

# **LITTLE YELDHAM, TILBURY JUXTA CLARE AND OVINGTON PARISH COUNCIL**

Adrian Corder-Birch, D.L., F.S.A.,  
Clerk to the Parish Council

Tel: 01787-472945  
Email: [clerk.ly.tjc.o.pc@gmail.com](mailto:clerk.ly.tjc.o.pc@gmail.com)

Rustlings,  
Howe Drive,  
HALSTEAD,  
Essex.  
CO9 2QL

14th May 2025

Dear Councillors,

I hereby give you notice that the Annual Parish Council Meeting will take at the Village Hall, Little Yeldham on Tuesday, 20<sup>th</sup> May 2025 at 7pm.

Adrian Corder-Birch  
Clerk to the Parish Council

## **AGENDA**

Public comment and questions (limited to ten minutes).

1. Apologies for Absence
2. To co-opt two Councillors to fill two Casual Vacancies for Tilbury Juxta Clare
3. Declaration of Acceptance of Office of new Councillors
4. Election of Chairman
5. Declaration of Acceptance of Office of Chairman
6. Election of Vice Chairman
7. Members Declarations - to declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members
8. Election of Little Yeldham Recreation Ground Committee (comprising five Parish Councillors including the Chairman and Vice Chairman together with two members of the public)
9. Election of representatives to other organisations:
  - (a) Little Yeldham Village Hall Committee
  - (b) Belchamp St. Paul Community House for (a) Tilbury Juxta Clare and (b) Ovington

- (c) Airfield Joint Action Group and BDC Airfield Liaison Group
  - (d) EALC and BALC
  - (e) Public Rights of Way
  - (f) Tree Wardens
  - (g) Planning
  - (h) Emergency Planning
  - (i) Highway defects
10. Election of PC Data Controller under GDPR
  11. To approve minutes of Parish Council Meeting held on 11th March 2025 (previously circulated).
  12. Matters arising from those minutes
  13. Correspondence (list to follow)
  14. Accounts
  15. Report of Internal Audit of accounts for year 2024-2025
  16. To approve accounts for year 2024-2025
  17. To approve accounting statements on annual return for 2024-2025
  18. To confirm compliance with the annual governance statement for 2024-2025.
  19. To certify exemption from a limited assurance review of accounts for 2024-2025
  20. Reminder to review Register of Member's Personal Interests forms and to notify Braintree District Council of any changes
  21. Annual reminder to destroy relevant documentation in accordance with General Data Protection Regulations (PG for DP)
  22. To approve Risk Assessment for Volunteers (e.g. litter pickers)
  23. Annual review of Standing Orders, Financial Regulations, Code of Conduct, Health & Safety Policy and Safeguarding Policy.
  24. Little Yeldham Recreation Ground Committee report (MP)
  25. Dog bins for Ovington (IP)
  26. Essex County Council Report (PS) and other highway issues.
  27. Braintree District Council Report (IP)
  28. Local Government Re-organisation and Devolution
  29. To arrange date and venue of Tilbury Juxta Clare Annual Parish Meeting, to be held on 29<sup>th</sup> or 30<sup>th</sup> May 2025.
  30. Any other business (at the discretion of the Chairman and time permitting), agenda items for next meeting and exchange of information only.

Please note that the next meeting of the Parish Council will take place on Tuesday, 15th July 2025 at 7pm at the Village Hall, Little Yeldham.