

# The Hennys, Middleton & Twinstead Parish Council

Chairman: Cllr Tim Humphreys

Clerk: Shelley Boydell Email: hmtpcouncil@gmail.com

## Clerk's Report

### Parish Council Meeting 5<sup>th</sup> October 2023 at 7.30pm at Henny Parish Rooms

#### **Minutes**

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

#### **New Councillor**

Clerk received paperwork from new councillor Mo Baker.

#### **Community Police Officers**

Clerk shared information on social media and the website.

#### **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.

#### **Signposting**

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

**Payments** Clerk ensured that all required payments were made.

**Insurance** Clerk resent documents to Cllr Scattergood.

#### **Funding for Vegetation / Footpath Cutting / Grass Cutting**

Clerk has requested information to apply for more funding from Essex County Council.

**Postponed Meeting** Due to power failure the meeting in September was not able to go ahead, Clerk rescheduled.

<b>CURRENT REPORTS TO BRAINTREE DISTRICT COUNCIL / ESSEX COUNTY COUNCIL</b>			
<b>Subject</b>	<b>Reported to</b>	<b>Description</b>	<b>Reference</b>
Bridge Footpath 27	Essex Highways	Clerk reported damage to the small bridge on footpath 27 in Twinstead	2865313
Footpath 10	Essex Highways	impassable footpath 10 in Twinstead	2865316
Henny Bridge	Essex Highways	Clerk reported the damage to the small bridge in Henny, what3words location "usual.drips.earpiece" on 27 <sup>th</sup> July and called to chase this issue again as an urgent issue on 29 <sup>th</sup> August 2023.	2851272
Twinstead Pond	Essex Highways	Clerk chased report to Essex Highways regarding the potentially dangerous pond adjacent to the road.	2849939
Wildlife Damage	Essex Highways	Clerk chased report to Highways regarding wildlife debris in the road	2865346

<b>ANNUAL CALENDAR</b>		
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>