

ABBESS, BEAUCHAMP & BERNERS RODING PARISH COUNCIL

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ANNUAL PARISH COUNCIL MEETING

Councillors are summoned to attend the meeting of Abbess Beauchamp & Berners Roding Parish Council which will be held at the Room in the Rodings on Wednesday 15th May 2019 at 8.00 pm for the purpose of transacting the following business.

K Weare

Clerk to the Council

May 9th 2019

The press and the public are invited to attend

AGENDA

1. **Retiring Chairman's Welcome**
2. **Election of Chairman**
To elect the Chairman for the forthcoming year. Elected Chairman to sign Declaration and Acceptance of Office of Chairman.
3. **Election of Vice Chairman**
To elect the Vice Chairman. No requirement to sign a Declaration.
4. **Declarations of Interest**
Cllrs are reminded that it is their individual legal responsibility to notify changes to their Declaration within 28 days to Epping Forest District Council.
5. **Apologies for absence**
The Clerk will note absences from the meeting. Councillors are reminded that it is their responsibility to attend a meeting when summoned. If you are unable to, you should contact **the Clerk** with an apology and an explanation. If you fail to attend any meetings for six months, you will automatically cease to be a councillor unless the council approved your reason for absence before the end of the six month period.
6. **Areas of Responsibility**
Each Councillor to agree Parish Council area of responsibility (if any).
7. **Code of Conduct**
Cllrs are reminded that the Parish Council has adopted the EFDC Code.
8. **Standing Orders including Financial Standing Orders**
The Clerk advises that the Orders reflect current legislation and practice but will require updating to reflect online banking.

- 9. Asset Register**
Cllrs to note the asset register at 31 March 2019.
- 10. Risk Analysis**
Cllrs to agree risk analysis for 2019-2020.
- 11. Approval of 2018-2019 Accounts and Annual Return**
Supporting financial records will be available and the Clerk will answer Cllrs's questions.
1. Cllrs to resolve to agree the Certificate of Exemption (page 3 of 6) and RFO and Chairman to sign.
 2. Cllrs to resolve to accept Section 1 Annual Governance Statement (page 5 of 6) and Chairman and Clerk to sign.
 3. Cllrs to resolve to accept Section 2 Accounting Statements (page 6 of 6) and RFO and Chairman to sign.
 4. The Internal Auditor has completed the Annual Internal Audit Report (page of 4 of 6).
- 12. Approval of Minutes**
Cllrs to agree minutes of the previous meeting March 20th 2019 as a correct record.
- 13. Declaration of interests**
With regard to items on the agenda, Members of the Parish Council are subject to the Local Authorities (Model Code of Conduct) Order 2007 (SI. 2007.1159) (The Revised Code) with the additional non mandatory section 12(2).
- 14. Public Representation**
The Parish Council will hear first from councillors with prejudicial interests who must leave the room immediately after they have made their representation, answered questions or given evidence. Councillors cannot remain in the room to hear the representations of others. After the close of the public session, any member having left may re-join the Council. The maximum time allowed for this item is 15 minutes, after which time the public will no longer be permitted to address the council; members with prejudicial interests will also not be permitted to speak and address the Council on those interests.
- 15. Reports**
Cllr Mrs M McEwen EFDC & ECC.
- 16. Clerk's Report**
- LHP Application
 - "Ledbury" decision
 - Grants to Churches
 - Nether Street Depot reported to Enforcement
 - Issues with defibrillators
 - All ongoing enforcement cases followed up
 - Thank you letters from Churches and H&E Air Ambulance
- 17. Highways**
- 18. Heritage Finger Posts**
Cllrs to resolve which post (if any) to include in this year's programme and whether to seek funding.

19. Parish Council Event

20. Planning

1. Applications decided by EFDC
 - a. EPF/0593/19 Berners Hall Farm – grain store – grant permission
 - b. EPF/0365/19 Little Oak, School Lane – two storey side extension – grant permission
 - c. EPF/0097/19 Rodings Plantery – hay barn – prior notification required and granted
 - d. EPF/0593/19 Berners Hall Farm – grain store – grant permission
 - e. EPF/0875/17 Elms Farm - mobile home – withdrawn
 - f. EPF/2360/17 Bumble Bee Barn – approval of details (contaminated land) – refused
2. New applications circulated between meetings
 - a. EPF/0733/19 Woodhouse CM5 0NU – double garage – revised EPF/0831/18)
3. New applications received
4. Technical applications for information only,
 - a. EPF/0585/19 Woodend Barn CM5 0NU LBC amended fenestration
 - b. EPF/0749/19 Parsonage Farm CM5 0SZ approval of details for EPF/1311/18
 - c. EPF/0757/19 Brookside CM5 0NZ CLD land to garden
5. EFDC Decisions outstanding
 - a. EPF/1477/17 The Depot, Anchor Lane - 2 detached dwellings
 - b. EPF/1534/17 Field 4898, The Asses – approval of conditions
 - c. EPF/3031/17 1 Brick Cottage, Anchor Lane – approval of details

21. Finances

1. The Clerk reports that the Barclays' balances at April 5th 2019 were £2,76.81 and £10,026.71. The Lloyds balance is nil.
2. The Clerk seeks authority to pay

a. EALC	affiliation fee	£151.88
b. K Weare	salary & expenses April	£210.00
c. Lynda Richardson	internal audit	£
d. B Stratton	judge's voucher	£ 20.00
e. FHE	membership	£ 12.00
3. The Clerk requests that a Barclays cheque is written to open the Lloyds account.
4. Cllrs are asked to resolve to pay appropriate invoices using online banking.
5. The Clerk will arrange for a Lloyds Savings Account to be opened with a view to closing the Barclays accounts in this financial year.

22. Clerk's Salary

Cllrs resolved at a special meeting to increase the Clerk's salary by £120 from 1 April 2019.

23. Correspondence

Clerk to bring to Members' attention recently received items of interest,

- Clerks and Councils Direct

24. Information exchange/next agenda items only

Items for information and discussion only. Items that require a decision will be put on the next agenda.

25. DATE OF NEXT MEETINGS

July 10th

October

January 2020

March 2020

CLOSE MEETING