

The Hennys, Middleton & Twinstead Parish Council

Chairman: Cllr David Holland

Clerk: Shelley Boydell Email: hmtpcouncil@gmail.com

Clerk's Report

Parish Council Meeting 15th May 2023 at 7.30pm at Henny Parish Rooms

Minutes

Clerk prepared and circulated 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.

Planning

The Clerk submitted planning comments as agreed by the full Parish Council at the last meeting. The clerk raised the 2 trees with potential TPO's relating to planning 23/00478/LBC. *Some of the comments that were submitted via the Braintree District Council planning portal on their website did not appear, the Clerk contacted Braintree District Council to resolve the issue and the comments were instated.*

Signposting

The Clerk assisted members of the public with finding information required.

Payments

Clerk ensured that all required payments were made, including hall payments and litter picks.

Street Cleansing Agreement

Clerk liaised with Braintree District Council to confirm litter picks in the area and any issues that have been reported. A new invoice was raised for the annual street cleaning payment from Braintree District Council.

Annual Accounts

Clerk finalised the end of year accounts for the Parish Council in preparation for the internal audit.

External Audit

Clerk filled in and submitted the Certificate of Exemption to PKF Littlejohn, the appointed external auditor.

Internal Audit

Clerk booked to meet with the internal auditor and the audit was carried out on 11th May 2023. Clerk organised the relevant paperwork to present to the Parish Council at the May meeting.

ANNUAL CALENDAR	
January	<ul style="list-style-type: none">Parish Council MeetingSubmit demand for precept to Braintree District Council
March	<ul style="list-style-type: none">Parish Council MeetingAnnual Parish Meeting
April	<ul style="list-style-type: none">Internal Audit
May	<ul style="list-style-type: none">Parish Council MeetingApprove Accounts and Internal AuditElection of Chairman (alternate years)
July	<ul style="list-style-type: none">Parish Council MeetingReview Standing OrdersReview Councillor Individual RolesClerk Annual Appraisal / ReviewProcess and distribute Annual Grants (Village Hall & Churchyard Maintenance)
September	<ul style="list-style-type: none">Parish Council MeetingReview Emergency Plan
November	<ul style="list-style-type: none">Parish Council MeetingOverview of Budget and Budget ReviewReview of Contractors