

ABBESS, BEAUCHAMP & BERNERS RODING PARISH COUNCIL

Clerk to the Council: Karen Weare

Phone: 01279 876274

Email: abbrpc@gmail.com

Walnut Tree Cottage

Dunmow Road

Leaden Roding

Dunmow

CM6 1QA

ANNUAL PARISH COUNCIL MEETING

Councillors are summoned to attend the Meeting of
Abbess Beauchamp & Berners Roding Parish Council
on Wednesday 12th May 2021 at 8.00pm at The Room in the Rodings
for the purpose of transacting the following business.

K Weare

Clerk to the Council

May 7th 2021

The press and the public are invited to attend.

COVID

The Parish Council is permitted to meet in person (remote meetings are no longer allowed). Face coverings must be worn and social distancing maintained. Risk assessments have been carried out by the Parish Clerk and by the Room in the Rodings and the risk of transmission is considered very low. If numbers attending exceed a safe limit the meeting will be postponed.

Members of the public are invited to submit written representations to the Clerk in advance of the meeting.

AGENDA

1. Retiring Chairman's Welcome and Report

2. Apologies for absence

The Clerk will note absences from the meeting. Cllrs to note that absences and the reason must be notified to the Clerk in advance of the meeting. The reason will be recorded in the minutes at the discretion of the Clerk.

3. Uncontested Election

1. Clerk to receive and sign signed Declarations of Acceptance of Office.
2. Clerk to receive Register of Members interests (by email) to send to EPDC Monitoring Officer.
3. Cllrs are reminded to send their nil election expenses returns to EFDC.
4. The cost of the uncontested election will be around £150.00. The Parish Council maintains an election reserve

4. Co-option

One vacancy is unfilled. This has been advertised on the Noticeboard, website and will be put in Parish News. Cllrs to discuss any further action required.

5. Election of Chairman

6. Election of Vice-Chairman

7. Approval of Minutes

Cllrs to agree minutes of the Zoom meeting March 20th 2021 as a correct record. The Chairman will sign for the records.

8. Declarations of interest in Agenda Items

9. Areas of Responsibility

10. Public Representation

11. Election Results

Epping Forest District Councillor for High Ongar, Willingale and The Rodings
Essex County Councillor for Ongar and Rural

12. Clerk's Report

1. Thank you note sent to Cllr Maggie McEwen on her retirement.
2. Thank you letters received from Abbess Roding PCC and Essex and Herts Air Ambulance for donations.
3. Freedom of Information Request about littering/fly tipping dealt with. The Clerk maintains a register of FOI requests.
4. Highways issues reported.
5. Request to Highway Rangers for chevrons 1-6 Dunmow Road, Beauchamp Roding

13. Annual Parish Meeting

After discussion, the Chairman and Clerk have agreed that the Parish Council would not call an Annual Parish Meeting this year. It was thought unwise to encourage attendees. Although it is required by legislation there are no consequences to failing to call a meeting

14. Annual Governance and Accountability Return 2020/2021

The return and supporting paperwork are available for consideration. The Clerk will answer any questions arising. Note that due to time constraints, the internal audit will be carried out after the approval of the return.

1. Cllrs to resolve to accept the return in full.

2. RFO and Chairman to sign Certificate of Exemption Part 2 (page 3 of 6) for submission to external auditor no later than June 30th 2021.

3. Section 1 Annual Governance Statement (page 5 of 6). Chairman and Clerk to sign.

4. Section 2 – Accounting Statements (page 6 of 6) signed by Clerk. Chairman to sign.

5. Mrs Lynda Richardson of Peacock Management Services has agreed to carry out the internal audit.

15. Code of Conduct

The Parish Council adopted the EFDC Code based on the Nolan Principles.

16. Standing Orders including Financial Standing Orders

The Parish Council adopted the 2015 version. The Clerk intends to review these in light of various changes in legislation and practice.

17. Highways

Cllrs to notify any road signs requiring cleaning.

Epping Forest Highway Rangers. Any minor works to be requested?

18. Heritage Finger Posts

Cllr Stratton.

19. Defibrillator

Cllr Markey to advise if cosmetic work on kiosk now complete.

20. Planning

EPF/3022/20 Elms Farm, Berners Roding CM5 0TE

Re-submission of application for three livery yard mobile homes for two year temporary siting and associated additional grazing.

Strong objection.

EPF/816 & 830/21 Two Swans, Hurdle Lane CM5 0PL

First floor rear extension (and LBC).

No comments.

EPF0912/21 Oregon, Dunmow Road CM5 0JT

Proposed construction of a rear dormer first floor extension, internal alterations & conversion of existing workshop into 1-bedroom annexe.

Comments by 18/5/2021.

21. Finances

1. The Clerk reports the Lloyds bank balances total £13,615.24

Treasurers at 1/4/21 £615.24

Instant Online 15/4/21 £13,000.00

2. Income received and payments made since 1st April 2021

Balance on Treasurers	615.24
Transfer from online	500.12
Precept	5,610.00
EALC	(168.10)
Clerk April salary	(179.80)
Dr Walkers School	(500,00)
Transfer to online	<u>(5,000.00)</u>
Balance at 7/5/21	877.46

3. Upcoming payments

HMRC PAYE M1 £16.20

Auditor

J Kenney Services

Clerk May salary

Uncontested Election Charge

22. Correspondence

23. Information exchange/next agenda items

The Chairman may allow urgent decisions to be made.

Ten Parish News June deadline May 19th.

24. PROPOSED DATE OF NEXT MEETING(s)

Wednesdays in July 7th, 14th, 21st, 28th

Are Cllrs content with five meeting per annum (legal minimum four).

Do Cllrs wish to set dates for all meetings?

CLOSE MEETING