



GREAT HORKESLEY PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD ON TUESDAY 19TH MAY 2026
IN GREAT HORKESLEY NEW VILLAGE HALL AT 7.30PM

Those present:

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

In attendance:

Cllr S Naylor

26/001 Election of Chairman for the Council Year 2026/27

The outgoing Chairman welcomed everyone to the meeting and called for nominations for the position of Chairman. Cllr Burns-Langton nominated Cllr Tempest, seconded by Cllr Banks, and with there being no other nominations for the position, Cllr Tempest was duly elected as Chairman and signed the Declaration of Acceptance of Office.

26/002 Apologies and Reasons for Absence

Apologies were received and accepted from Cllr Sudbery and noted from Cllr Mead.

26/003 Declaration of Interests

- (a) No member declared an interest with respect to any item on the agenda.
- (b) All Councillors reviewed their Register of Interests forms prior to the meeting and notified the Clerk of any updates, which have been forwarded to Andrew Weavers, Colchester City Council's Monitoring Officer.

26/004 Minutes of Previous Meeting

The minutes of the Parish Council Meeting held on 21st April 2026 were approved and signed as a true and accurate record.

26/005 Annual Parish Meeting

It was noted that the following matters were raised by members of the public attending the Annual Parish Meeting earlier this evening.

- Location of plates donated by a local resident
- Speed of vehicles and electric scooters, specifically along Keelers Way
- Parking issues along Keelers Way (to be added to the agenda of the next meeting)

26/006 Reports from Members and Officers of Other Authorities

Cllr Naylor reported that she was recently elected as Essex County Councillor for Constable division and said it was gratifying that people supported her well. She intends to establish a pattern of attendance for local meetings once she has made contact with all parish councils.

Cllr Laws had sent a written report, which was circulated to all Councillors prior to the meeting, giving an overview of the last year.

Cllr Arnold reported that he will write a letter to the new cabinet member for Highways, Cllr Mark Webster, asking for their support for the A134 speed limit change.

26/007 Election of Vice-Chairman for the Council Year 2026/27

The Chairman called for nominations for the position of Vice-Chairman. Cllr Tempest nominated Cllr Arnold, seconded by Cllr Burns-Langton, and with there being no other nominations for the position, Cllr Arnold was duly elected as Vice-Chairman.

26/008 Establishment of Committees

- (a) **It was resolved** to appoint Cllrs Arnold, Baker, Mead and Tempest to the Finance Committee.
- (b) **It was resolved** to appoint Cllrs Arnold, Baker, Burns-Langton, Sudbery and Tempest to the Planning & Highways Committee.
- (c) **It was resolved** to appoint Cllrs Banks, Burns-Langton, Jarvis and Mead to the Village Hall Management Committee.
- (d) **It was resolved** to appoint Cllrs Arnold, Banks, Burns-Langton, Jarvis and Tempest to the Jubilee Green Committee.
- (e) **It was resolved** to appoint Cllrs Banks, Jarvis, Sudbery and Tempest to the Personnel Committee.
- (f) No other Committees were formed.

26/009 Appointments to Outside Bodies

- (a) **It was resolved** to appoint Cllr Mead as a representative to the Colchester Association of Local Councils (CALC).
- (b) **It was resolved** to appoint Cllr Mead as a representative to the Colchester and Tendring Parish Transport meetings.
- (c) **It was resolved** to appoint Cllr Mead as a member of the Old Village Hall Management Committee.
- (d) **It was resolved** to appoint other Councillor responsibilities as follows:
 - Cllr Arnold as Planning & Highways Representative
 - Cllr Baker as Footpaths & Public Rights of Way Representative
 - Cllr Sudbery as Norwich to Tilbury Project Representative

26/010 Finance

- (a) **It was resolved** to appoint the Clerk as Responsible Financial Officer for the municipal year.
- (b) **It was unanimously agreed** (proposed Cllr Baker, seconded Cllr Tempest) to renew the Clerk's membership with SLCC at a cost of £253 for the year.
- (c) Noting the Statement of Accounts as at 30th April 2026 was deferred to the next meeting.
- (d) Approving the April payments lists in accordance with the 2026/27 Budget was deferred to the next meeting.
- (e) **It was unanimously agreed** (proposed Cllr Arnold, seconded Cllr Banks) that the Chairman have an allowance of up to £250 to cover any Chair's expenses incurred during the municipal year, as per the 2026/27 Budget.
- (f) **It was resolved** to appoint Jan Stobart as the independent and competent internal auditor for the 2026/27 financial year.

