr Mr Thomas Seconded Cllr A Speller

#### 2019/085 Declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests

No Interests were registered

#### 2019/086 Report from Borough Councillors

Report was distributed to members prior to the meeting from Cllr Kevin Bentley. Council noted the content.

Cllr Jackie Maclean was in attendance.

- 1) She asked Council for information regarding ownership of lights in Stanefield as she had been contacted by a resident. Council reported back this is not our responsibility and Cllr Wells thought Cllr Kevin Bentley was looking into this matter. Cllr Jackie Maclean will request information.
- 2) Cllr Maclean had no update on recycling bins at Marks Tey Station being removed at present.
- 3) Council members all agreed we require public consultations regarding A12 re direction routes. Cllr Walker was liaising with CBC's Pat Donnerly on this but had no contact for some time. Will be reported back to Cllr Kevin Bentley.

#### 2019/087 Public session

There were no members of the public present

#### 2019/088 Minutes – Full Parish Council Meeting

The Parish Council approved the minutes to the Full Parish Council meeting held on 8 April 2019. The minutes were then duly signed by the Chairman of the meeting

Proposed: Cllr Mr Bailey Seconded: Cllr Mr Thomas

### 2019/089 Committee Terms of Reference

The Parish Council resolved to confirm the continuation, unamended, of the Terms of Reference for the following Parish Council Committees: -

- 1) Staffing & Establishment
- 2) Planning
- 3) Parish Premises
- 4) Finance
- 5) Community Events Committee

Requested Clerk to investigate Staffing and Establishment Committee reviewing policies and proposal regarding Community events holding donations. Full review of Committees to take place by July 2019

Proposed: Cllr Mr Bailey Seconded: Cllr Mrs Evans

### 2019/090 Chairs of the Parish Council Committees

The Parish Council resolved to appoint a Chairperson to each of the following Parish Council Committees in accordance with the tabulation below.

### 2019/091 Members of the Parish Council Committees

The Parish Council resolved to appoint the members of the following Parish Council Committees in accordance with the tabulation below.

	Community Events	Staffing & Establishment	Planning	Parish Premises	Finance
Chairman	Cllr Evans	Cllr Barker	Cllr Thomas	Cllr Wells	Cllr Rust
Members	Cllr Moakes-Cooke Cllr Callen Cllr Thomas Cllr Barker	Cllr Callen Cllr Bailey Cllr Thomas	Cllr Speller Cllr Mrs Moakes-Cooke Cllr Wood Cllr Rust	Cllr Evans Cllr Speller Cllr Barker	Cllr Wells Cllr Thomas Cllr Barker Cllr Evans
Substitute Members	Cllr Rust	Cllr Moakes-Cooke Cllr Walker Cllr Speller Cllr Evans	Cllr Mrs Evans Cllr Walker Cllr Bailey Cllr Callen	Cllr Wood Cllr Thomas Cllr Walker Cllr Bailey	Cllr Walker Cllr Speller Cllr Miss Barker

Proposed: Cllr Mr Wood Seconded: Cllr Mrs Callen

### 2019/092 Neighbourhood Plan Steering Group Terms of Reference

The Parish Council resolved to confirm the continuation, unamended, of the Terms of Reference for the Planning Committee's Neighbourhood Plan Steering Group

Proposed: Cllr Miss Barker Seconded: Cllr Mr Speller

### 2019/093 Standing Orders

The Parish Council approved it's Standing Orders with no amendments. An up to date copy can be found on the Council's website

Proposed: Cllr Mr Bailey Seconded: Cllr Mr Rust

### 2019/094 Financial Regulations

The Parish Council approved its Financial Regulations with no amendments. An up to date copy can be found on the Council's website

**Clerk / RFO to investigate** changes regarding council handling cash for donations and bring back to full Council.

Proposed: Cllr Mr Speller Seconded: Cllr Mr Thomas

### 2019/095 Council & Committee meetings

The Parish Council resolved to confirm the dates for the Full Council and Parish Council Committee meetings for the remainder of 2019 details of which can be found on the Council website  
Chair of Finance Committee to decide if another Finance Committee is required before August and will let Clerk know if required.

Proposed: Cllr Mr Wells Seconded: Cllr Mr Thomas

### 2019 /096 Parish Council Insurance

The Parish Council renewal of quote with effect from 1 June 2019 with Inspire (via AXA as provider) and authorised the sum of £3,510.93 in settlement of the twelve months' annual premium, subject to

confirmation from Clerk as to the terms of our 3 year deal entered into in 2018 to explain the cost increase.

