

Bradwell with Pattiswick Parish Council
Minutes of the Annual Parish Council Meeting
held on Monday 14th May 2018 at 7.50pm in Bradwell Village Hall

Present: Councillor Tony Dunn - Chairman
Councillor John Bedford
Councillor Craig Evans
Councillor Lesley Kinder
Councillor Glenn Lockey
Councillor Marie Webb

In attendance: Mrs Christine Marshall (Parish Clerk & Responsible Financial Officer)
County Councillor James Abbott
Two members of the public

18/048 Welcome and apologies for absence

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

18/049 Public participation session with respect to items on the agenda for the annual parish council meeting only

No matters were raised.

18/050 Outgoing Chairman's Report

The Chairman reported that it had been a busy year with the production of the Neighbourhood Plan to Regulation 14 stage and Village Design Statement. Although these items had taken priority in the Chairman's agenda for the year, the other achievements of the Parish Council should not be ignored and the Clerk was requested to produce a display showing the work that has taken place during the year.

Action: Clerk

18/051 To elect the Chairman of the Parish Council

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

18/052 Chairman's Declaration of Office

Cllr Dunn signed the Chairman's Declaration of Office and the Parish Clerk signed as the Proper Officer of the Council.

18/053 To elect the Vice-Chairman of the Parish Council

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

18/054 Vice-Chairman's Declaration of Office

Cllr Lockey had been unable to attend the meeting and **it was** resolved that the Parish Clerk should seek his signed Declaration of Office and the Parish Clerk sign as Proper Officer of the Council outside of this meeting.

Action: Clerk

18/055 Declarations of Acceptance of Office

Councillors signed a Declaration of Acceptance of Office and Declaration to Observe the Code of Conduct. The Parish Clerk signed as the Proper Officer of the Council.

It was resolved that the Parish Clerk should seek the signature of Councillor Lockey and sign as the Proper Officer of the Council outside of this meeting.

Action: Clerk

Cllr Evans enquired whether it would be possible to remove his telephone number from the website as he had received a call whilst at work. It was pointed out that as the Emergency Plan Co-ordinator, his number should remain public, but a note will be added that it should be used for emergencies only.

Action: Clerk

18/056 Register of Members' Interests

Each Councillor confirmed their entry for the Register of Members' Interests was correct.

It was resolved that the Parish Clerk should seek confirmation of Cllr Lockey's interests.

Action: Clerk

18/057 Consent Forms

All Member's signed the Consent Form to receive the Council summons and Agenda electronically.

It was resolved that the Parish Clerk should seek the signature of Councillor Lockey outside of this meeting.

Action: Clerk

18/058 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. Signatories are Cllrs Dunn, Lockey and Pritchard.

18/059 Finance and Annual Return 2017-18

The Clerk advised of a mistake on the Agenda under item c. The year-end carry forward figure should read £8,336. This amendment was noted.

- a. The Clerk presented the end of year bank reconciliation. There were no queries.
- b. **It was agreed** to approve the bank reconciliation.
- c. The Clerk presented the financial year-end report. There were no queries and the carry forward balance of £8,336 was confirmed and approved.
- d. The Clerk reported on the internal audit undertaken on 10th May by Lisa West and presented the Annual Return for 2017-18. **It was agreed** to authorise the Chairman and Parish Clerk to sign section 1 of the Annual Governance Statement. **Proposed by Cllr Lockey, seconded by Cllr Evans, all in favour.**
- e. **It was agreed** to authorise the Chairman and Parish Clerk to sign section 2 of the Accounting Statements. **Proposed by Cllr Bedford, seconded by Cllr Kinder, all in favour.**

18/060 Employment Committee

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

18/061 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.

18/062 Village Hall Representative

Cllr Webb was **proposed by Cllr Kinder, seconded by Cllr Lockey, all in favour.** Cllr Webb was duly elected as Village Hall Representative for the current year.

18/063 Public Footpaths' Officer

Cllr Pritchard was **proposed by Cllr Dunn, seconded by Cllr Lockey, all in favour.** Cllr Pritchard was duly elected as Public Footpaths' Officer for the current year.

18/064 Playing Field Officer

Cllr Kinder was **proposed by Cllr Evans, seconded by Cllr Lockey, all in favour.** Cllr Kinder was duly elected as Public Footpaths' Officer for the current year.

18/065 Emergency Planning Co-Ordinator

Cllr Evans was **proposed by Cllr Kinder, seconded by Cllr Lockey, all in favour.** Cllr Evans was duly elected as Emergency Planning Co-ordinator for the current year.

18/066 External Bodies Representatives

The following were AGREED 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 – Cllrs Dunn and Pritchard
- d. Bradwell Quarry Liaison Committee – Cllrs Pritchard and Webb
- e. A120 Braintree Community Engagement Forum – Cllr Dunn
- f. Highways (Local Highways Panel and Highways Agency) – Cllrs Bedford and Lockey
- g. Transport – Cllr Bedford (to be confirmed – minute 17/102 above)
- h. Holy Trinity Church – Cllrs Kinder and Webb
- i. Flooding – Cllrs Lockey and Pritchard

Proposed: Cllr Dunn, seconded Cllr Evans, all in favour.

18/067 Policies and Procedures

Subject to a date amendment for items a to d, the timetable for review as shown on the Agenda was approved. **Proposed Cllr Dunn, seconded by Cllr Evans, all in favour.**

- a. Freedom of Information – ~~May~~ June 2018
- b. (Freedom of Information and) Publication Scheme – June 2018
- c. Data Protection – ~~May~~ June 2018
- d. Retention of Documents and Records – ~~May~~ June 2018
- e. Standing Orders – July 2018
- f. Equality & Diversity -July 2018
- g. Illegal encampments – September 2018
- h. Risk Management – September 2018
- i. Code of Conduct – September 2018
- j. Financial Regulations – November 2018
- k. Complaints – January 2019
- l. Grant Funding Policy – March 2019
- m. Training Policy – April 2019
- n. Expenses policy for employees and councillors – April 2019
- o. Communication – May 2019
- p. Community Engagement and Social Media Policy – May 2019

18/068 Close of meeting

The Chairman confirmed the next Annual Parish Council meeting for Monday 13th May 2019 at 7.00pm in the Village Hall, Church Road, Bradwell and declared this meeting closed at 8.15pm

Action: *Items for inclusion on the Agenda to be sent to the Parish Clerk to be received no later than 12 noon on Friday 3rd May 2019.*

The meeting closed at 8.15pm