

Margaret Roding Parish Council

MINUTES

Annual Meeting of Margaret Roding Parish Council

held on Tuesday 7th May 2019, following the Annual Village Meeting, at The Farmhouse, Reid Rooms

Present Cllr Peter Briggs
Cllr Lee Cooper (Chairman)
Cllr Ian Crisp
Cllr Simon Phillips
Cllr Chris Turner
Clerk Allison Ward

Residents and Visitors 0 residents

1	Election of Chairman	
	Cllr Briggs proposed that Cllr Cooper be elected Chairman for the forthcoming year; this was accepted by Cllr Cooper before being seconded by Cllr Phillips. The Chairman signed the Declaration of Acceptance of Office; this will be held on file by the Clerk.	-
2	Result of Parish Council Election	
	The six previous Parish Cllrs were re-elected in an uncontested election. There are no vacancies on the Parish Council.	
2.1	Cllrs signed the Declaration of Acceptance of Office, where this was not possible the Clerk will arrange for the document to be signed.	All
2.2	Cllrs are required to complete a Register of Interests form which is then published on the Uttlesford website and accessed via a link on the Parish Council website. The Clerk will scan and forward completed forms.	All
2.3	All Cllrs present completed the election expenses return and the Clerk will forward to Uttlesford.	All
3	Apologies for absence	
	Were received from Cllr Player and accepted by the Parish Council.	-
4	Public Forum	
	None.	-
5	Declaration of Interest for this meeting	
	None.	-

Signed
Lee Cooper
Chairman Margaret Roding Parish Council

Margaret Roding Parish Council

6	<p style="text-align: center;">Minutes</p> <p>Minutes of the Ordinary Parish Council Meeting 19th March 2019 were proposed by Cllr Phillips as a true record, seconded by Cllr Crisp with all in agreement. The Chairman signed the minutes.</p>	-
7	<p style="text-align: center;">Election of Vice Chairman</p> <p>Cllr Briggs proposed that Cllr Crisp be elected Vice Chairman for the forthcoming year; this was accepted by Cllr Crisp before being seconded by Cllr Phillips.</p>	-
8	<p style="text-align: center;">Margaret Roding Annual Policy Review</p> <p>The Parish Council considered that no changes were required to existing policies as listed below; these can be viewed on the website,</p> <ul style="list-style-type: none"> a. Parish Council Code of Conduct b. Standing Orders c. Financial Regulations d. GDPR e. Grant Policy f. Freedom of Information <p>Cllr Briggs proposed that the Margaret Roding complaints procedure policy as drafted by the Clerk be accepted, this was seconded by Cllr Crisp; Clerk to add to the website.</p>	Clerk
9	<p style="text-align: center;">Approval of Annual Governance and Accountability Return (AGAR)</p> <p>9.1 The meeting considered the current system of internal control, including cheque signing and monitoring of finances and was in agreement that these were satisfactory.</p> <p>9.2 For 2018/19 the Clerk confirmed Margaret Roding Parish Council meets the criteria to be an exempt authority and if not subject to a limited assurance review for the year. As a result, Cllr Crisp proposed that Margaret Roding submits a return as an exempt authority, this was seconded by Cllr Turner with all in agreement.</p> <p>9.3 Cllr Briggs proposed that the Parish Council approves the Annual Governance Statement (Section 1 AGAR) for the year 2018/19 as prepared by the Clerk. This was seconded by Cllr Phillips with all in agreement.</p> <p>9.4 Cllr Phillips proposed that the Parish Council approves the Annual Accounting Statements (Section 2 AGAR) for the year 2018/19 as prepared by the Clerk. This was seconded by Cllr Turner with all in agreement.</p> <p>9.5 The Clerk presented the Fixed Asset Register, the only addition has been the grit bin in The Gossetts car park, there have been no deletions. The value of current assets is £1,542. The Clerk presented the bank reconciliation which shows one outstanding item and a closing cash balance of £6,523.</p>	

