

MINUTES

of the Annual Parish Council Meeting held on Wednesday 12th May 2021
at 8.00pm at the Room on the Rodings.

Held under the Covid Legislation and Guidance at the time of the meeting.

Present

Councillors B Stratton (Chairman)
 A Parmenter (Vice-Chairman)
 Mrs P Lawrance
 D Mapes
 C Markey

Parish Clerk Karen Weare

No members of the public

38/21 Outgoing Chairman's Welcome and Report

Cllr Stratton welcomed those present.

39/21 Apologies for absence

None.

40/21 Uncontested Election

1. Clerk received signed Declarations of Acceptance of Office for all Cllrs present. Cllr Milligan to sign before next meeting.

2. Clerk had received some Register of Members interest forms. Cllrs Stratton, Parmenter and Lawrance to email for the Clerk to send all together to EFDC Monitoring Officer.

3. Cllrs were reminded to send their nil election expenses returns to EFDC.

4. The cost of the uncontested election will be around £150.00 (not yet invoiced). The Parish Council maintains an election reserve

41/21 Co-option

One vacancy is unfilled. This has been advertised on the Noticeboard, website and will be put in Parish News. Cllrs discussed who might be suitable and agreed to approach them on an individual basis. The Parish Council wishes to be more representative of the residents.

42/21 Election of Chairman

Cllr Stratton was proposed by Cllr Lawrance and seconded by Cllr Parmenter and elected un-opposed. Cllrs Stratton signed the Acceptance of Office of Chairman form.

43/21 Election of Vice-Chairman

Cllr Parmenter was proposed by Cllr Markey and seconded by Cllr Lawrance and elected unopposed.

44/21 Approval of Minutes

Cllrs agreed the minutes of the Zoom meeting March 20th 2021 as a correct record. The Chairman signed a copy for the records.

45/21 Declarations of interest in Agenda Items

None.

46/21 Areas of Responsibility

Cllrs agreed no individual Cllr would have responsibility.

47/21 Public Representation

None.

48/21 Election Results

1. Raymond Balcombe was elected as Epping Forest District Councillor for High Ongar, Willingale and The Rodings.

2. Jaymey McIvor was elected as Essex County Councillor for Ongar and Rural.

The Clerk will contact both of them and invite them to future meetings.

49/21 Clerk's Report

1. Thank you card sent to Cllr Maggie McEwen on her retirement.

2. Thank you letters received from Abbess Roding PCC, Beauchamp Roding LCC 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 Green Hill/Anchor Lane. Clerk had prepared list of Anchor Lane defects.

5. FS Case 326084141 Request to Highway Rangers for chevrons to be replaced outside 1-6 Dunmow Road, Beauchamp Roding

50/21 Annual Parish Meeting

After taking advice and discussion, the Chairman and Clerk 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. Cllrs did not object to this course of action.

51/21 Annual Governance and Accountability Return 2020/2021

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

1. Cllrs resolved to accept the return in full.
2. RFO and Chairman signed 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 signed.
4. Section 2 – Accounting Statements (page 6 of 6) already signed by Clerk. Chairman signed.
5. Mrs Lynda Richardson of Peacock Management Services has agreed to carry out the internal audit.

52/21 Code of Conduct

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

53/21 Standing Orders including Financial Standing Orders

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

54/21 Highways

1. The repair at 49/21/5 had been carried out.
2. Cllrs discussed possible work for the Rangers –
 - a. After Hales Farm, Dunmow Road bend in road sign needs to be re-angled. Note position on bend, narrow verge 60mph may not be suitable.
 - b. Triangle junction Dunmow Road/ School Lane (Beauchamp) chevrons bent over.
 - c. Opposite Frayes Chase (Wayside Cottages, Nether Street), Dunmow Road posts but no signs.
3. Contractors repaired a minor pothole in Berwick Lane but left the major one next to it.

55/21 Heritage Finger Posts

Cllr Stratton reported that the letters were being fixed to the fingers and after painting would be erected. Cllrs agreed to fund approximately four bags of cement needed to set the posts in the ground. Cllr Stratton would send photos for next quarterly report.

56/21 Defibrillator

Cllr Markey required access to electricity or to a rechargeable angle-grinder to complete work on kiosk.

57/21 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. Site visit expected May.

EPF/816 & 830/21 Two Swans, Hurdle Lane CM5 0PL
First floor rear extension (and LBC).
No comments.

EPF/0912/21 Oregon, Dunmow Road CM5 0JT
Proposed construction of a rear dormer first floor extension, internal alterations & conversion of existing workshop into 1-bedroom annexe.
No comments.

EPF/1079 & 1083/21 Fairlands, Anchor Lane CM5 0JR
Proposed restoration works to existing moat that lies within the curtilage of Grade II* Listed dwelling.
Technical. No comments.

58/21 Finances

1. The Clerk reported 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 £25-£40
J Kenney Services
Clerk May salary
Uncontested Election Charge

59/21 Correspondence

1. Email 12/2/12 from Wel Medical regarding software fault on defibrillator. Clerk to liaise with Cllr Stratton.

2. Rural Engagement Policing. Note for invitation to future meeting.

60/21 Information exchange/next agenda items

1. Cllrs had resolved at a separate meeting to award the Parish Clerk a pay increase of £250.

2. Parish News June deadline May 19th.

61/21 PROPOSED DATE OF NEXT MEETING(s)

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

July 14th

October 6th

January 19th 2022

March 2nd APM

March 23rd

MEETING CLOSED 9.00

Signed July 2021

Unapproved