

Margaret Roding Parish Council

MINUTES

Annual Meeting of Margaret Roding Parish Council

held on Thursday 6th May 2021 following the Annual Village Meeting, via Zoom due to Covid 19 restrictions

Present

Cllr Peter Briggs
 Cllr Lee Cooper (chairman)
 Cllr Ian Crisp
 Cllr Simon Phillips
 Cllr Lorraine Player
 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 will sign the Declaration of Acceptance of Office; this will be held on file by the Clerk.	
2	Election of vice-chairman	
	Cllr Cooper proposed that Cllr Crisp be elected Chairman for the forthcoming year; this was accepted by Cllr Crisp before being seconded by Cllr Briggs.	
3	Apologies for absence	
	None	
4	Declaration of Interest for this meeting	
	None	
5	Public Forum	
	None	
6	Minutes	
	Minutes of the Ordinary Parish Council Meeting 23 rd March 2021 were proposed by Cllr Briggs as a true record, seconded by Cllr Phillips with all in agreement. The minutes will be signed by Cllr Cooper when the Parish Council can meet face to face.	
7	County and District Cllr Report	
	A report had been provided at the Annual Meeting which preceded this meeting, there was nothing further to add.	
8	Clerk's Progress Update and Correspondence	
	The Parish Council discussed the Governments call for evidence which seeks to understand the experience of local authorities regarding remote meetings. Responses to each question were considered and agreed, the Clerk was asked to submit the responses.	Clerk

Signed
 Lee Cooper
 Chairman Margaret Roding Parish Council

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9	Councillor's Updates	
9.1	Environment and Health – Nothing to report.	
9.2	Transport – Nothing to report.	
9.3	Communication – Following the completion of the majority of the Gigaclear infrastructure in the parish, fibre broadband installations are now being promoted and some Cllrs have taken out contracts. Cllr Crisp led the discussions which confirmed experience to date is positive. Residents are encouraged to view the options available on the Gigaclear website, www.gigaclear.com/installation	
9.4	Local Government – Nothing to report.	
10	Planning	
10.1	Applications	
	Application No UTT/21/0986/HHF Location White Hall, Chelmsford Road Development Demolition of conservatory and erection of two storey extension to provide garden room and 2 en suite bathrooms	
	Cllr Briggs proposed no objection, this was seconded by Cllr Turner with all in agreement.	Clerk
10.2	Decisions	
	Application No UTT/21/0409/FUL Location Chasefields, Marks Hall Lane Development Rear extension and loft conversion Decision Withdrawn	
11	Approval of Annual Governance and Accountability Return (AGAR)	
11.1	AGAR Return 2020/21	
11.1.1	The meeting considered the current system of internal control, including cheque signing and monitoring of finances and agreed that these were satisfactory.	
11.1.2	Cllr Briggs proposed that the Parish Council approves the Annual Governance Statement (Section 1 AGAR) for the year 2020/21 as prepared by the Clerk. This was seconded by Cllr Player with all in agreement.	
11.1.3	Cllr Cooper proposed that the Parish Council approves the Annual Accounting Statements (Section 2 AGAR) for the year 2020/21 as prepared by the Clerk. This was seconded by Cllr Briggs with all in agreement.	
11.2	Cllr Crisp proposed that Margaret Roding Parish Council exempts itself from a limited assurance audit as it meets all the criteria for claiming exemption as set out in section 9 of the Local Audit (Smaller Authorities) Regulations 2015: This was seconded by Cllr Phillips with all in agreement	Clerk
11.3	The Clerk presented the fixed asset register with a value of £1,511. The Clerk presented the bank reconciliation which shows three outstanding items and a closing cash balance of £6,657. Cllr Cooper proposed that these reports are accepted, this was seconded by Cllr Phillips with all in agreement.	
11.4	The Clerk for Aythorpe Roding Parish Council is completing the internal audit; their report will be circulated and any points considered via email, prior to the submission of the AGAR.	Clerk

Signed
Lee Cooper
Chairman Margaret Roding Parish Council

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12	<p style="text-align: center;">SSE Parish and Town Council Liaison Meeting</p> <p>The minutes of the April meeting had been circulated to Cllrs and this included the proposal to change from SSE to SAW (Stansted Airport Watch). The focus will be on a more community driven body ensuring the airport is a 'good neighbour'. The Parish Council noted the request for nominations to the new team from Town and Parish Councils.</p>					
13	<p style="text-align: center;">Parish Council Insurance</p> <p>Quotes will be circulated to Cllrs for approval prior to the renewal date of 1 June.</p>	Clerk				
14	<p style="text-align: center;">Highways and Footpaths</p> <p>14.1 Surface Water Flooding</p> <p>Following the meeting at the end of March with the Essex Watercourse Engineer there were several suggestions where clearance of ditches would improve the flow, the Clerk will contact the landowners.</p> <p>It has been suggested that Essex Highways will provide a camera investigation for the drainage that runs from the front of Hurstcombe towards Marks Hall Lane. Residents have confirmed some form of blockage along this stretch, but where it is difficult to determine. The Clerk was asked to chase for an update on when this might happen.</p> <p>The Clerk and Cllr Briggs will map the understanding so far of where the surface water flows.</p> <p>14.2 Highway Logs</p> <p>14.2.1 Highway log 2691281, damage to post of sign, highways confirm work completed.</p> <p>14.2.2 Highway log 2697002, damage to Margaret Roding sign close to White Hall, highways confirm damaged signage has been removed.</p> <p>14.3 Clerk to chase Uttlesford Highways Panel for an update on recent applications.</p> <p>14.4 Cllr Phillips reported that one of the highway flood signs purchased by the Parish Council had disappeared. Cllrs agreed to replace this.</p>	Clerk Cllr Briggs /Clerk				
15	<p style="text-align: center;">Finance</p> <p>15.1 Cllr Briggs proposed the following cheques be issued; this was seconded by Cllr Crisp with all in agreement.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Allison Ward (Parish Clerk salary April and May 2021 plus expenses)</td> <td style="text-align: right;">£ 122.64</td> </tr> <tr> <td>Essex Association of Local Councils (annual subscription)</td> <td style="text-align: right;">£ 71.02</td> </tr> </table> <p>15.2 The first instalment of the precept has been received, £1,000.</p>	Allison Ward (Parish Clerk salary April and May 2021 plus expenses)	£ 122.64	Essex Association of Local Councils (annual subscription)	£ 71.02	Clerk
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16	<p style="text-align: center;">Items for next Agenda</p> <p>VAS sign and defibrillator</p>					
17	<p style="text-align: center;">Date of Next Meeting</p> <p>Tuesday 20 July 2021 at 7.30pm in The Farmhouse, Reid Rooms.</p> <p>The meeting closed at 8.35pm.</p>					

Signed
Lee Cooper
Chairman Margaret Roding Parish Council