

MARGARET RODING PARISH COUNCIL

Clerk to the Council – Allison Ward

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Councillors are hereby summoned to attend the **Annual meeting of Margaret Roding Parish Council** which will be held at The Farmhouse, Reid Rooms on **Tuesday 17 May 2022 at 7.30pm** for the purpose of transacting the business set out on the agenda below.

The press and public are cordially invited to attend.

AGENDA

1. **ELECTION OF CHAIRMAN** and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN to be signed by Chairman, s.83(4) Local Government Act 1976.
2. **ELECTION OF VICE CHAIRMAN**
3. **APOLOGIES FOR ABSENCE**
4. **DECLARATION OF INTERESTS FOR THIS MEETING**
5. **PUBLIC FORUM** – There will be 15 minutes available for the Public to speak on issues relating to this agenda or any issue of local concern.
6. **MINUTES OF PARISH COUNCIL MEETING** 22 March January 2022 for approval and signature.
7. **COUNTY AND DISTRICT COUNCILLORS REPORT**
8. **CLERK’S PROGRESS UPDATE/CORRESPONDENCE CIRCULATED FOR CONSIDERATION**
 - 8.1. Essex County Council Digigo travel on demand service is now operational and available for residents of High Easter, see this website of the are covered and how to book a journey, to note the service is available to take residents from High Easter to Broomfield hospital, <https://www.essexhighways.org/getting-around/ddrtdigigo/digigo>
 - 8.2. Reminder, Ride London/Essex is due to take place on the weekend of 28/29 May. Whilst there are no road closures in the parish there are closures on several main routes surrounding Margaret Roding primarily on the Sunday. There is a map on display on the parish council notice board, please contact the Clerk for further information.
 - 8.3. Uttlesford sent notification of a delay in consulting on regulation 18 of the Local Plan and issued an amended programme timetable. Regulation 18 is now due to be consulted on from Monday 20 June to Friday 29 July, it was previously expected to be available in March 2022.
 - 8.4. On 30th March Uttlesford launched a new digital app designed to help local businesses, services, and venues to promote their offers, and provide residents with information on activities taking place in their local towns. Download the app via www.dscvr-app.com or by searching ‘dscvr’ in the app store.
 - 8.5. Correspondence on the appointment of a new director of planning at Uttlesford and Uttlesford’s support for Ukrainian refugees arriving at Stansted Airport and via other routes, have been circulated to Cllrs.
9. **COUNCILLOR’S UPDATES** to include Cllrs responsibilities.
 - 9.1. Environment and Health to include update on ditch maintenance.

9.1.1. The Clerk and Cllr Phillips met with Uttlesford District Council in late April to discuss the ditch behind The Gossetts. Following the meeting Uttlesford arranged for the fence panels which had blown out in the storms earlier in the year to be replaced and this was completed the next day. They provisionally agreed they would take responsibility for clearing the ditch subject to agreement from Essex County Council that this was acceptable.

9.1.2. During discussions with Uttlesford re 9.1.1, Uttlesford agreed to look to replace the broken solar panels on the light in The Gossetts and to raise with tenants the 'abandoned' cars in the car park.

9.2. Transport – Nothing to report

9.3. Communication – Nothing to report

9.4. Local Government – Nothing to report

10. PLANNING

10.1. Applications

The following is a prior notification relating to an agricultural building and is not open to general comment.

Application	UTT/22/1003/PAQ3
Development	Prior Notification of change of use of agricultural building to 1 no. dwelling
Location	Barns at Ongar Road

10.2. Decisions

Application	UTT/22/0202/PAQ3
Development	Prior Notification of change of use of agricultural building to 1 no. dwelling
Location	Barns at Ongar Road
Decision	Withdrawn

11. ANNUAL APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

11.1. Clerk to present 2021/22 accounts for consideration and approval.

11.2. Parish Council to consider internal controls to ensure it is meeting its legal requirements.

11.3. Decision required 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.

11.4. To approve the Annual Governance statement as presented, subject to internal audit.

11.5. To approve the Annual accounts as presented, subject to internal audit.

11.6. To receive and approve the fixed asset register and bank reconciliation for the year to March 22.

11.7. To appoint an internal auditor.

12. UPDATE ON PARISH PROEJCTS

12.1. Defibrillator

The Clerk and Cllr Phillips met with Uttlesford District Council at the end of April and discussed the proposal from the parish council asking to place a defibrillator on a pole in The Gossetts car park. Given the risk of damage from vehicles this was not a proposal supported by Uttlesford, however a compromise was proposed whereby the defibrillator is mounted on a 'panel' fixed to the rear fence of the adjoining property Ravenstone. Parish council to consider.

12.2. VAS sign

13. FINANCE

13.1. The Clerk is paid in accordance with the national pay scale for Clerks. National Association of Local Councils has agreed a pay increase which is effective from 1 April 2021. This increases the hourly rate from £10.24 to £10.42 per hour. Parish Council to consider approving the increase.

13.2. Cheques for approval at this meeting

PAYMENT TO	VALUE
Essex Association of Local Councils – Annual subscription	£ 71.65
Allison Ward (Parish Clerk for April 2022 to May 2022)	£ tbc

13.3. The parish council insurance is due for renewal on 1 June 2022, Parish Council to consider options

14. ITEMS FOR NEXT AGENDA

15. **DATE OF NEXT MEETING** Tuesday 19th July 7.30pm at The Reid Rooms

TIME AND CLOSE OF MEETING

Allison Ward

Allison Ward, Parish Clerk
12 May 2022