

# Margaret Roding Parish Council

## MINUTES

### Annual Meeting of Margaret Roding Parish Council

held on Tuesday 16<sup>th</sup> May 2023 at The Farmhouse, Reid Rooms

**Present** Cllr Peter Briggs  
Cllr Richard Parsons (from item 9)  
Cllr Simon Philips (chair)  
Cllr Chris Turner  
Clerk Allison Ward

**Residents and Visitors** None present

<b>1</b>	<b>Election of chair</b>	
	Cllr Briggs proposed that Cllr Philips be elected chair; this was accepted by Cllr Philips before being seconded by Cllr Turner. The chair signed the Declaration of Acceptance of Office, and this will be held on file by the Clerk.	
<b>2</b>	<b>Appointment of Vice Chairman</b>	
	Cllr Briggs proposed that Cllr Turner be elected vice chair; this was accepted by Cllr Turner before being seconded by Cllr Philips.	
<b>3</b>	<b>Apologies for absence</b>	
	All in attendance.	
<b>4</b>	<b>Members acceptance of office and registration of interests</b>	
	Cllrs signed the declaration of acceptance of office, these were witnessed and signed by the Clerk and will be held on file.  Members were reminded of the requirement to complete interests forms which must be returned within 28 days of 9th May to Uttlesford District Council for publishing on their website, these will also be available via a link on the Parish Council website. Members are legally required to return expense forms even if these are nil, by 2nd June.	Cllrs
<b>5</b>	<b>Declaration of Interest for this meeting</b>	
	None	
<b>6</b>	<b>Public Forum</b>	
	No public present.	
<b>7</b>	<b>Minutes</b>	
	Minutes of the Ordinary Parish Council Meeting 21 <sup>st</sup> March 2023 were proposed by Cllr Philips as a true record, seconded by Cllr Briggs with all in agreement; the Chairman signed the minutes.	

Signed Simon Philips  
Chairman Margaret Roding Parish Council

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8	<p style="text-align: center;"><b>County and District Cllr Report</b></p> <p>County and District Cllr Susan Barker sent apologies to the meeting, there was no written report.</p> <p>Cllr Philips congratulated Cllr Baker on her re-election as the ward Cllr for Uttlesford.</p>	
9	<p style="text-align: center;"><b>Co-opting parish councillors</b></p> <p>Following the parish council elections only three of the six Cllr vacancies were filled. The Representation of the People Act 1985 section 21, allows the elected members, provided there is a quorum, to co-opt members to fill the remaining vacancies.</p> <p>Cllr Philips proposed Richard Parsons be co-opted onto the parish council, this was seconded by Cllr Briggs with all in agreement. Cllrs to continue to seek additional residents to fill vacancies.</p> <p>Cllr Parsons joined the Cllrs and completed the declaration of acceptance of office.</p>	Cllrs
10	<p style="text-align: center;"><b>Cllrs training and responsibilities</b></p> <p>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.</p> <p>Cllrs agreed to share responsibilities as follows,</p> <ul style="list-style-type: none"> <li>• Planning including Local Plan – Cllr Briggs</li> <li>• Highways, PRoW and including highway safety – Cllr Parsons</li> <li>• Environment and health – Cllr Philips</li> <li>• Transport - Vacant</li> <li>• Communication – No longer required</li> <li>• Local Government - Vacant</li> </ul>	
11	<p style="text-align: center;"><b>Clerk's Progress Update and Correspondence</b></p> <p><b>11.1</b> Information to support parish and district council elections was circulated to Cllrs and the website updated as requested by Uttlesford.</p> <p><b>11.2</b> 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. There will be a further round of consultation once the Commission has drawn up those proposals. Deadline to submit views is 5 June.</p> <p><b>11.3</b> 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.</p>	
12	<p style="text-align: center;"><b>Councillor's Updates</b></p> <p><b>12.1</b> Environment and Health – Nothing to report</p> <p><b>12.2</b> Transport – Nothing to report.</p> <p><b>12.3</b> Communication – Nothing to report.</p> <p><b>12.4</b> Local Government – Nothing to report.</p>	

