

# The Hennys, Middleton & Twinstead Parish Council

Chairman: Cllr Anthony Lyster

Clerk: Shelley Boydell. 15 The Paddocks, Bures CO8 5DF

Email: [parishclerk@hennysmiddletoninstead-pc.gov.uk](mailto:parishclerk@hennysmiddletoninstead-pc.gov.uk)

Dear Councillor,

You are summoned to attend the **Annual General Meeting** immediately followed by a **Parish Council Meeting** to take place on **4<sup>th</sup> May 2021 at 7.30pm ONLINE**

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

Shelley Boydell, Parish Clerk

*S D Boydell*

26<sup>th</sup> April 2021

## AGENDA – ANNUAL GENERAL MEETING

- ITEM1 4MAY2021 **Apologies for absence (approx. 2mins)**  
*To receive apologies and resolve acceptance for absence*
- ITEM2 4MAY2021 **To elect a Chairman for 2021/22**
- ITEM3 4MAY2021 **To elect a Vice-Chairman for 2021/22**
- ITEM4 4MAY2021 **Complete Acceptance of Office forms and hand in Register of Interest forms**  
*To complete relevant forms*

## AGENDA - PARISH COUNCIL MEETING

- ITEM5 4MAY2021 **Declarations of Interest on agenda items below (approx. 2 mins)**  
*To receive any disclosable pecuniary interests or non-pecuniary interests or interests relating to items on the agenda.*
- ITEM6 4MAY2021 **Approval of Minutes (approx. 5 mins)**  
*To approve minutes from the last Parish Council meeting and recent Planning Committee meeting if available.*
- ITEM7 4MAY2021 **Public Speaking (approx. 15 mins)**  
*Opportunity for the public to raise issues or ask questions of Councillors (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)*
- ITEM8 4MAY2021 **District/County Councillors Report (approx. 5 mins each)**
- ITEM9 4MAY2021 **Clerk's Report (approx. 5 mins)**  
*Please see separate Clerk's report (circulated for review prior to meeting)*

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## ITEM10 4MAY2021 **Planning - Current Planning Applications for objection or approval (recent planning applications on separate planning report)**

- a) Shepherds Rectory Road Middleton Essex CO10 7LN  
Proposed detached cartlodge and detached storage unit.  
Ref. No: 21/00984/HH | Received: Thu 25 Mar 2021 | Validated: Wed 07 Apr 2021 | Status: Pending Consideration | Deadline for comments: 14<sup>th</sup> May 2021
- b) Great Barn Church Road Twinstead Essex  
Proposed cartlodge with games room.  
Ref. No: 21/00971/HH | Received: Thu 25 Mar 2021 | Validated: Fri 09 Apr 2021 | Status: Pending Consideration | Deadline for comments: 17<sup>th</sup> May 2021

## ITEM11 4MAY2021 **Village Items**

- a) To discuss and agree any action regarding parking on Twinstead Village Green  
b) To discuss pond on Twinstead Village Green

## ITEM12 4MAY2021 **Policies & Procedures (approx. 5 mins)**

- a) To receive and consider report and suggestions from Communication Committee regarding email policy.  
b) To agree a councillor (with support from the Clerk) to produce updated standing orders to present for agreement at the next Parish Council meeting.  
c) To nominate councillor(s) to head creating an Equality & Diversity Policy which adheres to Regulations 2011 from The Equality Act 2010; to then be agreed by the full council at a future meeting.

## ITEM13 4MAY2021 **Parish Council Finance (approx. 20 mins)**

- a) See Separate Finance Report (circulated for review prior to meeting)  
b) To approve and sign Certificate of Exemption – AGAR 2020/21  
c) To consider, approve and sign Annual Governance Statement (Section 1)  
d) To consider, approve and sign Annual Accounting Statement (Section 2)  
e) To agree confirmation of the dates of the period for the exercise of public rights – suggested Monday 14 June – Friday 23 July 2021  
f) To note Annual Internal Audit Report 2020/21  
g) Internet Banking – Chairman to update

## ITEM14 4MAY2021 **Items for next agenda (approx. 2 mins)**

## ITEM15 4MAY2021 **Meeting dates (approx. 5 mins)**

Note: The 2021 Annual Parish Meeting / Annual Assembly has not been able to go ahead due to current restrictions.

12<sup>th</sup> July 2021 – Henny Parish Room (if restrictions permit)

13<sup>th</sup> September 2021

8<sup>th</sup> November 2021

17<sup>th</sup> January 2022

14<sup>th</sup> March 2022 (provisional – TBC 04/05/2021)

To agree a date for the Annual Parish Meeting between 1<sup>st</sup> March and 1<sup>st</sup> June 2022 to begin not before 6pm.