



AYTHORPE RODING PARISH COUNCIL

## MINUTES

ANNUAL PARISH COUNCIL MEETING  
Monday 10<sup>th</sup> May 2021 at 7.45pm

Present            Cllr J Reynolds - Chairman  
                      Cllr D Caton  
                      Cllr P Coward-Whittaker  
                      Cllr Mrs S Lander  
                      Cllr R Lister  
                      Cllr C Woodmore

Karen Weare - Parish Clerk  
Two members of the public.

### **47/21 Outgoing Chairman's Welcome**

Cllr Reynolds welcomed those present to the APCM. No APCM was held in 2020 due to Covid-19

### **48/21 Apologies and reasons for absence**

None.

### **49/21 Election of Chairman**

Cllr Reynolds was proposed by Cllr Coward-Whittaker and seconded by Cllr Caton and elected unopposed. Chairman signed acceptance of office.

### **50/21 Election of Vice Chairman**

Cllr Coward Whittaker was proposed by Cllr Lister and seconded by Cllr Reynolds and elected unopposed.

### **51/21 Areas of Responsibility**

Cllrs agreed individual areas of responsibility/interest.

Cricket Club - Cllr Reynolds

Inspection of Assets - Cllr Coward-Whittaker

Village Hall - Cllr Lister

Litter Picks - Cllr Woodmore

Speeding Liaison - Cllr Woodmore/Cllr Lander

### **52/21 Register of Interests**

Cllrs were reminded to review their Register of Interest forms. Any changes must be reported by the completion of a new form.

### **53/21 Policy and Procedure**

1. Cllrs noted the Asset Register at 31<sup>st</sup> March 2021. The only addition was the defibrillator. No disposals.

2. Cllrs reviewed the risk analysis. No changes required.

3. The Parish Council relies on the UDC Code of Conduct 2019.

4. The Parish Council relies on the Standing Orders including Financial Standing Orders September 2018.

### **54/21 Accounts year ended 31<sup>st</sup> March 2021 and Annual Return (AGAR)**

All accounting record and supporting documents were available to Cllrs. No questions arose.

1. Cllrs resolved to agree the Certificate of Exemption (page 3 of 6). Chairman and RFO signed.

2. Cllrs resolved to agree the Annual Governance Statement (page 5 of 6). Chairman and Clerk signed.

3. Cllrs resolved to agree the Accounting Statements (page 6 of 6) signed by RFO. Chairman signed.

The Clerk will send the paperwork to the Internal Auditor Mrs Lynda Richardson of Peacock Management Services; publish the required information on the website and set the period for the exercise of public rights. It was not possible for the internal audit to be completed in advance of this meeting.

### **55/21 Approval of Minutes**

Cllr Lister clarified the position of the ditch at minute 33/21.

Cllrs agreed minutes of the previous (Zoom) meetings March 8th 2021 and April 1<sup>st</sup> 2021 (planning) as a correct record. Signed by Chairman.

### **56/21 Members Declaration of interests in Agenda Items**

Cllr Coward-Whittaker declared a non-pecuniary interest in the ditch clearance between the Recreation Ground and Drury Lane properties.

### **57/21 Matters Arising from the Annual Parish Meeting**

None.

### **58/21 Public Representation**

Mr Graham Twaddle representing the Village Hall Trust spoke about the problems being experienced by the Village hall. More Committee Members were needed to share the workload.

The roof required major work and further funding was required. Cllr Caton was able to give more information on the origins of the Village Hall. Cllr Reynolds advised that the Parish Council were not in a position to help the Village Hall financially. Cllr Lister wanted to know what would happen if the Trustees stepped away.

The Clerk's opinion was that the Parish Council had no legal responsibility to the Village Hall as it did NOT own the land or the building. The Trust Deed would be required and the Rural Community Council of Essex could give advice.

Mr Twaddle had written an article for Ten Parish News (June).

### **59/21 Cllr S Barker UDC and ECC Report**

See APM 45/21.

### **60/21 Reports**

1. Cllr J Reynolds – Cricket Club

The Club continued to be financially sound. So far this season full sides had been fielded and things looked positive.

2. Cllr R Lister - Village Hall

See 58/21. On behalf of the Parish Council, Cllr Lister thanked Mr Twaddle for the various village events held.

3. Cllr P Coward-Whittaker – inspection of assets including defibrillator  
Assets inspected. To liaise with Mr Lander about defibrillator inspection.

4. Cllr C Woodmore - Litter pick

A very good turnout and very keen litter pickers. Wasteaware collected the litter promptly and larger items reported to UDC fly-tipping. The next litter pick will be arranged for October 2021.

### **61/21 Clerk's Report**

- Allotment tap leaking. Cllr Reynolds to ask plumber to fix.
- Freedom of Information request on littering/fly-tipping
- Parish News June 2021

### **62/21 Highways**

Cllr Woodmore will follow up on contacts made with Police. Community Speedwatch. could go ahead with sufficient volunteers. Clerk - Parish News.

## 63/21 Planning

1. New Applications  
None.

### 2. Current Applications

The White House Keeres Green Aythorpe Roding CM6 1PD  
UTT/21/1125/HHF Status: Awaiting decision

Land East Of Dunmow Road Aythorpe Roding CM6 1PQ

UTT/21/0798/FUL Status: Awaiting decision

Parish Council objection (see meeting April 1<sup>st</sup> 2021). Called in by Cllr Barker if approved by Planning Officer.

Poplars Farm Broad Bridge Road Aythorpe Roding CM6 1RY

UTT/20/3259/FUL Conditions: Status: Awaiting decision.

### 3. Uttlesford District Council Decisions

UTT/21/0067/FUL West Point, Dunmow Road CM6 1PU approved 22/4/2021

## 64/21 Finances

1. The Clerk reports that the TSB balance at April 11<sup>th</sup> 2021 £6,143.92. Cllr Woodmore signed bank statement 37 to verify balance.

Balance 1/4/2021	£6,143.92
UDC precept 1 of 2	£1,387.50
EALC membership	(£90.84)
Clerk April salary	<u>(£108.60)</u>
Balance at 6/5/2021	£7,331.98

### 2. Upcoming payments

Aythorpe Roding Village Hall (hire) £22.00

HMRC PAYE M1

Clerk May salary

Insurance due 1/6/21 £222.37 (year 3 of 5)

3. The Clerk reported that the online authorisation was still not set up properly. TSB system at fault.

## 65/21 Roundbush Green

1. Ditch clearance. Cllr Reynolds obtaining quote. Clerk to liaise with resident for agreement to sharing cost.

2. Cllr Lander asked on behalf of a resident if there could be more cuts as it looked untidy. The contractor undertakes 2 cuts. Cllrs resolved not to fund additional cuts as historically there seemed to be residents who did not want more cuts.

## 66/21 Training

No Cllr required training.

**67/21 Correspondence**

Clerk brought Members' attention recently received items of interest not already notified or requiring further consideration-

- Clerks and Councils Direct May 2021

**68/21 Information exchange**

Fly-tipping was removed quickly from Keers Green but more had appeared.

Cllr Coward-Whittaker advised that Gigaclear would cable to the Bill Reeve Pavilion

**69/21 DATE OF NEXT MEETING**

Cllrs resolved to revert to using the Bill Reeve Pavilion and starting at 7.30pm.

July 12<sup>th</sup> 2021

CLOSE MEETING 8.45pm

Signed

JR 12 July 2021

Meeting was held in person as legislation did not allow for remote meetings. A risk assessment was carried out and Social Distancing Rules applied.

approved & signed