

# The Hennys, Middleton & Twinstead Parish Council

Chairman: Cllr David Holland

Clerk: Shelley Boydell Email: hmtpcouncil@gmail.com

## Clerk's Report

### Parish Council Meeting 10<sup>th</sup> July 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. Clerk also altered the March 2023 minutes as per discussions at the May 2023 meeting and circulated for agreement.

#### Byway 13

Clerk contacted Braintree District Council (reference number 238326) and Essex County Council (reference number 2849929) regarding the potentially dangerous motorbikes using this byway.

#### Bridges

Clerk reported the damage to the small bridge in Henny, what3words location "usual.drips.earpiece", reference 2851272.

Clerk reported bridge on Henny Street as it is in need of repair after the previous repairs failed, reference 2851274.

#### Pebmarsh Road, Twinstead - Pond

*Clerk reported to Essex Highways (reference number 2849939) the deep pond adjacent to Twinstead riding school by the road, the pond is out of view. There are concerns that due to increased road use that a vehicle could go off the road into the deep pond, the PC suggests warning signs to make road users aware.*

#### New 40mph Speed Limit Between Bures and Middleton

*PC agreed to go forward with an application to change the national speed limit to 40mph between Bures and Middleton – Clerk has contacted County Councillor for help with beginning this process.*

#### 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, this was after multiple errors whilst trying to submit the comments – the issue on the Braintree District Council website appears to have been resolved.

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

**Payments** - Clerk ensured that all required payments were made, including annual insurance.

**Insurance** - Clerk completed insurance form with assistance from Cllr Scattergood. Clerk submitted form.

#### ANNUAL CALENDAR

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January	<ul style="list-style-type: none"><li>Parish Council Meeting</li></ul>	<ul style="list-style-type: none"><li>Submit demand for precept to Braintree District Council</li></ul>
March	<ul style="list-style-type: none"><li>Parish Council Meeting</li></ul>	<ul style="list-style-type: none"><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></ul>	<ul style="list-style-type: none"><li>Review Parish Council Insurance Policy</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></ul>	<ul style="list-style-type: none"><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>	<ul style="list-style-type: none"><li>Review Financial Regulations</li><li>Review Parish Council Risk Assessments</li></ul>
November	<ul style="list-style-type: none"><li>Parish Council Meeting</li><li>Overview of Budget and Budget Review</li></ul>	<ul style="list-style-type: none"><li>Review Asset Register</li><li>Review of Contractors</li></ul>