

# The Hennys, Middleton & Twinstead Parish Council

Chairman: Cllr David Holland  
Clerk: Shelley Boydell. 15 The Paddocks, Bures CO8 5DF  
Email: parishclerk@hennysmiddletontwinstead-pc.gov.uk

## Clerk's Report

### Parish Council Meeting 13<sup>th</sup> September 2021 at 7.30pm at Henny Parish Rooms

#### **Minutes**

Clerk prepared and circulated the minutes of the last meeting to present to the full council for agreement.

#### **Website & Facebook Page**

The Clerk has been maintaining and updating the PC's website and Facebook page with relevant information including a link to Highways website to report relevant issues.

#### **CiLCA**

The Clerk has successfully completed and passed the CiLCA qualification.

#### **Planning**

The Clerk and Chairman submitted planning comments as agreed by the full Parish Council at the last meeting.

#### **Insurance**

The Clerk worked alongside Cllr Alan Scattergood to ensure the new insurance policy was appropriate and in place.

#### **Signposting**

The Clerk signposted members of the public to information required.

#### **Verge Cutting**

Clerk liaised with Braintree District Council who confirmed the verge cutting would be done one time per year in September as part of a trial, however, if they are notified of any specific areas that are a danger to drivers then a cut will be organised. It was confirmed that the contact for this was Braintree District Council Customer Services (details on BDC website and also Parish Council website).

<b>ANNUAL CALENDAR</b>	
January	<ul style="list-style-type: none"><li>• Parish Council Meeting</li><li>• Submit demand for precept to Braintree District Council</li></ul>
March	<ul style="list-style-type: none"><li>• Parish Council Meeting</li><li>• Annual Parish Meeting</li></ul>
April	<ul style="list-style-type: none"><li>• Internal Audit</li></ul>
May	<ul style="list-style-type: none"><li>• Parish Council Meeting</li><li>• Approve Accounts and Internal Audit</li><li>• Election of Chairman (alternate years)</li></ul>
July	<ul style="list-style-type: none"><li>• Parish Council Meeting</li><li>• Review Standing Orders</li><li>• Review Councillor Individual Roles</li><li>• Clerk Annual Appraisal / Review</li><li>• Process and distribute Annual Grants (Village Hall &amp; Churchyard Maintenance)</li></ul>
September	<ul style="list-style-type: none"><li>• Parish Council Meeting</li><li>• Review Emergency Plan</li></ul>
November	<ul style="list-style-type: none"><li>• Parish Council Meeting</li><li>• Overview of Budget and Budget Review</li><li>• Review of Contractors</li></ul>