Meeting of Tiptree Parish Council Minutes

The meeting of the Full Council took place on Tuesday 3rd November 2026 at 18.45 in the meeting room, Tiptree Community Centre, 1A Caxton Close, Tiptree CO5 0AH.

Councillors Present:

Cllr J Greenwood **– Chair**	Cllr D Webb **- Vice Chair**	Cllr S Allen-Shepherd
Cllr B Wood	Cllr M Hatton	Cllr A Peck
Cllr C Kitley		

Also in attendance: The Clerk, The Deputy Clerk to Tiptree Parish Council.

140/26 **Apologies for absence:**
No Apologise were accepted.

141/26 **Declarations of interest:**
Cllr Webb made a non-pecuniary declaration of interest on Item 11 the grant for Friends of Tiptree Heath.

142/26 **Chair's Announcements:**
The Chair made no announcement.

143/26 **Minutes of Meeting:**
The minutes of the meeting held on 6th October 2026 were proposed, seconded, unanimously **Resolved** as being an accurate record and duly signed.

144/26 **Cllr Woodcraft entered the meeting at 18:46.**

Public questions:
There were no questions from the public.

145/26 **Receipt of Approved Minutes:**
Council **unanimously** determined to receive and note the following minutes in full:

Planning & Highways committee	1st September.
Amenities & Environment- committee	24th September.
Staffing Sub committee	8th, 27th October & 10th September & 6th August.
Community Youth Hub Sub Committee	24th September.

146/26 **County and City Councillor reports:**
No County Councillor or City Councillor were in attendance due to Local government reorganisation meetings.

147/26 **Payment List:**
The payments for the month of October were Proposed, seconded and **unanimously** approved, having been previously approved by email.

148/26 **Cllr Dickey entered the meeting at 18:51.**

Financial Overview:
Full council received a report from the Clerk about the finances of the council.

149/26 **Bank Reconciliations:**
Cllr Wood informed the Council the bank reconciliation was completed for October.

150/26 **Consideration of Friends of Tiptree heath grant:**

Cllr Webb Left the meeting at 18:55.

After discussion it was Proposed, seconded and resolved **unanimously** that the grant was approved.

Cllr Webb re-entered the meeting at 18:59.

151/26 **Consideration of meeting dates for the first half of 2027:**
After discussion it was Proposed, seconded and resolved **unanimously** that first half of 2027 meeting dates are approved subject to the local parish elections.

Cllr Osbourne entered the meeting at 19:03.

152/26 **Consideration for more councillors' signatories for unity and long-term savings accounts:**
Following discussion, it was proposed, seconded and resolved **unanimously** that Cllr Dickey would be added to both unity bank and to the long-term savings accounts.

153/26 **Consideration on finding an accountant that can do direct debit for the wages:**
After discussion it was Proposed, seconded and resolved **unanimously** the clerk can investigate if the current accountant can provide this facility.

154/26 **Review of Staff Risk assessments:**
The council reviewed the staffs risk assessments.

155/26 **Consideration of moving the booking system over to Rialtas from Hall master:**
After discussion it was Proposed, seconded and resolved **unanimously** the council agrees to move the system over to Rialtas at £2,142.00 excluding VAT subject to confirming support for exporting and importing the data from Hallmaster to the Rialtas.

156/26 **Consideration of the Council's community engagement**:
After discussion it was Proposed, seconded and resolved **unanimously** that this item would be moved to next month's meeting.

157/26 **Review of Remembrance Sunday plans:**
After discussion, it was proposed, seconded and **unanimously** resolved to thank Sue for her hard work on this year's parade and confirm the Council's satisfaction with the arrangements in place. The Council will explore ways to streamline planning for next year's event.

158/26 **Consideration of the council's priority:**
The council received the project lists and are aware of the situation.

159/26 **Exclusion of the Press and Public:**
It was proposed, seconded and **unanimously** RESOLVE that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S5) of the Local Government Act 1972.

160/26 **Consideration of Staff Negotiations:**
The council received an update from the Chair.

161/26 **Consideration of report for FOI and the new procedure:**
After discussion, it was proposed, seconded and **unanimously** resolved the council would accept the report and adopt the new processes

162/26 **Consideration of best terms for incident:**

Cllr Osbourne left the meeting at 20:31.

After discussion, it was proposed, seconded and **unanimously** resolved the council would ask for the best terms and the clerk is to keep the council updated.

163/26 **Chair closed the meeting at 20.35.**
Date of next meeting 1st December 2026.

Signed ……. Date: 1st December 2026