



GREAT HORKELEY PARISH COUNCIL
MINUTES OF THE ORDINARY PARISH COUNCIL MEETING
HELD ON TUESDAY 15TH JULY 2025
IN GREAT HORKELEY NEW VILLAGE HALL AT 8.00PM

Those present:

Cllr Arnold (Chairman)	Cllr Baker
Cllr Banks	Cllr Burns-Langton (arrived late)
Cllr Jarvis	Cllr Mead
Cllr Tempest	

25/033 Chairman's Welcome

The Chairman welcomed everyone to the meeting.

25/034 Apologies and Reasons for Absence

Apologies were received and accepted from Cllr Wescomb-Cross.

Apologies were received and noted from Cllr Sudbery.

25/035 Declaration of Interests

No member declared an interest with respect to any item on the agenda.

25/036 Minutes of Previous Meeting

The minutes of the Parish Council Meeting held on 17th June 2025 were approved and signed as a true and accurate record.

25/037 Have Your Say – Public Open Forum

Sam Jarvis reported on the Village Fayre which took place on the last Saturday in June. The Community Events Team felt that it was more manageable than the previous year as there were more food and activity options so fewer queues. With the benefit of sponsorship, the event had made a modest financial surplus which would be used to start setting up the Christmas event. The best feedback received was that many of those attending said they had been able to catch up with people they had not seen for a long time. Cllr Arnold reminded members that one of the aims of the Parish Council is to support community initiatives that bring everyone together, and the Village Fayre achieves this aim to the full: the event was self-evidently worthy of the Council's ongoing support. The next Village Fayre will be on the last Saturday in June, 2026.

25/038 Reports from Members and Officers of Other Authorities

There were no reports from members.

25/039 Finance

- (a) The Statement of Accounts as at 30th June 2025 was noted and Cllr Jarvis (who is not a bank signatory) checked and signed to say that balances reconcile with those on the June bank statements and also carried out a quarterly spot check of the bank reconciliation.
- (b) The June payments list was approved and signed in accordance with the 2025/26 Budget.

- (c) The draft minutes from the Finance Committee meeting held on Tuesday 8th July were noted, and also that the 1st Quarter Accounts for the 2025/26 financial year were reviewed and approved by the Finance Committee.
- (d) As recommended by the Finance Committee:
- i. **It was unanimously agreed** (proposed Cllr Baker) to amend Financial Regulation 5.6 so that formal tenders are to be sought where contracts are estimated to exceed £30,000 including VAT, to bring this in line with the Council's Standing Orders.
 - ii. **It was unanimously agreed** (proposed Cllr Arnold) to delegate authority to the Clerk, in consultation with the Chair of the Council or Chair of the appropriate Committee, to make purchases of minor items up to a cost of £30 at any time and report any such expenditure at the next meeting of the Council. Minor purchases may include, but are not limited to, items that have been removed from the Village Hall such as dog bowls or kitchen utensils, or new keys or padlocks.
 - iii. **It was unanimously agreed** (proposed Cllr Arnold) to change Financial Regulations 5.18 to say:
 "In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The clerk shall consult with at least one member, preferably the Chairman or Vice-Chairman of the council or a committee in that order, and report to the council as soon as practicable thereafter."
 to bring it in line with item (m) of the current Scheme of Delegation.

Cllr Burns-Langton joined the meeting.

- iv. **It was unanimously agreed** (proposed Cllr Arnold) that the limit on the amount of expenditure the Clerk has the authority to approve in an absolute emergency should be increased to a maximum of 50% of the Council's reserves.
 The Clerk will update Financial Regulations 5.18 and item (m) of the current Scheme of Delegation to include this new limit. The Finance Committee will approve the wording of these updates at the next Finance Committee meeting.

25/040 Planning & Highways

- (a) The following Planning Applications were discussed, and the following representation to be made to the Planning Authority was agreed:

251164	Holly Lodge Farm, Holly Lane <i>Change of use of barn from office to residential</i> No comment.	(expires 29/07/2025)
251163	Holly Lodge Farm, Holly Lane <i>Change of use of barn from office to residential</i> No comment.	(expires 29/07/2025)
251356	Greenbanks, Boxted Church Road <i>Application to vary condition of previous planning permission</i> No comment.	(expires 24/07/2025)
250969	The Poplars, Green Lane <i>Proposed outdoor swimming pool</i>	(expires 21/07/2025)

No comment.

- 251274** **Oaklands, Nayland Road** **(expires 21/07/2025)**
Construction of cart lodge to the front of the property
It was agreed to object to this proposal as it will have a negative impact on the street scene, reducing the openness of the area as it will be very close to, and visible from, the road. As the property is on a corner it will have an even greater impact as it will be visible from both streets.
(Proposed Cllr Baker, seconded Cllr Jarvis, a majority voted for, Cllr Banks abstained)
- 251193** **Honeysuckle Cottage, 4 Holly Lane** **(expires 16/07/2025)**
Replacement of dwelling and garage
GHPC supports this application as the architects have produced a very attractive proposal, and it will greatly enhance the setting.
(Proposed Cllr Arnold, unanimously agreed)

(b) It was noted that decisions have been made on the following Planning Applications:

- 250989** **1 Breewood Cottage, School Lane** **Refuse**
Erection of front boundary wall
- 250929** **Oakham, Chilton Close** **Refuse**
Erection of one two-bedroom bungalow

- (c) Cllr Tempest requested an update on the A134 speed limit. The Clerk will write to Cllr Cunningham to say that GHPC would like to see the reduced speed limit implemented by the end of October, before children are walking to and from school in the dark. The point will be made that there are parents and grandparents of children starting at Trinity School in September who are threatening to start a media campaign if there is no progress by then.
- Cllr Mead requested the Clerk ask Cllr Barber for an update on the water running on the A134 under the A12 bridge.

25/041 Village Hall

- (a) Members considered whether to install an Amazon parcel locker at the Village Hall, but no members supported this proposal.
- (b) There were no reports of any other urgent matters regarding the Village Hall.

25/042 Public Spaces & Jubilee Green

- (a) Replacing the noticeboard near the Half Butt with a new Community noticeboard will be budgeted for in the 2026/27 financial year. The Clerk will see if there are any grants available and report back at the next meeting. In the meantime, members will consider designs so as to inform debate at the next meeting. Cllr Jarvis will investigate whether keys for the noticeboard could be kept at the Half Butt.
- (b) The Clerk will ask the Village Warden to count how many traffic cones the Council has, so this can be updated on the Asset Register.

- (c) Cllr Tempest reported that there will be a meeting of the Jubilee Green Committee on 31st July at 7.30pm. Cllr Arnold reported that he has duly undertaken ID checks required in order to progress with the transfer of the Jubilee Green.

25/043 Staff & Personnel

The draft minutes of the Personnel Committee held on 17th June 2025 were noted.

25/044 Clerk's Report

The Clerk's report to date was noted, including a list of resolutions agreed at earlier Parish Council meetings and any progress to date.

25/045 Village Warden

Noting the Village Warden's report to date was deferred to the next meeting.

25/046 Date of Next Meeting

The next meeting of the Parish Council will be on Tuesday 16th September 2025 at 7.30pm in Great Horkesley New Village Hall.

These minutes are a true and accurate record of the meeting.

Signed
(Parish Council Chairman)

Date