- (g) The Clerk circulated details of quotes from three insurance companies to members prior to the meeting.

It was unanimously agreed (proposed Cllr Burns-Langton, seconded Cllr Tempest) to accept the long-term agreement with Zurich at a cost of approximately £1,592.60 for the first year.

- (h) **It was resolved** to release funds to village organisations as follows, for grant applications received and approved for the 2026/27 financial year, as previously recommended by the Finance Committee (F25/15 and 25/093).

1 st Great Horkesley Scout Group	£1,000
Friends of Bishop William Ward School	£1,100
Great Horkesley Community Events Group	£1,000
Great Horkesley Parochial Church Council	£1,000

26/011 Council Governing Documents

- (a) The Councillor Code of Conduct was reviewed and approved with no changes.
- (b) The Council's Standing Orders was reviewed and approved with no changes.
- (c) The Council's Scheme of Delegation was reviewed and approved with no changes.
- (d) The Terms of References for the following committees were reviewed and approved:
- i. The Finance Committee
 - ii. The Planning & Highways Committee
 - iii. The Village Hall Management Committee
 - iv. The Jubilee Green Committee
 - v. The Personnel Committee

26/012 Planning

Cllr Arnold reported that Planning Application 260450 (Westwood Home Farm), discussed in detail at the previous meeting, has been refused by Colchester City Council and so the works cannot be carried out under permitted development. The owners will have to put in a formal planning application should they wish to proceed.

26/013 Highways

The Clerk reported that she had received an email from Essex Highways to advise that siding works are due to be carried out along the A134 at the end of May, to hopefully solve the footway width issue. The Clerk will reply and also ask when the many potholes along Coach Road will be fixed.

26/014 Village Hall

There were no reports of any new urgent matters regarding the Village Hall.

26/015 Jubilee Green & Public Spaces

- (a) It was noted that the Assistant Clerk will attend a Routine Playground Inspection course and examination in October.
- (b) Cllr Arnold reported that he had spoken with the Council's solicitor earlier today regarding progress of the transfer of ownership of the Jubilee Green. One issue holding up the process is that the maps supplied by CCC are not of the necessary standard and will be rejected by Land Registry. Another issue is that one clause in the lease prohibits the Council from developing the green in the future. As the word 'developing' is not

defined, then this may mean that the Council would be unable to do even small things, such as instal a new bench, or improve the current play equipment. Cllr Arnold has contacted Andrew Weavers at CCC and asked if this could be discussed further.

Cllr Jarvis reported that as CCC are likely to still own the Jubilee Green at the end of June, the Great Horkesley Community Events team will have to pay a fee of £350 to hire the space for the upcoming village fayre. The Clerk will add this to the agenda for discussion at the next meeting.

26/016 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.

Cllr Jarvis asked if any works had been carried out to secure the bench outside of the Village Hall and Cllr Arnold confirmed that it was secure. The Clerk will contact Cllr Mead to confirm ownership of the bench and will ask the Caretaker to keep an eye on it.

26/017 Village Warden

(a) The Village Warden's report to date was noted.

(b) **It was unanimously agreed** (proposed Cllr Arnold, seconded Cllr Tempest) to increase the hourly rate paid to the Village Warden (contractor) from 1st June.

26/018 Parish Communication & Social Media

(a) The Assistant Clerk shared some ideas of ways to increase the Council's social media presence and increase knowledge of the Parish Council's roles and achievements among residents. Members will forward photographs and information to the Assistant Clerk that can be posted on the Council's Facebook page going forward.

The Assistant Clerk asked members to consider purchasing a subscription to Canva to assist with making posts and leaflets look more exciting and eye-catching; this will be added to the agenda for the next meeting for discussion.

(b) **It was unanimously agreed** that the following points from the meeting should be communicated to residents:

- Introducing Cllr Tempest as the new Chairman
- Westwood Home Farm planning application refusal
- Cllr Naylor attended the meeting and will help to push through the speed limit change on the A134 and Cllr Arnold will write to the new cabinet member responsible for Highways asking for their support too

26/019 Dates of Meetings for the Year Ahead

The dates and times for Council and Committee meetings for the municipal year were noted.

The Chairman closed the meeting at 8.53pm.

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

Signed(Chairman)

Date