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<b>13</b>	<b>Planning</b>	
<b>13.1</b>	<p><b>Applications</b></p> <p>Application                    UTT/23/0660/FUL  Location                        Barns At Ongar Road  Development                    Barn conversion</p> <p>Cllr Briggs proposed no comment on this application, this was seconded by Cllr Philips with all in agreement.</p>	
<b>13.2</b>	<b>Decisions – None</b>	
<b>14</b>	<b>Approval of Annual Governance and Accountability Return (AGAR)</b>	
<b>14.1</b>	The clerk presented the 2022/23 accounts to the meeting.	
<b>14.2</b>	Cllr Phillips proposed that the 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 Briggs with all in agreement	Clerk
<b>14.3</b>	The meeting considered the internal controls, it was noted a change to the bank mandate is necessary, see item xx, and with this exception Cllr Philips proposed the existing controls were satisfactory to meet legal requirements, this was seconded by Cllr Turner with all in agreement.	
<b>14.4</b>	Cllr Phillips proposed approval of the annual governance statement as presented by the clerk, this was seconded by Cllr Briggs with all in agreement.	Clerk
<b>14.5</b>	Cllr Briggs proposed approval of the annual accounts as presented by the clerk, subject to the internal audit, this was seconded by Cllr Parsons with all in agreement.	Clerk
<b>14.6</b>	Cllr Philips proposed Karen Weare (clerk/RFO at Abbess Roding parish council) is appointed to audit the annual governance statement and accounts. This was seconded by Cllr Briggs with all in agreement.	Clerk
<b>15</b>	<b>Insurance</b>	
	Zurich are the current insurers and continue to 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. Cllr Turner proposed this quote is accepted and insurance renewed from 1 June, this was seconded by Cllr Philips with all in agreement.	Clerk
<b>16</b>	<b>Highways</b>	
<b>16.1</b>	<p>ECC confirmed they had cleared the ditch in front of University College Cottages, Cllr Parsons added that ECC had also been working on the ditch opposite Marks Hall Lane on the north side of the A1060. These were the actions agreed as first steps when the clerk met with ECC earlier in the year.</p> <p>Cllr Parsons commented that these actions are merely ‘papering over cracks’ which are getting bigger. The flooding happens because water is not able to escape quick enough, it backs up causing flooding on the A1060. This is further impacted by the inadequate piped drainage taking water from the fields in Marks Hall Lane which causes water to escape from the manhole and run down Marks Hall Lane. The consequences of all of this impacts the Thames Water pumping station.</p>	

Signed Simon Philips  
Chairman Margaret Roding Parish Council

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	<p>The parish council expressed its concerns that unless Essex Highways and Thames Water sit round a table and establish how to resolve the issues there is going to be a serious incident as a result of flooding or ice on the highway. This must be avoided.</p> <p>The clerk was asked to contact County Cllr Susan Barker and ECC lead flood engineer for a follow up meeting and insist that Thames Water is also present.</p> <p>Clerk to report pothole and damaged highway surface at Marks Hall Lane where surface patching has been worn by flooding.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Turner/ Clerk</p>						
<b>16.2</b>	VAS sign outstanding.							
<b>17</b>	<b>Parish Council Projects</b>							
	C/Fwd to next Parish Council meeting.	Cllrs						
<b>18</b>	<b>Finance</b>							
<b>18.1</b>	<p>Cllr Philips proposed the following payments, this was seconded by Cllr Turner with all in agreement.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Allison Ward (Parish Clerk for April and May 2023)</td> <td style="text-align: right;">£ 135.62</td> </tr> <tr> <td>Essex Association of Local Councils – Annual Subscription</td> <td style="text-align: right;">£ 74.02</td> </tr> <tr> <td>Reid Rooms – Meeting hire for year 2023</td> <td style="text-align: right;">£ 108.00</td> </tr> </table>	Allison Ward (Parish Clerk for April and May 2023)	£ 135.62	Essex Association of Local Councils – Annual Subscription	£ 74.02	Reid Rooms – Meeting hire for year 2023	£ 108.00	Clerk
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<b>18.2</b>	The first instalment of precept has been received, £1,075.							
<b>18.3</b>	Cllr Philips proposed Cllr Briggs and Cllr Parsons be added to the bank mandate in addition to himself, all other signatories to be removed. This was seconded by Cllr Turner with all in agreement.	Clerk						
<b>19</b>	<b>Items for next Agenda</b>							
	Co-opting parish councillors							
<b>20</b>	<b>Date of Next Meeting</b>							
	Tuesday 18 <sup>th</sup> July 7.30pm at The Reid Rooms.							
	The meeting closed at 9.05pm.							