Proposed: Cllr Mr Speller    Seconded: Cllr Mr Thomas

#### **2019/097 Regular Payments Annual Review**

The Parish Council reviewed and agreed the direct debit and regular payments schedule provide by the Clerk & RFO

Proposed: Cllr Mrs Evans    Seconded: Cllr Mr Bailey

#### **2019 /098 Parish Council memberships**

The Parish Council confirmed continuation of the following memberships for the next 12 month period: -

EALC / NALC

RCCE & RCCE Village Hall & Community Building Service

CALC

A12 VTAG

Clerk's membership of SLCC and ALCC

Information Commissioners Office - GDPR

Proposed: Cllr Mrs Evans    Seconded: Cllr Mrs Callen

#### **2019/099 Aims & Objectives for the year ending 31 March 2019**

The Parish Council resolved for each Committee to bring back their aims and objectives to Full Council. To be reviewed in July meeting.

Proposed: Cllr Mr Walker    Seconded: Cllr Mr Wood

#### **2019/100 Planning Committee**

Minutes Received from Planning meeting 29<sup>th</sup> April 2019.

Cllr Thomas wanted to pass on his thanks to Brigitte Taylor, assistant Clerk for all the hard work relating to Planning.

#### **2019/101 Community Events Committee**

Draft minutes received from Committee meeting 16<sup>th</sup> April 2019.

Invite has gone out to Volunteers to invite them to a thank you Afternoon Tea on 8<sup>th</sup> June 2019.

Community committee gathering ideas from community groups for suggestions on how the money should be committed. For Community Committee to consider and recommend to Full Council.

#### **2019/102 Annual Assembly 20 May 2019**

The Council approved the agenda and final arrangements for the Annual Assembly. Chairman investigating for an announcement of the meeting to be put into the Gazette

Proposed: Cllr Mr Walker    Seconded Cllr Mr Wood

#### **2019/103 Defibrillator**

Report received from Cllr Bailey. Council approved the following resolutions

1. Write to Penny Meadow and the Private Individual that has donated £900 to thank them for supporting the acquisition of a Community Defib;
2. To accept the £200 from Rotary Kelvedon to put towards the acquisition of a second Community Defib and write to them to thank them for their support.
3. Once the First Community Defib has been installed arrange a 'Grand Opening' inviting the local press.
4. Cllr Bailey to work with Community Events Committee to discuss possible fundraising ideas for second Defib

Proposed Cllr Mr Bailey    Seconded Cllr Miss Barker

#### **2019/104 GDPR**

Council **APPROVED** GDPR action Log and New Volunteer Privacy Notice policy.

Proposed Cllr Mr Bailey    Seconded Cllr Miss Barker

#### **2019/105 Marks Tey Football club**

Council **APPROVED** the planting of a third commemorative tree by Marks Tey Football Club

Proposed Cllr Mr Walker    Seconded Cllr Mr Rust

### 2019/106 Circus

Report received from Clerk regarding Hirer looking to have a Circus on the playing Field. Council requested the Clerk investigate further and bring back to Full Council in June

### 2019/107 Community Initiative Fund

Council informed deadline for pre applications is 31<sup>st</sup> May 2019. Cllr Walker had attending a briefing regarding new CIF fund at EALC. Council requested to send ideas to Clerk. Most favoured at present is upgrading Playground.

### 2019/108 Finance

- 1) The Parish Council noted and approved the Bank Reconciliation and Receipts and Payments as at the financial year end 31 March 2019 reviewed by Cllr Mr Wells prior to the meeting.
- 2) The Clerk reported on the hall hires debtor list. Council requested regular hirers who do not pay on time have discounted rate removed.
- 3) The Parish Council approved the following accounts for payment: -

Date	Reference	Payment type	Payee	Reason	Total
26/04/2019		Direct Debit	Southern Electric	Electric	£928.75
11/04/2019		Direct Debit	Nest Pensions	Staff pensions April	£155.66
23/04/2019		Direct Debit	bt	Phone April - June 19	£457.69
13/05/2019		6501	Colchester press	newsletter	£180.00
13/05/2019		6502	Essex supplies	janitorial supplies	£272.29
13/05/2019		6503	Viking	stationary	£55.97
13/05/2019		6504	Guildhall Services	grass cutting and repairs to gate	£684.00
13/05/2019		6505	Buzz Connex	broadband	£79.20
13/05/2019		6506	Colchester Skip	refuse collection	£149.95
13/05/2019		6507	Rialtas Business Solutions Ltd	software annual support	£145.20
13/05/2019	Shred First	6508		confidential waste shredding	£208.80
13/05/2019		6509	Brigitte Taylor	re-imburse tonner cartridge	£19.64
13/05/2019		6510	Screwfix	carpet strip	£5.99
13/05/2019		6511	Communicate UK	CCTV Annual Support	£150.00
13/05/2019		6512	CALC	Annual Subscription Fee	£35.00
13/05/2019		6513	RCCE	Annual Subscription Fee	£60.00
13/05/2019		6514	Mrs S Moakes-Cooke	litter pick expenses	£47.25
13/05/2019		6515	A&J Lighting Solutions	repairs to jays lane lighting	£284.46
13/05/2019		6516	Phil Jowers	x2 invoices for millennium garden	£133.00
13/05/2019		6517	Brigitte Taylor	course expenses	£65.30
13/05/2019	Gemma Humphries	6518		Course expenses and staff tea and coffee	£60.61
13/05/2019		6519	Came & Co	12-month insurance	£3,510.93
13/05/2019		6520	J&M Payroll	may salary	£5,637.99

