

Minutes of the Annual Parish Council Meeting held at the Pavilion on 18th May 2023 at 8pm

Present:

Councillor R Collins (Chairman), Councillor C Knapman (Vice Chairman), Councillor M Davis, Councillor E Miles, Cllr I Wardrop the Clerk and three members of the public.

23/1 Election of a Chairman

It was proposed and agreed that Councillor Collins be appointed as Chairman.

RESOLVED: that Councillor Collins be appointed Chairman of Great Braxted Parish Council.

23/2 Chairman's Declaration of Acceptance of Office

Resolved: that the Chairman's Declaration of Acceptance of Office be signed by Councillor Collins and the clerk.

23/3 Appointment of Vice Chairman

It was proposed and agreed that Councillor Knapman be appointed as Vice-Chairman.

RESOLVED: that Councillor Knapman be appointed as Vice-Chairman of Great Braxted Parish Council.

23/4 Apologies for Absence

Apologies were received from Councillor Holt who is currently away on vacation.

RESOLVED: that the apology for absence be accepted.

23/5 Minutes of the Parish Council Meeting

RESOLVED: that the Minutes of the meeting held on the 9th March 2023 were agreed as a correct record and signed by the Chairman.

23/6 Declarations of Interest

RESOLVED: that no Members declared any interests in items on the agenda.

Members agreed to move the following item of business up the agenda to allow Cllr Wardrop to discuss the speed watch scheme.

23/18 Community Speed Watch Scheme

Cllr Ian Wardrop, from Wickham Bishops Parish Council, explained to the Parish Council how a community speed watch scheme works, having run the scheme in Wickham Bishops since 2013.

Essex Fire and Rescue (EFR), at Kelvedon Park, administer the scheme, approves the monitoring sites and provides the equipment which includes a speed gun and hi-vis vests.

Volunteers are key for the scheme to work and it is recommended for each shift to use at least two volunteers. One to hold the speed gun and the other to record the details of the vehicle.

A co-ordinator is required to organise the speed watch schedule, complete the returns to be sent back to EFR and act as the conduit between the Parish and the organisation. However, persistent offenders may be targeted by Essex Police. The aim of the scheme is to deter and educate.

Prosecutions cannot result from a driver being caught by the community speed watch team

If the Council were to proceed in setting up the scheme EFR would provide training for the volunteers and co-ordinator and Cllr Wardrop and Cllr Morgan have offered to support this.

Councillors discussed the benefits of running a community speed watch scheme and questioned if there would be enough volunteers.

RESOLVED: that Cllr Davis will include an article in the next Braxted Bulletin seeking volunteers and to gauge the community's response.

RESOLVED: the clerk will contact Essex Highways to ask if speed camera signs can be installed in the village and contact Insworth PC to ascertain how their speed camera signs were installed.

Cllr Wardrop left the meeting at 20.42pm

23/7 Maldon District Councillor Update

District Councillor R Siddall provided a written update which was read out by the clerk.

RESOLVED: Cllr Siddall's update was noted.

23/8 Public Participation Session

A member advised there was no facilities for waste at the pavilion which often resulted in rubbish bags being left outside the building. He asked if an industrial waste bin could be provided by the Council to mitigate this.

RESOLVED: the Clerk will investigate the costs and sizes of waste bins available and if a community bottle bank could be reinstalled on the verge outside the pavilion.

RESOLVED: that this item will be included as an agenda item at the next meeting.

A suggestion was made to provide signage in the pavilion advising hirers they are required to take their rubbish away when they leave to prevent a build-up of rubbish.

RESOLVED: Mr Hornett will take the matter to the Pavilion Committee for consideration.

A member of the public expressed concern that the field could provide an attractive site for travellers and asked if a height barrier could be installed above the vehicle gate.

As the pavilion is due to be refurbished in the near future, which will require several large deliveries of materials, a barrier may hinder this. Once the refurbishment is completed Councillors will consider if a barrier is necessary. A temporary solution may be to lock the pavilion gate in the morning and evening. A member of the public advised they would be willing to lock the gate each evening if another would unlock in the morning.

23/9 Appointment of Signatories on the Bank Account

Councillors discussed the benefits of having several signatories on the account to authorise payments.

RESOLVED: that Councillors Collins and Knapman remain as signatories and Councillors Davis and Miles be added to the mandate on the Unity Trust Account.

RESOLVED: that Councillor Holt, who is not a signatory on the account, check the bank reconciliation, accounts for payments and source documents on a quarterly basis.

