

The Hennys, Middleton & Twinstead Parish Council

Chairman: Cllr Tim Humphreys

Clerk: Shelley Boydell Email: hmtpcouncil@gmail.com

Clerk's Report

Parish Council Meeting 11th July 2024

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.

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 has processed all payments due

Invoicing

Clerk has invoiced Braintree District Council for Street Cleaning costs.

Internal Audit and AGAR

The Clerk has completed the end of year accounts, the internal audit and submitted relevant information to the external auditor

CURRENT REPORTS TO BRAINTREE DISTRICT COUNCIL / ESSEX COUNTY COUNCIL			
Subject	Reported to	Description	Reference
Bridge Footpath 27	Essex Highways	Clerk reported damage to the small bridge on footpath 27 in Twinstead	2865313
Twinstead Pond	Essex Highways	Clerk chased report to Essex Highways regarding the potentially dangerous pond adjacent to the road.	2849939
Church Road	Essex Highways	Potholes / drain issues	2894922 2894923
Blocked Drain near Parish Room	Essex Highways	Clerk reported blocked drain adjacent to The Henny Parish Room	2877437

ANNUAL CALENDAR		
January	<ul style="list-style-type: none">Parish Council Meeting	<ul style="list-style-type: none">Submit demand for precept to Braintree District Council
March	<ul style="list-style-type: none">Parish Council Meeting	<ul style="list-style-type: none">Annual Parish Meeting
April	<ul style="list-style-type: none">Internal Audit	
May	<ul style="list-style-type: none">Parish Council MeetingApprove Accounts and Internal Audit	<ul style="list-style-type: none">Review Parish Council Insurance PolicyElection of Chairman (alternate years)
July	<ul style="list-style-type: none">Parish Council MeetingReview Standing OrdersReview Councillor Individual Roles	<ul style="list-style-type: none">Clerk Annual Appraisal / ReviewProcess and distribute Annual Grants (Village Hall & Churchyard Maintenance)
September	<ul style="list-style-type: none">Parish Council MeetingReview Emergency Plan	<ul style="list-style-type: none">Review Financial RegulationsReview Parish Council Risk Assessments
November	<ul style="list-style-type: none">Parish Council MeetingOverview of Budget and Budget Review	<ul style="list-style-type: none">Review Asset RegisterReview of Contractors