

MARGARET RODING PARISH COUNCIL

Clerk to the Council – Allison Ward

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Councillors are hereby summoned to attend the **Annual Parish Council meeting** which will be held in The Farmhouse, Reid Rooms immediately following the Annual Village Meeting which starts at 7.30pm, on **TUESDAY 16th May 2023** for the purpose of transacting the business set out on the agenda below.

The press and public are cordially invited to attend.

Signed 

Allison Ward, Clerk/RFO
15th May 2023

MEETING AGENDA

1. ELECTION OF CHAIRMAN

For the civic year 2023-24 and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN to be signed by Chairman, s.83(4) Local Government Act 1976.

2. APPOINTMENT OF VICE CHAIRMAN

For the civic year 2023-24 if members require.

3. APOLOGIES FOR ABSENCE

Elected members who are unable to attend the meeting are requested to email the Clerk with their apologies ahead of the meeting.

4. MEMBERS' ACCEPTANCE OF OFFICE AND REGISTRATION OF INTERESTS

The Clerk is required to witness the acceptance of office for all members and to advise members on the completion of members' interests forms. These must be returned within 28 days of 9th May to Uttlesford District Council for publishing on their website and be published on the website of the Parish Council. It is also a legal requirement for members to return expense forms even if these are nil, details 2nd June.

5. DECLARATION OF INTERESTS FOR THIS MEETING

Members to declare interests for items on the agenda.

6. PUBLIC FORUM (Maximum 15 minutes)

Public questions or comments on items on this agenda or of local concern.

7. MINUTES OF ORDINARY PARISH COUNCIL MEETING 21st March 2023 for approval

8. COUNTY AND DISTRICT CLLRS REPORT

9. CO-OPTING PARISH COUNCILLORS

The Representation of the People Act 1985 section 21, allows the elected members, provided there is a quorum (i.e., one third of the whole number of members subject to a minimum of three) to co-opt members to fill the

remaining vacancies. If a parish council fails to exercise the power to co-opt within 35 days of election day, or if there is no quorum, the District Council may order a fresh election to properly constitute a parish council. Parish Council to consider process for co-opting to fill the three vacancies.

10. CLLR TRAINING AND RESPONSIBILITIES

A range of **training** is being made available for new and existing Cllrs by Uttlesford and Essex Association of Local Councils, details have been circulated by the Clerk.

Cllrs share the **responsibilities** listed below, Cllrs to consider whether these headings remain valid and to consider allocating although it may not be possible to allocate all responsibilities until a full council is in place.

- Planning including Local Plan
- Highways, PRow and including highway safety
- Environment and health
- Transport
- Communication
- Local Government

11. CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

11.1. Information to support parish and district council elections was circulated to Cllrs and the website updated as requested by Uttlesford.

11.2. Local Government Boundary Commission are asking for views to help decide new Essex County Council ward boundaries for the 2024 elections, currently Margaret Roding is part of the Dunmow division. The Commission is interested in views on which communities should be part of the same division, e.g. what facilities do people share, what issues do neighbouring communities face that they have in common, are there roads or rivers that form strong boundaries between neighbourhoods? The Commission will use local views to help it draw up proposals for new division boundaries. There will be a further round of consultation once the Commission has drawn up those proposals. Deadline to submit views is 5 June.

11.3. Uttlesford notified Town/Parish Councils of the withdrawal of local highway panel funding to Essex County Council (ECC) following a breach in contract by ECC. Subsequently part of this funding has now been released whilst discussions are ongoing.

12. COUNCILLORS REPORTS to include.

12.1. Environment and Health

12.2. Transport

12.3. Communication

12.4. Local Government

13. PLANNING

13.1. New Applications

To note the response date for the following application expired in mid-April, however the application remains undetermined and the parish council could therefore submit a comment. To further note this application is in response to the refusal by Uttlesford of UTT/23/0034/FUL. This application seeks to address those reasons.

Application	UTT/23/0660/FUL
Location	Barns At Ongar Road
Development	Barn conversion

13.2. Decisions - None

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

- 14.1 Clerk to present 2022/23 accounts for consideration and approval including fixed asset register and bank reconciliation.
- 14.2 Parish Council to consider internal controls to ensure it is meeting its legal requirements.
- 14.3 To approve the Annual Governance statement as presented, subject to internal audit.
- 14.4 To approve the Annual accounts as presented, subject to internal audit.
- 14.5 To appoint Karen Weare, clerk at Abbess Roding and Aythorpe Roding as internal auditor.

15. PARISH COUNCIL INSURANCE

Due for renewal on 1 June 2023, to note there are limited options for small councils. Zurich current insurers offer a policy for parish councils with a precept below £2.5k. The premium for the coming year is offered at £196 which is the same as the current year.

16. HIGHWAYS

- 16.1. Update on progress with Marks Hall Lane and associated surface water drainage.
- 16.2. VAS sign

17. FUTURE PROJECTS

18. FINANCE

18.1. To confirm the following payments for authorisation.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk April 2023	£ 135.62
Essex Association of Local Councils – Annual Subscription	£ 74.02
Reid Rooms – Meeting hire for year 2023	£ 108.00

18.2 To record receipts in April 2023 including 1st precept instalment.

18.3 To confirm changes to bank mandate following elections as only one previous signatory remains, and including electronic payments.

19. ITEMS TO NOTE FOR THE NEXT MEETING

20. DATE OF NEXT MEETING Tuesday 18th July at 7.30pm in The Farmhouse.

TIME AND CLOSE OF MEETING