



Great Bromley Parish Council

Dear Councillors,

Please accept this summons to attend the next meeting of Great Bromley Parish Council on **Wednesday 14th May 2025 at 7.15pm** at Great Bromley Village Hall. Members of the Press and the Public are welcome to attend.

Signed: *Elizabeth Ridout*

Lizzie Ridout

Parish Clerk and Responsible Finance Officer

clerk@gbpc.org.uk

Thursday 8th May 2025

AGENDA

(Current post holders are noted in parentheses)

1. Election of Chairman

To elect the Council's Chairman for the 2025-26 municipal year, and to sign the Acceptance of Office.

2. Election of Vice-Chairman

To appoint the Council's Vice-Chairman for the 2025-26 municipal year.

3. Minutes of the last Annual Meeting

To approve the minutes of the Annual Meeting held on Wednesday 8th May 2024, previously circulated.

4. Register of Members' interests

Members are invited to notify the Clerk separately of any changes in, or additions to, their interests.

5. Council appointments

To agree the following Council appointments:

- | | |
|--------------------------------------|-----------------------------|
| a) Responsible Financial Officer | (Clerk) |
| b) Accounts Monitoring Officer | (Cllr Blowers) |
| c) Internal auditor | (Clacton Business Services) |
| d) Council Website and Social Media | (Clerk) |
| e) Community Speed Watch Coordinator | (Cllr G Smith) |
| f) Tree Warden | (Col M Frostick OBE) |
| g) Footpath Liaison | (Cllr Mander & Cllr Smith) |
| h) Personnel Committee | (Appointed as required) |

6. Appointment of Council representatives

To agree the Council's representatives on the following bodies:

- | | |
|--|----------------|
| a) Great Bromley Village Hall Committee | (Cllr Mander) |
| b) Hare Green Recreation Ground Representative | (Cllr Hardy) |
| c) Parish Passenger Transport Representative | (VACANT) |
| d) The Messenger Management Committee | (Cllr G Smith) |
| e) Emergency Planning Representative | (VACANT) |
| f) Tendring District Association of Local Councils | (Cllr Fairley) |

7. Adoption of the Local Government Association Model Councillor Code of Conduct 2020

To consider and approve the adoption of the LGA Model Councillor Code of Conduct 2020.

8. Adoption of revised Standing Orders

To consider and approve the adoption of revised Standing Orders in line with current legislative requirements and best practices recommended by the National Association of Local Councils.

9. Adoption of updated Financial Regulations

To consider and approve the adoption of the latest version of the Model Financial Regulations (2024), as published by the National Association of Local Councils (NALC), ensuring compliance with current financial governance standards.

10. Adoption of NALC Model Complaints Procedure

To consider and approve the adoption of the NALC Model Complaints Procedure to ensure a fair and transparent process for handling complaints, including vexatious and abusive complaints.

11. Adoption of a Publication Scheme

To consider and approve the adoption of a Publication Scheme, outlining the types of information the Parish Council will routinely make available to the public in accordance with the Freedom of Information Act 2000.

12. Councillors' allowances for 2025-26

To determine the Chairman's and Councillors' annual allowances for 2025-26 based on TDC's Remuneration Panel's recommendations in its 2023 report.

13. Banking Arrangements for 2025-26

To confirm that the Parish Council should continue to bank with HSBC Bank as per its current terms of business, with two approved signatories required to operate each of the two accounts.

To agree that the four Council's bank signatories will continue to be: Cllr Owen Blowers, Cllr Andrew Fairley, Cllr David Hardy and Cllr Carole Mander.

14. Administrative and financial matters (Subject to the approval of items 7-11)

To note that the following documents, which have been approved by the Council and provided by the Clerk to all members, governed the Council's business:

- i) LGA Model Councillor Code of Conduct 2020
- ii) Standing Orders 2018 (England) (updated April 2022)
- iii) Model Financial Regulations 2024
- iv) Complaints procedure (including vexatious or abusive complaints)
- v) Publication Scheme
- vi) Budget for 2025-26 (with agreed precept)

To note that the general legal and financial framework for the Council's activities were laid-down in the following publications which are held by the Clerk: Local Council Administration (13th Edition 2022) and Governance and Accountability for Local Councils (2010).

15. Council's 2024-25 accounts

- a) To receive a report by the Council's Accounts Monitoring Officer and consider and adopt the findings of the review of the effectiveness of the council's internal control and audit procedures.

"In accordance with the Council's Financial Regulations, our internal financial controls are confirmed as being in accordance with proper practice. In-year reviews take place at the monthly meetings of the Parish Council and an end of year review takes place prior to the accounts being submitted to our auditor." Cllr Blowers.

- b) To approve the Council's accounts for 2024-25.
- c) To approve the annual return to the external auditor, including the accounting and governance statements (statements circulated).

