

Bradwell with Pattiswick Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 4th May 2021 at 7.00pm in Bradwell Village Hall

Present: Councillor Tony Dunn - Chairman
Councillor John Bedford
Councillor Lesley Kinder
Councillor Glenn Lockey
Councillor Michael Turner

In attendance: Mrs Christine Marshall (Parish Clerk & Responsible Financial Officer)

21/046 Welcome and apologies for absence

Cllr Dunn opened the meeting and welcomed those present. **It was resolved to accept the apologies of Cllr Evans. Proposed: Cllr Lockey, seconded Cllr Kinder**

21/047 Public participation session with respect to items on the agenda for the annual parish council meeting only

No matters were raised.

21/048 Outgoing Chairman's Report

The Chairman highlighted that despite the restrictions imposed on local councils during a year of pandemic and lockdowns, the Parish Council had undertaken all its duties and responded to event appropriately. He further reported that the financial situation of the Parish Council remained satisfactory.

On behalf of the Parish Councillors, the Chairman thanked the Clerk for maintaining all services throughout the year and for keeping them aware of changing legislation and how it affected parish councils.

The Chairman expects the coming year to be as challenging as ever.

21/049 To elect the Chairman of the Parish Council

Nominations were requested. Cllr Dunn was **proposed by Cllr Lockey and seconded by Cllrs Turner and all were in favour.** Cllr Dunn was duly elected as Chairman of the Parish Council for the current year.

21/050 Chairman's Declaration of Office

Owing to the current restrictions, Cllr Dunn will sign the Chairman's Declaration of Office outside of this meeting and will be witnessed and signed by the Parish Clerk as the Proper Officer of the Council.

21/051 To elect the Vice-Chairman of the Parish Council

Nominations were requested. Cllr Lockey was **proposed by Cllr Kinder, seconded by Cllr Bedford, all were in favour.** Cllr Lockey was duly elected as Vice-Chairman of the Parish Council for the current year.

21/052 Vice-Chairman's Declaration of Office

Owing to the current restrictions, Cllr Lockey will sign the Vice-Chairman's Declaration of Office outside of this meeting and will be witnessed and signed by the Parish Clerk as the Proper Officer of the Council.

21/053 Declarations of Acceptance of Office

Councillors Dunn, Lockey, Bedford, Kinder and Turner signed the Declaration of Acceptance of Office and Declaration to Observe the Code of Conduct. Having

witnessed the signatures “on line”, the Parish Clerk signed as the Proper Officer of the Council and all Cllrs should deliver their forms to the Clerk to enable this to be completed.

Action: All Cllrs

It was resolved that the Parish Clerk should seek the signatures of Councillors Evans and Webb and sign as the Proper Officer of the Council outside of this meeting.

Action: Clerk

21/054 Register of Members’ Interests

Councillors will review their Register of Member’s Interests and will complete their entries with up to date details and return to the Clerk for submission to Braintree District Council.

Action: Clerk

21/055 Consent Forms

All Members present signed “on camera” the consent form to receive Council Summons and other documents by e-mail and all Councillors should deliver their forms to the Clerk.

Action: all Cllrs

It was resolved that the Parish Clerk should seek the signatures of Councillors not present outside of this meeting.

Action: Clerk

21/056 Bank Mandate

It was AGREED to continue with the Bank Mandate as currently in existence of any two signatories for all outgoing payments or instructions.

21/057 Annual Return 2020-21

The Clerk/RFO confirmed that completion of the year end accounts and Annual Governance and Accountability Return 2020-2021 had been delayed due to Covid and will be presented prior to and signed at the next available meeting following completion of the internal audit.

21/058 Employment Committee

It was agreed that Cllrs Dunn, Evans and Lockey should remain as Employment Committee members and Cllr Dunn was elected Chairman of the Employment Committee. **Proposed: Cllr Bedford, seconded Cllr Kinder**

21/059 Committees

It was agreed that no other Committees are required to be established. If specialist groups are required these will be covered by Working Groups nominated for that purpose.

21/060 Village Hall Representative

Cllrs Webb and Kinder were **proposed by Cllr Bedford, seconded by Cllr Turner, all in favour**. Cllrs Webb and Kinder were duly elected as Village Hall Representatives for the current year. As Cllr Webb was not in attendance at this meeting, the Clerk will confirm her agreement to this appointment outside of this meeting.

Action: Clerk

21/061 Public Footpaths’ Officer

Mr Gareth Pritchard was proposed as the Public Footpaths’ Officer and the Clerk will seek his agreement to continue in this post outside of this meeting.

Action: Clerk

21/062 Playing Field Officer

Cllr Kinder was **proposed by Cllr Lockey, seconded by Cllr Turner, all in favour**. Cllr Kinder was duly elected as Playing Field Officer for the current year.

21/063 Emergency Planning Co-Ordinator

Cllr Evans was **proposed by Cllr Dunn, seconded by Cllr Turner, all in favour.**
Cllr Evans was duly elected as Emergency Planning Co-ordinator for the current year and the Clerk will confirm with Cllr Evans that he will continue in this post.

Action: Clerk

21/064 External Bodies Representatives

The following **AGREED** to continue to represent Bradwell with Pattiswick Parish Council at external meetings and events:

- a. Rural Community Council – Cllr Dunn
- b. Braintree Association of Local Councils – Cllr Lockey
- c. Integrated Waste Management Site Liaison Group – Cllr Dunn
- d. Bradwell Quarry Liaison Committee – Cllr Turner
- e. A120 Braintree Community Engagement Forum – Cllr Dunn
- f. Highways (Local Highways Panel and Highways Agency) – Cllrs Bedford and Lockey
- g. Transport – Cllr Bedford
- h. Holy Trinity Church – Cllr Dunn
- i. Flooding – Cllrs Lockey and Kinder

21/065 Policies and Procedures

- a. Freedom of Information – July 2021
- b. (Freedom of Information and) Publication Scheme - July 2021
- c. Data Protection – July 2021
- d. Retention of Documents and Records – July 2021
- e. Standing Orders – January 2022
- f. Equality & Diversity – September 2022
- g. Illegal encampments – August 2022
- h. Risk Management – March 2022
- i. Code of Conduct – September 2021
- j. Financial Regulations – January 2022
- k. Complaints – February 2022
- l. Grant Funding Policy – March 2022
- m. Training Policy – April 2023
- n. Expenses policy for employees and councillors – January 2022
- o. Communication – May 2022
- p. Community Engagement and Social Media Policy – February 2022
- q. Developer Engagement Policy March 2023
- r. Virtual Meeting Policy – January 2022 (if required)
- s. Public Participation at Meetings – January 2022 (if required)
- t. Decision Making during Covid – January 2022 (if required)

The timetable for review was approved. **Proposed Cllr Dunn, seconded by Cllr Lockey, all in favour.**

Action: Clerk

21/066 Close of meeting

The Chairman confirmed the next Annual Parish Council meeting for Monday 9th May 2022 at 7.00pm in the Village Hall, Church Road, Bradwell and declared this meeting closed at 7.20pm

Action: *Items for inclusion on the Agenda to be sent to the Parish Clerk to be received no later than 12 noon on Friday 30th April 2022.*

The meeting closed at 7.20pm