



AYTHORPE RODING PARISH COUNCIL

Clerk: Karen Weare

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ANNUAL MEETING OF THE COUNCIL FOLLOWED BY THE PARISH COUNCIL MEETING

Councillors are summoned to attend a meeting of Aythorpe Roding Parish Council which will be held at the Bill Reeve Pavilion, Aythorpe Roding on Monday 9 May 2016 after the Annual Parish Assembly which starts at 8.00 pm...

Clerk to the Council

5 May 2016

The press and the public are invited to attend

A G E N D A

ANNUAL PARISH COUNCIL MEETING

1. Retiring Chairman's Welcome and Report

2. 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. (Section 85 Local Government Act 1972).

3. Declarations of Interest

Cllrs are reminded that it is their individual responsibility to notify changes to their Declarations within 28 days.

4. Election of Chairman

To elect the Chairman for the forthcoming year. Elected Chairman to sign Declaration and Acceptance of Office of Chairman

5. Election of Vice Chairman

To elect the Vice Chairman

6. Area of Responsibility

Each Councillor to agree Parish Council area of responsibility (if any).

7. Appointment of Clerk/Responsible Financial Officer

8. Code of Conduct

The Localism Act 2011 (Commencement No.6 and Transitional, Savings and Transitional Provisions) Order 2012 a parish council must, pursuant to s.27 of the 2011 Act, adopt a new code of conduct which complies with the provisions of s. 28 of the 2011 Act to take effect on or after 1 July 2012.

9. Standing Orders including Financial Standing Orders

Cllrs to review the existing arrangements for compliance and clarity.

10. Risk Analysis

Cllrs to agree risk analysis for 2016-2017.

11. Approval of 2015-2016 Accounts

Cllrs to examine accounts.

Chairman to sign the annual return for submission of return to External Auditor.

A G E N D A

PARISH COUNCIL MEETING

12. Minutes of Last Meeting

To approve minutes of meeting March 14 2016.

13. Declaration of interests

With regard to items on the agenda, Members of the 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 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

16. Planning

Cllrs had no comments on the plans circulated between meetings

UTT/16/0679 Little Poplars, Spinney End.

UTT/16/0823 Wedgewood Cottage, Roundbush Green

UTT/16/0905 Village Hall, Roundbush Green

17. Highways

1. ECC-064967-16 Collins Lane defect (Hummells Farm culvert) ongoing.
2. 2454124 Church Lane pothole reported 21 March
3. 24524132 Keeres Farm pothole reported 21 March
4. 0025308 B184 flooding awaiting engineer visit

18.Recreation Ground

1. Cllr J Reynolds to confirm inspection.
2. Cllrs to approve Wicksteed Playgrounds to carry out Unaccompanied Annual Playground Inspection.

19.Allotments

1. Perry Contracting has created the three new plots as agreed.
2. The Clerk has approached Cllr Barker for advice on funding and Crest Nicholson for funding (no response).
3. Cllrs to decide whether to apply for funding from UDC Community Project Grant Scheme or alternative such as Community Initiatives Fund..

20.Finances

1. Cllrs to note the following receipts –
 - a. Transparency Grant £462.28
 - b. VAT refund 1 April 2014 to 31 March 2016 £25.00
2. The Clerk has raised an invoice for ECC Grass Contract..

3. The Clerk seeks authority to pay -

| | | |
|---|----------|-----|
| a. EALC Affiliation ` | £ 62.76 | 396 |
| b. Flex IT - laptop set up | £ 52.50* | 397 |
| c. S Dormer – internal audit | £100.00 | 398 |
| d. Peacock Management Services – payroll | £ 25.00 | 399 |
| e. HMRC PAYE tax month 1 | £ 26.50 | 400 |
| f. Parish Clerk salary & expenses (inc £401.97) | £601.00 | 401 |

*Transparency Grant funded

4. One Cllr to confirm TSB balance at 11 April 2016 £5,750.17 for audit purposes.

21.Grants

1. Cllrs to consider funds available for grant request from Aythorpe Roding Cricket Club
Cllrs are reminded that the Parish Council has a annual budget of £250 for grants.
2. Cllrs to consider requests for donations from -
 - a. MAGPAS
 - b. Uttlesford Community Travel
 - c. East Anglian Childrens Hospices

22.CORRESPONDENCE

Clerk to bring to Members' attention recently received items of interest/for consultation.

23.INFORMATION EXCHANGE/ NEXT AGENDA ITEMS ONLY

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

24.DATE OF NEXT MEETING

To confirm date of next meeting 11 July 2016 8 pm.

CLOSE MEETING