23/10 To Appoint an Internal Auditor

RESOLVED: that the Parish Council will continue to use the services of Jan Stobbart as the Internal Auditor for the financial year 2023/24 at a cost of £150.00.

23/11 To re-adopt Policies and Procedures Pavilion Gate

Members reviewed and agreed to re-adopt the following policies without any amendments: -

- A) Standing Orders
- B) Financial Regulations
- C) Equal Opportunities Statement
- D) Grievance
- E) Data Protection
- F) Data Retention
- G) Social Media and Electronic Communication
- H) Publication Scheme
- I) Training
- J) Complaints

RESOLVED: that the Parish Council re-adopt the above policies and procedures for the coming year.

Two members of the public left the meeting at 21.10

23/12 To Adopt the Financial Risk Assessment for 2023/24

Members reviewed the Financial Risk Assessment for 2023/24.

RESOLVED: that the Parish Council adopt the Financial Risk Assessment for 2023/24.

23/13 Annual Return

23/13/1 Internal Audit Report

Members discussed the recommendations highlighted in the internal audit report which was completed on the 3rd May 2023 and noted and agreed the clerk's recommended actions.

RESOLVED: that the Parish Council receive the Internal Audit report for 2022/23 and the recommended actions be put in place.

23/13/2 To Declare the Parish Council Exempt from a Limited Assurance Review Audit.

The Council confirmed that neither its income nor expenditure for 2022/2023 had exceeded £25,000 and approved the Chairman to sign the Certificate of Exemption from External Audit.

RESOLVED: that the Chairman sign the Certificate of Exemption – AGAR 2022/23 Form 2

23/13/3 Section 1 – Annual Governance Statement for the Year Ended 31st March 2023

The Chairman read to the Council the statements contained in Section 1 of the Annual Return and the Council agreed that each had been complied with. The Council approved the signing of the Governance Statement for the year ended 31st March 2023.

RESOLVED: that the Parish Council approve Section 1 of the Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for 2022/23 and the Chairman duly signed.

23/13/4 Section 2 – Accounting Statements for the Year Ended 31st March 2023

The Council noted and agreed the financial data in Section 2 of the Annual Return and approved the signing of the Accounting Statement for the year ended 31st March 2023.

RESOLVED: that the Parish Council approve Section 2, the Accounting Statements, of the Annual Governance and Accountability Return (AGAR) for 2022/23 and the Chairman duly signed.

23/13/5 Period of Public Rights

The Notice of Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority) was provided to the Council.

RESOLVED: that the Period of Public Rights was noted as being from the 5th June 2023 to the 14th July 2023.

23/14 Community Governance Review

Members received a report on the process required to request additional seats on the Parish Council.

RESOLVED: that the Parish Council formally request to increase the number of seats on the Parish Council from five to seven. Cllr Collins and the clerk will write the request to Maldon District Council.

23/15 Planning

23/15/1 23/00193/FUL Construction of a new day room to replace outbuilding. The Orchards 2a Lea Lane Great Braxted

RESOLVED: that the Parish Council's 'no objection' response (made outside of a meeting) was noted.

23/15/2 23/00274/House Part single storey, part two storey rear extension to Shrub Hill Farm Maldon Road Tiptree

RESOLVED: that the Parish Council's 'no objection' response (made outside of a meeting) was noted.

23/16 Finance

23/16/1 Parish Council's Insurance for 2023/24

Members discussed the Council's insurance policy and noted the Internal Audits concerns. Enquiries will be made to ensure the council has adequate cover for their fitness and playground equipment as well as the village pump.

RESOLVED: that the clerk make enquires with the insurance provider.

RESOLVED: that the Parish Council agree the quote from BHIB for the Council's insurance commencing on the 1st June 2023 for £386.42.

23/16/2 Bank Reconciliation

The council received a bank reconciliation to the 28th April 2023 showing the current bank balance at £32,831.90.

RESOLVED: that the bank reconciliation to the 28th April 2023 be approved and the bank statement be signed by Cllr Knapman.