16. Hare Green recreation ground boundary: leylandii trees

To agree the annual letter to a resident with trees on Council land.

17. To agree the Council's meeting dates for 2025-26.

Wednesday	11 th	June	Wednesday	10 th	December
Wednesday	9 th	July	Wednesday	14 th	January
Wednesday	13 th	August	Wednesday	11 th	February
Wednesday	10 th	September	Wednesday	11 th	March
Wednesday	8 th	October	Wednesday	8 th	April
Wednesday	12 th	November	Wednesday	13 th	May

18. There will be a short pause in proceedings of approximately five minutes, due to the large number of items on the agenda.

19. Minutes of the last ordinary meeting

To approve and sign the minutes of the meeting held on Wednesday 9th April 2025, previously circulated.

20. Declarations of Interest

Members are invited to declare any Disclosable Pecuniary Interests, or other interests, and the nature of them, in relation to any item on the agenda from this point forward.

21. Co-option of councillors

Following the notice of vacancies and no request for any election, to consider any applications to become a co-opted member of the Parish Council.

22. Public Participation

There is a 5-minute slot for public speaking. Please note that any questions that are to do with items on the agenda will be answered under the appropriate agenda item from this point forward.

23. Planning Determinations – for information only

REFERENCE	PROPOSAL	LOCATION	DECISION
24/01235/OUT Mr D Rapson – Privo Land Ltd	Outline Planning Application (Access to be considered) – Outline planning application for the erection of up to 48 dwellings with associated infrastructure, open space, parking, drainage and landscaping.	Paddocks, Land North of Harwich Road, Great Bromley CO7 7UH	Application Withdrawn Delegated Decision
25/00247/FULHH Mr David Snazell	Householder Planning Application – Oak framed cartlodge/gym/store with home office over.	Mousetraps, Parsons Hill, Great Bromley CO7 7JA	Approval – Full 01.04.2025 Delegated Decision
25/00108/FULHH Mr Robert Cobb	Householder Planning Application – Erection of porch.	1 Field Mews, Great Bromley, CO7 7JX	Approval – Full 17.04.2025 Delegated Decision
25/00197/FULHH Mr and Mrs Williams	Householder Planning Application – Single storey front extension, single storey rear extension, new porch and revised windows.	Michaelmas House, Parsons Hill, Great Bromley CO7 7JA	Approval – Full 24.04.2025 Delegated Decision
25/00532/NMA Mr Justyn French – Rose Builders	Non Material Amendment to 22/01010/FUL – Alteration to the approved siting of Plots 31/32 to avoid any potential issues with the adjacent trees and hedges.	Park 2 Land at Badley Hall Farm, Badley Hall Road, Great Bromley CO7 7HU	Approval Non Material Amendment 23.04.2025 Delegated Decision

24. Planning Applications

REFERENCE	PROPOSAL	LOCATION
25/00614/FUL Mr Vijay Ponnusamy	Change to approved opening times (from 7:30am until 10:00pm to 6:00am until 10:00pm – 7 Days a week) and installation of security gates.	Costcutters, Little Paddocks, Frating Road, Great Bromley
25/00578/WTP0 Mr Ross Chadwick	Works related to Tree Preservation Order (95/00032/TPO) – Pollarding of Oak tree to the front of the property.	4 Peace Cottages, Badley Hall Road, Great Bromley

25. Reports

- a) County Councillor's Report
- b) District Councillors' Reports
- c) Parish Councillors' Reports
- d) Clerk's Report and Correspondence received

26. Action Sheet review and update

To review the actions from the last meeting.

27. Accounts

The Accounts Monitoring Officer to confirm the accounts are in order.

28. Footpath 22

To note the damage caused along the footpath and loss of tree and report to ECC.

29. Highways update

To receive an update regarding local highways issues.

30. Insurance renewal quote

To consider the option to opt a three-year agreement, subject to no changes or claims being made.

31. Hare Green Playing Field inspection

To approve the work outlined in the report circulated prior to the meeting.

32. To approve the following payments:

Clerk's salary	£649.49
HMRC	£162.20
Employer's NI	£65.91
LGPS – ECC Pension	£250.74
Great Bromley Village Hall	£26.00
Lewis Mander – Village Maintenance	£763.86
Chris Morgan – Village Maintenance	£752.39
EALC & NALC – affiliation fee	£389.53
Clacton Business Services – payroll	£57.00
Clacton Business Services – internal audit	£240.00
TDC Print Unit – VE Day	£129.00
Bee-Line Entertainment – stage for VE Day	£336.00

Receipts	
TDC Precept & LCTSS	£16,976.00

33. Climate Change and Carbon Footprint

To consider the effect of any decisions on our Carbon Footprint and Climate Change in general.

34. Date of next meeting – Wednesday 11th June 2025 at 7pm

Items of business should be sent to the Clerk before Monday 2nd June 2025.