

The Hennys', Middleton & Twinstead Parish Council

Chairman: Cllr Anthony Lyster
Clerk: Shelley Boydell. 15 The Paddocks, Bures CO8 5DF
Tel: 07801 492312 Email: hmtpcouncil@gmail.com

Dear Councillor,

You are summoned to attend the next meeting of the Parish Council to take place on
13th July 2020 at 7.30pm ONLINE

The meeting is open to members of the public and press – please contact for details on how to join

Shelley Boydell, Parish Clerk

AGENDA

- ITEM 1** **Apologies for absence** *To receive apologies and resolve acceptance for absence*
- ITEM 2** **Declarations of Interest on agenda items below**
To receive any disclosable pecuniary interests or non-pecuniary interests or interests relating to items on the agenda.
- ITEM 4** **Approval of Minutes** *To approve minutes from 11th May 2020 meeting.*
- ITEM 5** **Public Speaking** - *subject to a time limit of 3 minutes per person and a total of 15 minutes (due to the online nature of the meeting, please contact the Clerk prior to the meeting if you would like to participate in this section)*
- ITEM 6** **Co-option** *To co-opt two new councillors to represent Middleton.*
- ITEM 7** **District/County Councillors Report**
- ITEM 8** **Clerk's Report** – *see separate Clerk's report*
- ITEM 9** **Planning** – *See separate Planning Report*
- ITEM 10** **Phone Mast** *To have a brief overview of issues relating to this matter and agree actions.*
- ITEM 11** **Highways/PROW maintenance**
a) *HGV vehicles on Pebmarsh Rd, Twinstead – update by Cllr Holland*
b) *Highways, including any updates on signage in villages – update by Cllr Holland*
c) *Gt Henny to Applecroft Bridleway – to discuss current concerns of use*
- ITEM 12** **Parish Upkeep**
a) *Twinstead Water Pump – Update*
b) *Twinstead Noticeboard refurbishment – Update*
c) *Grass Cutting – Update from Cllr Smart*
- ITEM 13** **Communication**
a) *Parish Council to agree or request amendments or additions to the first draft of the Communication & Engagement Policy Document.*
b) *Consideration of more frequent online meetings.*
c) *Website – to agree what should and should not be posted – e.g. finance sheet, contents of emails, BDC updates etc.*
- ITEM 14** **Assets of Community Value (ACVs) Including Twinstead Cricket Club**
To briefly discuss and highlight any relevant areas to earmark for later consideration.
- ITEM 15** **Industrial Impacts on our Parishes**
To decide if either a special meeting regarding this subject will be called or a working group formed to fact find and report back at the next Parish Council Meeting.

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ITEM 16 Policies & Procedures

- a) *Emergency Plan - Chairman to update*
- b) *Standing Orders – amendments to be agreed if required*

ITEM 17 Parish Council Finance

- a) *See Separate Finance Report*
- b) *Financial Regulations – Clerk will be updating these with Cllr Humphreys*
- c) *Internet Banking – Chairman to update*

Public to leave meeting for confidential items.

Clerk to also leave meeting for Parish Council to discuss HR items.

- d) *Parish Council to review and agree Clerk's contract*
- e) *Parish Council to discuss and agree Clerk's workplace pension*

Public & Clerk to re-join meeting.

ITEM 18 Items for next agenda

ITEM 19 Meeting dates

To agree all meeting dates from July 2020 to May 2021.

To confirm – All Parish Council meetings are still to be held online until otherwise advised by the Government of changes to the new temporary legislation.

Proposed dates:

- 14th September 2020 – fixed date*
- 12th October 2020 – possible extra meeting*
- 9th November 2020 – fixed date*
- 14th December 2020 – possible extra meeting*
- 11th January 2021 – fixed date*
- 8th February 2021 – possible extra meeting*
- 8th March 2021 – fixed date*
- 12th April 2021 – possible extra meeting*
- 10th May 2021 – fixed date*