- 4) The Parish Council noted that the following Hall Hire Damage Deposits have been refunded since the April Council meeting: -

131	£50	13/04/2019	04/04/2019
132	£100	14/04/2019	18/03/2019
133	£50	17/04/2019	02/04/2019
134	£100	04/05/2019	15/04/2019
135	£50	10/05/2019	01/04/2019

136	£500	11/05/2019	15/04/2019
137	£100	12/05/2019	02/04/2019

**ALL THE ABOVE APPROVED BY**

Proposed: Cllr Mr Wells    Seconded: Cllr Mr Thomas

**MEETING REACH 2 HOURS – COUNCIL AGREED TO EXTEND TO FINISH AGENDA**

Proposed Cllr Miss Barker    Seconded Cllr Mrs Callen

**2019/109 Information Exchange**

**A ) Chairman's Report: -**

**1. Husting**

The Hustings could not take place as advertised in May Newsletter due to our independent Chair not been available near the election date. It is not intended to hold/hot a Hustings for the EU elections on 23<sup>rd</sup> may

**2. Leaving Parish Councillors**

We were about to lose another two Parish Councillors. We need to actively recruit potential new Councillors.

**3. London Road (Prince of Wales roundabout to A12) Potholes and Condition and A12 re-routing**

Resurfacing work started on this on Tuesday 7th May and is now complete from the shops to the turning head. I will need help to distribute to the A12 route report to London Road, old London Road, Potts Green affected properties (some 160 dwellings/businesses)

**4. CALC Meeting**

A special meeting of the Colchester Association of Local Councils was held on 18th April and attended by myself and our Clerk. The meeting concluded that the sessions were useful and that it would be suggested to the EALC committee (I attend this for us) that visits be made to all Colchester Town and Parish Councils to reinforce and explain these mutual support and information sharing sessions to gain greater representation.

**5. Roman River Bridge**

The Roman River bridge was partially opened in the first week of May and should be fully completed by 17th May. Marks Tey and Aldham PCs asked that 'Unsuitable to HGV' signs be installed on the junctions with the A120 and A1124 to attempt to avoid residents disturbance from HGVs avoiding the A12 and asked that this be provided as part of the project to compensate for the notification of the project and road closure being given to the Parish Councils and residents only weeks before the project started. ECC have stated that these signs will not be provided as the completed bridge is not weight restricted and of full width. I am discussing with Aldham PC whether we should both present this request to the Local Highways Panel but if accepted will not enable signs until late 2020. This information has been put on our website.

**6. North Lane Railway Bridge**

Now that the Roman River bridge is virtually complete, ECC had intended to again close North Lane at the railway bridge to both vehicles and pedestrians in order to undertake vehicle collision protection works to guard against vehicles crashing through onto the rail line. No highway improvements, pedestrian or vehicular, are proposed to this narrow bridge by this work and some permanent pedestrian restrictions are encountered due to reduction of the footpaths by barriers. A formal notice was placed in the Gazette on 2<sup>nd</sup> May by ECC giving a closure date of 20th May for 134 days (almost 5 months). Having followed this up, ECC now say that the works have not yet been agreed with Network Rail and will be postponed pending further notice. I have raised a number of potential problems with the proposals which are being considered, and this information has been put on our website.

**B ) Clerks Report**

- Auditor is coming in tomorrow (Tuesday 14<sup>th</sup> May) to complete the Annual Audit
- Resident has offered his services through his work community initiative – they pledge to give up 16 hours a year to help communities (NatWest Bank) – he has offered to complete a day of Litter picking and cleaning of the playground equipment (mould removal etc) unless there is something else the Council would like him to complete
- Clerk has instructed the Caretakers to unlock all fire doors every morning and lock after last hire at night.
- Clerk and Chairman agreed to call Staffing and Establishment Meeting on Tuesday 21<sup>st</sup> May to discuss current ongoing issues

- Update from CBC regarding Leyfield Park – foot path – have received the quotes at £7995 the Council have section 106 funds to cover this and the Clerk will be instructing to go ahead this week – agreed at Dec Full Council minute ref 2018/273 Section 106 Funding

**2019/110 Chairman to Close the meeting.  
Meeting was closed at 8.45pm**