



*Great Braxted  
Parish Council*

Clerk to the Council  
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29<sup>th</sup> April 2021

**To: Members of Great Braxted Parish Council**

**You are hereby summonsed to attend**

**THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ONLINE VIA ZOOM ON  
THURSDAY 6<sup>TH</sup> MAY 2021 AT 8.00 PM, FOLLOWED BY THE MAY ORDINARY  
MEETING**

**for the purpose of transacting the following business:**

**Clerk to the Council**

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**A G E N D A**

1. Election of the Chairman
2. To receive the Chairman's Declaration of Acceptance of Office
3. Election of Vice Chairman
4. Apologies for absence
5. Minutes of the Parish Council Meeting  
Held on 11<sup>th</sup> March 2021 [to be taken as read and signed as a correct record by the Chairman].
6. Declarations of Interest (existence and nature)  
With regards to items on the Agenda. Councillors are reminded that the code of conduct that took effect from 1st July 2012 provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.

7. To confirm bank account signatories

8. To note the resignation of the Internal Auditor

9. To adopt the Standing Orders following minor amendments by the National Association of Local Councils (NALC)

10. To adopt the Financial Regulations (no amendments)

11. To adopt the Financial Risk Assessment for 2021/22

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12. Maldon District Councillor Update

13. Public Participation Session

With respect to items on the Agenda and other matters that are of mutual interest. *Under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, there will be no physical meeting. Therefore, all communications will be conducted electronically. The link to join the meeting will be published on the Parish Council's website here: <https://e-voice.org.uk/greatbraxtedparishcouncil/parish-council-meeting-agendas/> on the day of the meeting*

14. Planning

To note the Parish Council's response to planning applications considered outside of a meeting and circulated via email (in accordance with Council Resolution 20/15.2):

14.1 21/00246/HOUSE – Convert and extend existing garage. Single storey rear extension. Front door canopy, bin store, alterations to fenestration and interior at Holly Tree Cottage, Bung Row, Great Braxted. **No objection.**

14.2 21/00253/HOUSE – Proposed two storey side extension, single storey front and rear extension at Rosemary Cottage, Bung Row, Great Braxted. **No objection.**

To consider any planning applications submitted and published on the MDC planning website between the circulation of this agenda and the meeting.

15. Finance and Audit

15.1 To receive the Internal Audit Report for 2020/21.

15.2 To approve the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2020/21.

15.3 To approve the Accounting Statements (Section 2) of the AGAR for 2020/21.

15.4 To note the dates of the period of public rights.

15.5 To consider and agree the Parish Council's insurance for the year 2021/22.

15.6 To authorise the Clerk to pay HMRC payments on a quarterly basis, potentially outside of the meeting schedule.

15.7 To consider funding the printing costs of The Braxted Bulletin (approximately £70 per month).



## *Great Braxted Parish Council*

### **16. Accounts for Payment**

To agree the accounts for payment for the period between 12<sup>th</sup> March 2021 and 6<sup>th</sup> May 2021.

### **17. Meeting Dates**

Local authorities are unable to lawfully convene online meetings past 7<sup>th</sup> May 2021. This will result in a return to face-to-face meetings.

The Parish Council to approve dates of forthcoming meetings and discuss appropriate measures to ensure the safety of Councillors, staff and members of the public.

### **18. General Announcements**