



# Bulmer Parish Council



Agenda for the Parish Meeting  
held at  
Bulmer Village Hall  
dated  
Monday 15<sup>th</sup> July 2024  
at 7.15pm





# Bulmer Parish Council



Members of the Council are hereby summoned to attend the Parish Council meeting being held at

Bulmer Village Hall on Monday 15<sup>th</sup> July 2024 at 7.15pm.

Members of the press and public are welcome to attend.

## AGENDA

1. **Apologies for absence:** Council members are required to forward their apologies to the clerk ahead of the meeting and to note decisions to accept apologies for absence.
2. **Disclosure of Pecuniary Interests:** Council members to identify any item on the agenda that they have a connection to as introduced through the Localism Act 2011, failure to do this could result in a fine and a ban and to note the decisions of requests for dispensation relating to the agenda.
3. **Minutes of previous meeting:** To approve the minutes of the meeting held 25th June 2024.
4. **Co Option of Councillor(s):** Council to vote the Co Option(s) and to sign the Disclosure of Pecuniary Interest and acceptance of Office.
5. **Public Questions:** 15 minutes time allowed for this item: Members of the public in attendance may as the Parish Council a question. Following this item members of the public are welcome to observe the rest of the meeting and are asked to remain silent. Any question that requires a Council decision must be added to a future agenda.
6. **Report from District Councillor:** 10 minutes time allowed for this item: An opportunity for the Parish Council to raise items of interest from the written reports supplied by the District Councillors.
7. **Report from the County Councillor:** 10 Minutes time allowed for this item: An opportunity for the Parish Council to raise items of interest from the written reports supplied by the County Councillors ahead of the meeting for further discussion.
8. **Co- Option Councillor(s) Declaration of Acceptance to Office:** Declaration of Acceptance to Office for the Municipal year 2024/2025 by full council, , signed document with Parish Clerk.
9. **Internal Audit:**
  - a) Council to review Internal Audit Report and recommendations.
  - b) Parish Clerk to update regarding External Audit.
10. **Public Rights:** 1st July to 9th August 2024 inclusive are the dates that can be used by members of the public to contact the RFO/Parish Clerk to discuss accounts and the audit.
11. **Approval of Documents:**

Council to reviewed the below updated documents:  
Emergency Plan  
Code of Conduct
12. **Finance: Financial Regulations**

Council to confirm additional reserves: This is a requirement of the Internal Audit as there is over £20,000 not accounted for within the reserves: Wishlist and Budget 1-5 Year Plan of Parish Council
13. **Code of Conduct Training:** Parish Clerk to request the Councillors confirm by email they have read and understand the Code of Conduct training provided by Braintree District Council.



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14. **EALC Councillor Training:**  
Parish Clerk to open discussion regarding EALC Training.
15. **Tree on Boundary of 3 Park Lane:**  
Cllr R Raymond to open discussion.
16. **Street Cleansing Agreement:**  
Parish Clerk to provide an update.
17. **Allotment Standpipe:**  
Cllr R Raymond to provide an update.
18. **Defibrillator Training:**  
Council to discuss.
19. **Accounts: Payments for approval and signatures:**
  - a) Payments presented for approval and to be signed by two signatories at the Parish meeting dated 15<sup>th</sup> July 2024.
  - b) Bank Reconciliations dated May & June 2024 to be approved and signed by two signatories at the Parish Meeting dated 15<sup>th</sup> July 2024.
20. **Clerk's Report:**
21. **Councillor's Reports:**

## Private & Confidential:

22. **Parish Clerk & RFO Contract:** Contract to be signed by Parish Clerk (Proper Officer) and RFO and position of to be officially accepted.
23. **Essex Pension Scheme:** The Parish Clerk has completed the TCP1 form to be signed by the Chairman and is to be passed as a resolution specifying 'the post of clerk' is to become pensionable. 7 days' notice of intention is required to pass such a resolution, usually by public display on the council notice board. The date the resolution will end will be dated 22<sup>nd</sup> July 2024 and this will be the date that will be shown on the TCP1 form.
24. **Salary:** Standing Order has been set up and requires minuted agreement which, will allow agreement for one year without the Salary being authorised at the monthly meetings to ensure payments are made on the correct date.

## Closure

Lynsey Ritchie-Fagg: Parish Clerk & RFO  
10<sup>th</sup> July 2024