

## ANNUAL PARISH COUNCIL MEETING

Room in the Rodings on Wednesday 15th May 2019 at 8.00 pm

### MINUTES

Present

Cllr B Stratton  
Cllr A Parmenter  
Cllr C Metson  
Cllr I Milligan  
Cllr D Mapes  
Cllr P Lawrance  
Cllr C Markey

Parish Clerk: Karen Weare

No members of the public

**36/19 Retiring Chairman's Welcome**

Cllr Stratton welcomed those present.

**37/19 Election of Chairman**

Cllr Stratton was re-elected unopposed and signed the Declaration and Acceptance of Office of Chairman.

**38/19 Election of Vice Chairman**

Cllr Parmenter was re-elected unopposed.

**39/19 Declarations of Interest**

Cllrs noted their responsibility to notify changes to their Declaration.

**40/19 Apologies for absence**

None.

**41/19 Areas of Responsibility**

None.

**42/19 Code of Conduct**

Cllrs noted the Parish Council has adopted the EFDC Code.

**43/19 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.

- 44/19 Asset Register**  
Noted.
- 45/19 Risk Analysis**  
Agreed.
- 46/19 Approval of 2018-2019 Accounts and Annual Return**  
1. Cllrs resolved to agree the Certificate of Exemption (page 3 of 6) and RFO and Chairman signed.  
  
2. Cllrs resolved to accept Section 1 Annual Governance Statement (page 5 of 6) and Chairman and Clerk signed.  
  
3. Cllrs resolved to accept Section 2 Accounting Statements (page 6 of 6) and RFO and Chairman signed.  
  
4. The Internal Auditor has completed the Annual Internal Audit Report (page of 4 of 6).
- 47/19 Approval of Minutes**  
Cllr Parmenter noted 24/19 should read 2019 not 2018. This was amended and the minutes of the previous meeting March 20th 2019 were signed as a correct record.
- 48/19 Declaration of interests**  
None.
- 49/19 Public Representation**  
None.
- 50/19 Reports**  
Cllr Mrs M McEwen EFDC & ECC – not present.
- 51/19 Clerk's Report**  
1. LHP Application  
No progress. Clerk will send written question to Chair of LHP cc MM.  
  
2. "Ledbury" decision  
Cllrs to note this clarifies how complaints against Cllrs are dealt with.  
  
3. Grants to Churches  
The NALC advises that no payments of any description can be made to churches. The Clerk advised that payments for churchyard grass cutting could continue as this was a village amenity.  
  
4. Defibrillators  
No reports have been received from other Parish Councils any legal issues. Cllrs resolved to support a defibrillator at Berners and Abbess. To receive Stansted Airport funding, application could not be made by the Parish Council. Cllr Stratton to look at the formation of a Berners Group to site one in the phone box.  
  
5. Enforcement cases  
Nether Street further report made. No updates received on ongoing cases  
  
4. Thank you letters received from Churches and H&E Air Ambulance for donations.

**52/19 Highways**

1. Cllrs noted that potholes 2397526/7 in School Lane, Abbess had been repaired. To the right and left of entrance to Bass Cottages.
2. Cllr Lawrance reported a recent serious cycling accident at a pothole between The Bungalow and Ingolds, School Lane, Beauchamp. Clerk to check if reported.

**53/19 Heritage Finger Posts**

Cllrs resolved to fund two fingers for the Two Swans/Birds Green post and the missing finger at the junction of B184/School Lane, Beauchamp.

**54/19 Parish Council Event**

The wine quiz will be held in the Autumn. Date to be confirmed at July meeting.

**55/19 Planning**

1. Cllrs noted 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) – no comments.
3. New applications received  
None.
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 – comments.
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

**56/19 Finances**

1. The Clerk reported that the Barclays' balances at May 3rd 2019 were £2,632.43 (including VAT refund) and £10,026.71. The Lloyds balance is nil.

2. The Clerk was given authority to pay
- |                     |                         |         |     |
|---------------------|-------------------------|---------|-----|
| a. EALC             | affiliation fee         | £151.88 | 624 |
| b. K Weare          | salary & expenses April | £216.02 | 625 |
| c. Lynda Richardson | internal audit          | £ 25.00 | 626 |
| d. B Stratton       | judge's voucher         | £ 20.00 | 627 |
| e. FHE              | membership              | £ 12.00 | 628 |

3. Cllrs resolved that a £1,000 Barclays cheque is written in due course to open the Lloyds account.

56/19 continued

4. Cllrs resolved to pay appropriate invoices using online banking. Initially the Clerk will send payment request to all Cllrs and two will authorise.
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.

**57/19 Clerk's Salary**

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

**58/19 Correspondence**

None.

**59/19 Information exchange/next agenda items only**

1. Cllr Stratton will send a photo competition article to Cllr Parmenter for inclusion in the June Parish News. Clerk to create new email address\* for competition.
2. Cllrs expressed concern at number of racing cyclists and non-removal of their signs.

**60/19 DATE OF NEXT MEETINGS**

July 10<sup>th</sup>  
October 14<sup>th</sup>  
January 22<sup>nd</sup> 2020  
March 4<sup>th</sup> APM and 22<sup>nd</sup> PCM 2020

**MEETING CLOSED 9.35.**

*\*photorodings@gmail.com*