23/17 Accounts for Payment

23/17/1 To Approve Accounts for Payment Between the 2nd March and the 11th May

The Council approved the following payments: -

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Total</i>
16/03/2023	CommuniCorp	KCIII Mugs	£ 295.20
17/03/2023	CommuniCorp	KCIII Mugs	£ 295.20
20/03/2023	Maldon District Council	TRUCAM - Jan, Feb Mar 2023	£ 237.20
20/03/2023	Cllr Hornett	Expenses from annual spring clean	£ 3.65
24/03/2023	ID Mobile	Mobile Phone - March	£ 5.00
28/03/2023	HMRC	March payment	£ 58.00
28/03/2023	Mrs Lynda Townend	March salary	£ 231.60
28/03/2023	Mrs Lynda Townend	Reference Books	£ 195.30
28/03/2023	EALC	Training Course - Council Finance	£ 84.00
31/03/2023	Unity Bank	Bank charges	£ 18.00
06/04/2023	EALC	EALC and NALC 2023/24 Affiliation Fees	£ 116.85
19/04/2023	DW Maintenance	Grass cutting 23/03/23	£ 185.00
19/04/2023	Cllr C Knapman	Gate latch	£ 33.60
19/04/2023	HMRC	Q4 2022/23 payment	£ 173.15
26/04/2023	ID Mobile	Mobile phone bill April 2023	£ 6.00
28/04/2023	Mrs L Townend	April Salary	£ 231.80
28/04/2023	HMRC	April payment	£ 57.80
03/05/2023	Cllr C Knapman	Danish oil and accessories	£ 130.78
03/05/2023	Cllr C Knapman	Pavilion equipment	£ 3,374.81
03/05/2023	Monster Inflatables	Bounce and slide for Coronation event	£ 105.00
04/05/2023	Jan Stobart	Internal Audit fee	£ 150.00
05/05/2023	Cllr Knapman	Pavilion gate post caps	£ 9.12
08/05/2023	R. Clark Landscapes	Pavilion gate replacement	£ 610.00
12/05/2023	Cllr R Collins	Big Lunch expenses	£ 99.13
	<i>Date</i>	<i>Supplier</i>	<i>Item</i>
			<i>Total</i>
24/05/2023	ID Mobile	Mobile phone bill May 2023	£ 6.00
28/05/2023	Mrs L Townend	May Salary	£ 231.60
28/05/2023	HMRC	May payment	£ 58.00
28/05/2023	Mrs L Townend	May Expenses	£ 84.10
30/05/2023	BHIB Insurance	Insurance Premium for 23/24	£ 386.42

RESOLVED: The accounts for payment listed above be approved for payment:

23/17/2 Agreement to Pay Regular Payments

Members received a list of regular direct debits and BACS payments made by the Council.

RESOLVED: that the following payments will be made, outside of the meeting schedule, if required:-

Description	Frequency
Clerk's salary and expenses	Monthly
Mobile phone	Monthly
DW Maintenance – Grass Cutting	Monthly during the growing season
Maldon District Council – TRUCAM patrols	Quarterly
HMRC payments	Quarterly

23/19 Sole Trustee Status for Great Braxted Pavilion

Mr Hornett gave an update on plans for the Parish Council to become the Sole Trustee of the Pavilion advising that he is in contact with the Rural Community Council of Essex (RCCE) who can support the process. He confirmed the current Pavilion Management Committee would continue with the day-to-day management of the Pavilion, whilst maintaining their own bank account. Mr Hornett will advise if he requires any support from the Parish Council.

RESOLVED: that Mr Hornett's update be noted.

23/20 Remembrance Sunday Service

The Clerk updated the Council on plans to jointly organise the Remembrance Sunday Service at the war memorial in conjunction with Wickham Bishops and Little Braxted Parish Councils.

RESOLVED: that Councillor Miles join the Three Parishes Remembrance Day Road Safety Committee meetings and the clerk be seconded to the Committee.

RESOLVED: that the Council agree to pay £3.25 to Wickham Bishops PC toward the Public Liability Insurance Policy for the event.

23/21 Parish Meet and Greet

Councillors requested this item of business be added to the next meeting agenda.

RESOLVED: that this agenda item be added to the next agenda.

23/22 Councillor Training Requirements

Councillors were provided with the EALC training calendar which provides a number of courses for new and old councillors.

RESOLVED: that Members will let the clerk know of any training they require.

23/23 Items for Next Agenda

Councillors asked for the following items to be added to the next meeting agenda: -

- Parish Meet and Greet
- Maintenance budget for fence repairs

RESOLVED: that the above items be added to the next meeting agenda.

23/24 General Announcements

Having spoken to the developers of the Granville homes, Councillor Knapman advised many of the houses have issues with plumbing smells in their bathrooms. This is due to issues at the pumping station. Ongoing surveys are taking place to find the cause.

There being no further business the meeting closed at 21.59

Signed: _____

Date: _____

Cllr R Collins

Chairman