**Minutes of the Annual Parish Council Meeting and May Ordinary Meeting held online via Zoom on 6th May 2021 at 8pm**

# **Present:**

Councillor K Hornett (Outgoing Chairman), Councillor Armstrong (Incoming Chairman), Councillor C Knapman, Councillor R Collins, Councillor L Kane, Clerk, 1 member of the public.

# **21/1 Election of the Chairman**

Councillor Hornett stepped down as Chairman and was thanked for his time in office. Councillor Armstrong was duly elected as Chairman.

# **21/2 To receive the Chairman’s Declaration of Acceptance of Office**

Councillor Armstrong signed the Declaration of Acceptance of Office.

# **21/3 Election of the Vice Chairman**

Councillor Collins was duly elected as Vice Chairman.

# **21/4 Apologies for Absence**

None received.

# **21/5 Minutes of the Parish Council Meeting**

The minutes of the meeting held on 11th March 2021 were agreed as a correct record by the Chairman. The minutes will be physically signed as soon as practically possible.

# **21/6 Declarations of Interest**

None.

# **21/7 Bank account signatories**

All Councillors agreed to continue as bank account signatories.

# **21/8 Resignation of the Internal Auditor**

The resignation of the Internal Auditor was noted.

# **21/9 Standing Orders**

**It was resolved that** the Parish Council to adopt the Standing Orders following minor amendments by the National Association of Local Councils (NALC).

# **21/10 Financial Regulations**

**It was resolved that** the Parish Council to adopt the Financial Regulations (no amendments).

# **21/11 Financial Risk Assessment 2021/22**

**It was resolved that** the Parish Council to approve the Financial Risk Assessment for 2021/22.

# **21/12 Maldon District Councillor Update**

## District Councillor Siddall sent his apologies.

# **21/13 Public Participation Session**

One member of the public raised the following:

* Planning enforcement concerns in Lea Lane.
* A12 consultation – concerns regarding the potential closure of Junction 22 and its impact on Great and Little Braxted.
* Jubilee celebrations – provisional date of 3rd June 2022 at the Pavilion.

# **21/14 Planning**

**14.1** The Parish Council’s ‘no objection’ response (made outside of a meeting) to the following application was noted: 21/00246/HOUSE – Single storey rear extension and other works at Holly Tree Cottage, Bung Row, Great Braxted.

**14.2** The Parish Council’s ‘no objection’ response (made outside of a meeting) to the following application was noted: 21/00253/HOUSE – Proposed two storey extension, single storey front and rear extension at Rosemary Cottage, Bung Row, Great Braxted.

# **21/15 Finance and Audit**

**15.1 It was resolved that** the Parish Council receives the Internal Audit Report for 2020/21.

**15.2 It was resolved that** the Parish Council approves the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2020/21.

**15.3 It was resolved that** the Parish Council approves the Accounting Statements (Section 2) of the AGAR for 2020/21.

**15.4** The dates of the period of public rights from 14th June to 23rd July 2021 were noted.

**15.5 It was resolved that** the Parish Council agrees the annual insurance quote of £221.75 from Zurich.

**15.6 It was resolved that** the Parish Council authorises the Clerk to pay HMRC payments on a quarterly basis, potentially outside of the meeting schedule.

**15.7** Funding printing costs of the Braxted Bulletin was considered. Further information will be sought with consideration at the September meeting.

# **21/16 Accounts for Payment**

**It was resolved that** the accounts for payment between 12th March and 5th May 2021 be approved as follows:

Staff costs £212.00

HMRC £52.80

Office expenses £45.23

Zurich £221.75

Maldon District Council £267.12

Councillor Knapman (expenses) £67.20

Essex Association of Local Councils £115.18

Nancy Powell-Davies (Auditor) £150.00

# **21/17 Meeting Dates**

The following dates were agreed:

Thursday 8th July, Thursday 9th September and Thursday 11th November 2021.

# **21/18 General Announcements**

The following matters were raised:

* Container at Pavilion is untidy.
* Village sign in need of repair.
* Playground fund – the Landfill Community Grant has been confirmed – net £19,800.
* Playground fund – Braxted Park Trust donation of £1,000.
* Trucam – branches obscuring visibility have been removed.
* Trucam – resident query regarding chosen locations.

## **Meeting closed at 10.30pm**