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10	Clerk's Progress Update and Correspondence	
10.1	The Parish Council has contacted the MPs office for help in liaising with Thames Water to allow the Parish Council to place a defibrillator on the wall of the Pumping Station, correspondence has been received to confirm Thames Water have agreed to meet the parties to discuss, a meeting date is pending. Further correspondence with Martin Ritchie has resulted in a proposal to place the defibrillator on the wall of 2 Old School Cottages. The Parish Council will make a final decision once the meeting with Thames Water has taken place.	
10.2	Pavement defects were reported between Peppers Green and Fountain Road and a response received confirming they do not currently meet the criteria for repair.	
10.3	Essex Highways have sent notification of a plan to divert footpath 14 Good Easter, which borders Margaret Roding. The Parish Council has no objections.	
10.4	The Clerk has written to Leaden Fire Service offering the Parish Councils support following the recent break-in.	
11	Councillors Reports Cllrs agreed to retain current responsibilities for the year 2019/20 as detailed below. Environment and Health – Cllr Phillips Transport – Cllr Cooper Communication – Cllr Crisp Local Government inc planning – Cllr Briggs Emergency Plan – Cllr Turner The only report in addition to the discussions at the Annual Village Meeting was from Cllr Crisp who commented on the continuing plans for Gigaclear to extend fibre to the village, this remains on schedule.	
12	Planning	
12.1	Applications - None	
12.2	Decisions - None	
13	Parish Council Insurance Currently the Parish Council insure with Zurich on a small council policy. Details of premiums for 2019/20 are pending. When received the Clerk will obtain comparable quotes which will be emailed to the Parish Cllrs for consideration. It was agreed the Parish Council will go with the lowest quote received.	Clerk
14	Parish Clerk Salary Increase The Clerk is paid in accordance with the national pay scales for Parish Clerks.	

Signed
Lee Cooper
Chairman Margaret Roding Parish Council

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	Agreement has been reached on new pay scales from 1 April 2019 increasing the hourly rate from £9.705 to £9.96, the impact is an additional £16.83 per annum based on 5.5 hours/month. Cllr Cooper proposed that the Parish Council approves the hourly rate increase, this was seconded by Cllr Briggs with all in agreement.	
15	Vehicle Activated Sign	
	The Parish Council has received the results of the most recent speed survey by Essex County Council in November 2018. The results confirm Margaret Roding does not meet the criteria to qualify for a VAS; the criteria being the mean speed has to be 5mph above the posted limit. As a result, the Parish Council agreed to revert to its decision of 2 nd October 2018 to purchase its own VAS sign. Cllr Turner and the Clerk will look at the options including locations where vegetation is required to be cut to ensure solar panels can be used and to look at potential options for moving the VAS between the two village entrance points.	Cllr Turner & Clerk
16	Highways, Footpaths and Transport	
16.1	Further to the discussions in the Annual Village Meeting, the Clerk was asked to produce a summary of proposals from the Parish Council on speed reduction for the A1060, extending the 40mph zone, white lines in the centre of the road. These will be forwarded to Cllr Barker to support prior to submission to the Highways Panel.	Clerk
16.2	The Clerk will produce a report on the pavement potholes and overgrown vegetation for Cllr Barker to progress.	Clerk
17	Finance	
17.1	Cllr Crisp proposed the following cheques be issued, this was seconded by Cllr Briggs with all in agreement.	
	Allison Ward (Parish Clerk salary April–May and office expenses) £ 119.56 Essex Association of Local Councils (Annual Subscription) £ 66.25	
17.2	Precept for the first half of 2019/20 has been received and the VAT claim for 2018/19 has been submitted with £286.99 refunded in full.	
17.3	There were no grant applications	
18	Items for next Agenda	
	Village support network	Cllr Turner
19	Date of Next Meeting	
	Tuesday 9 th July 2019 at 7.30pm in The Farmhouse, Reid Rooms. The meeting finished at 9.15pm	

ALLISON WARD
Clerk to Margaret Roding Parish Council

Signed
Lee Cooper
Chairman Margaret Roding Parish Council