

# The Hennys, Middleton & Twinstead Parish Council

Chairman: Cllr Anthony Lyster  
Clerk: Shelley Boydell. 15 The Paddocks, Bures CO8 5DF  
Email: [parishclerk@hennysmiddletontwinstead-pc.gov.uk](mailto:parishclerk@hennysmiddletontwinstead-pc.gov.uk)

Dear Councillor,

You are summoned to attend the next meeting of the Parish Council to take place on  
**11<sup>th</sup> January 2021 at 7.30pm ONLINE**

The meeting is open to members of the public and press – please contact  
[cllr.anthony.lyster@hennysmiddletontwinstead-pc.gov.uk](mailto:cllr.anthony.lyster@hennysmiddletontwinstead-pc.gov.uk) for details on how to join

Shelley Boydell, Parish Clerk

*S D Boydell*

17<sup>th</sup> December 2020

## **AGENDA**

- ITEM1 11JAN2021 Apologies for absence**  
*To receive apologies and resolve acceptance for absence*
- ITEM2 11JAN2021 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.*
- ITEM3 11JAN2021 Approval of Minutes**  
*To approve minutes from last two Parish Council meetings.*
- ITEM4 11JAN2021 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)*
- ITEM5 11JAN2021 District/County Councillors Report**
- ITEM6 11JAN2021 Clerk's Report – see separate Clerk's report**
- ITEM7 11JAN2021 Planning - Current Planning Applications for objection or approval (recent planning applications on separate planning report)**
- a) Land Adjacent To Village Hall Clay Hill Great Henny Essex  
Construction of one and a half storey detached dwelling house, workshop and tool shed, access, parking, landscaping and associated development.  
Ref. No: 20/01666/FUL | Received: Wed 07 Oct 2020 | Validated: Wed 07 Oct 2020 | Expiry for comments: 29/12/2020
- b) Woodland House The Street Middleton Essex CO10 7LW  
Single Storey Side Extension & Porch  
Ref. No: 20/02000/HH | Received: Fri 27 Nov 2020 | Validated: Fri 27 Nov 2020 | Expiry for Comments: 04/01/2021
- ITEM8 11JAN2021 Phone Mast**  
*Update by Cllr D Holland*
- ITEM9 11JAN2021 Local Plan**  
*Update by Chairman / Vice Chairman*

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## ITEM10 11JAN2021 **Open Spaces**

*To agree any items to add as requested by Braintree District Council  
(circulated 07/12/2020)*

## ITEM11 11JAN2021 **Village Halls**

*Update by Cllr D Holland & Cllr A Smart*

## ITEM12 11JAN2021 **Policies & Procedures**

- a) *Financial Regulations – Clerk & Cllr T Humphreys to update for Cllrs review and agreement*
- b) *Parish Council to agree which two policies to review at March 2021 meeting.*

## ITEM13 11JAN2021 **Parish Council Finance**

- a) *See Separate Finance Report*
- b) *Internet Banking – Chairman to update*
- c) *To agree to complete direct debit form for Information Commissioner annual payment – (a direct debit will reduce future payments from £40 to £35)*
- d) *Budget review – to agree proposed budget & precept*

## ITEM14 11JAN2021 **Items for next agenda**

## ITEM15 11JAN2021 **Meeting dates**

*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.*

*11<sup>th</sup> January 2021*

*8<sup>th</sup> March 2021*

*10<sup>th</sup> May 2021 – Annual General Meeting followed by Parish Council Meeting*

*12<sup>th</sup> July 2021*

*13<sup>th</sup> September 2021 (provisional to be agreed 11/01/2021)*

*8<sup>th</sup> November 2021 (provisional to be agreed 11/01/2021)*

*At this time the Annual Parish Meeting / Annual Assembly has not been booked due to current restrictions, however, as soon as this is able to be booked a date will be agreed and circulated.*

**Meeting to close to public and Clerk due to the confidential nature of the last item.**

## ITEM16 11JAN2021 **Human Resources**

- a) *to appoint minimum three councillors to form an HR Committee*
- b) *Update on Clerk's pension start date*
- c) *Mobile Phone for Clerk*