

Margaret Roding Parish Council

MINUTES

Annual Meeting of Margaret Roding Parish Council

held on Wednesday 15th May 2024 at The Farmhouse, Reid Rooms

Present

Cllr Peter Briggs
 Cllr David Nicoll
 Cllr Richard Parsons
 Cllr Simon Phillips
 Cllr Robert Trundle
 Cllr Chris Turner
 Clerk Allison Ward

Residents and Visitors Rev'd Jo Wood

1	Election of Chairman	
	Cllr Phillips was proposed as Chairman for the Civic Year 2024-25 by Cllr Parsons and seconded by Cllr Turner with all in agreement. The Chairman signed a declaration of acceptance of office, which was witnessed by the Clerk.	
2	Appointment of Vice Chairman	
	Cllr Turner was proposed as vice chairman for the Civic Year 2024-25 by Cllr Parsons and seconded by Cllr Briggs with all in agreement.	
3	Apologies for absence	
	None, all in attendance.	
4	Declaration of Interest for this meeting	
	None.	
5	Public Forum	
	Rev'd Jo Wood opened a discussion on D-Day commemorations in the parish. It had not been possible to pull something together in the church, however all were keen to mark the occasion in the parish. Given the time and logistic constraints it was suggested Cllrs and church representatives join together to light the parish beacon at the home of Cllr Turner on the evening of Thursday 6 th June.	Cllr Turner
6	Minutes	
	Minutes of the Ordinary Parish Council Meeting 19 th March 2024 were proposed by Cllr Briggs as a true record, seconded by Cllr Turner with all in agreement; the Chair signed the minutes.	
7	County and District Cllr Report	
	County and District Cllr Susan Barker sent apologies to the meeting.	
8	Councillors Training and Responsibilities	
	Cllrs noted the range of training which is provided by Essex Association of Local Councils.	

Signed Simon Phillips
 Chairman Margaret Roding Parish Council

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	<p>Cllrs agreed to continue to share responsibilities and representatives were confirmed as follows.</p> <ul style="list-style-type: none"> • Planning including Local Plan – Cllr Briggs • Highways, PRow and including highway safety – Cllr Parsons • Environment and health – Cllr Phillips • Transport – Cllr Nicolls • Local Government – Cllr Trundle 																			
9	Clerk's Progress Update and Correspondence																			
9.1	Invitation to briefing on proposals for Norwich to Tilbury the UK Networks project to upgrade current infrastructure and support net zero targets, circulated to Cllrs.																			
9.2	Government night flight consultation, information form Stansted Airport Watch was forwarded to Cllrs. Cllr Briggs noted noise disturbance particularly from large cargo planes and proposed the parish council submits a short response in support of the option which retains the status quo for the next three years, including government controls, until further reports on the impact of aircraft noise are fully completed. This was seconded by Cllr Turner with all in agreement, the clerk to respond by deadline 22 nd May.	Clerk																		
10	Councillor's Updates																			
10.1	Environment and Health - Cllrs noted their frustration and disappointment with the constant build up of litter along the A1060,																			
10.2	Transport – The request to replace the bus stop flag and timetable have been completed at the Ongar Road bus stop, Chelmsford side.																			
10.3	Local Government – Nothing to report																			
11	Planning																			
11.1	Applications - None																			
11.2	Decisions																			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Application No</td> <td>UTT/23/3177/CLE</td> </tr> <tr> <td>Location</td> <td>Marks Hall, Marks Hall Lane</td> </tr> <tr> <td>Development</td> <td>Conversion of existing agricultural building to a residential dwelling</td> </tr> <tr> <td>Decision</td> <td>Approve certificate of lawfulness</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Application</td> <td>UTT/23/1826/FUL</td> </tr> <tr> <td>Location</td> <td>Barns at White Hall, Chelmsford Road</td> </tr> <tr> <td>Development</td> <td>Demolition of existing buildings and redevelopment to residential use comprising 7 no. new dwellings</td> </tr> <tr> <td>Decision</td> <td>Conditional Approval</td> </tr> </table>	Application No	UTT/23/3177/CLE	Location	Marks Hall, Marks Hall Lane	Development	Conversion of existing agricultural building to a residential dwelling	Decision	Approve certificate of lawfulness			Application	UTT/23/1826/FUL	Location	Barns at White Hall, Chelmsford Road	Development	Demolition of existing buildings and redevelopment to residential use comprising 7 no. new dwellings	Decision	Conditional Approval	
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11.3	<p>Appeal reference APP/C1570/W/24/3338206, Section 73A Retrospective application for change of use of agricultural silo building to a single dwelling house, at Marks Hall, Marks Hall Lane, (Uttlesford planning reference UTT/22/3382/FUL)</p> <p>Cllr Briggs proposed the parish council responds in support of the applicant. The site is in a farmyard development, the conversion in the view of the parish council, is in keeping with the surroundings and provides an affordable home in an innovative design. This was seconded by Cllr Parsons with all in agreement.</p>	Clerk																		

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12	Approval of Annual Governance and Accountability Return (AGAR)	
12.1	<p>The clerk presented the receipts and payments accounts for the year ending 31st March 2024. Receipts for the year were £2,463 and payments £2,220. General reserves totalled £7,021, there were no outstanding items on the bank reconciliation which was signed by Cllr Phillips.</p> <p>The meeting agreed to remove the speed gun from the council's assets, this has not been used for +10 years and its current whereabouts is unknown. The total fixed assets are £2,230 the two main items being the defibrillator and notice board.</p>	
12.2	The internal audit had been completed, there were no matters raised.	
12.3	Cllr Parsons proposed 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. The chair and clerk signed the AGAR exemption certificate.	Clerk
12.4	The Annual Governance statement 2024/25 (section 1) had been circulated to Cllrs in advance, there were no questions or comments. Cllr Parsons proposed the parish council accepts this as correct and that it is signed by the Chair and Clerk/RFO. This was seconded by Cllr Turner with all in agreement.	
12.5	The Annual Accounting statement 2024/25 (section 2) had been circulated to Cllrs in advance together with the explanation of variances, there were no questions or comments. Cllr Briggs proposed the parish council accepts this as correct and that it is signed by the Chair and Clerk/RFO. This was seconded by Cllr Parsons with all in agreement.	
12.6	The meeting agreed the dates, 3rd June to 12th July, during which electors and interested persons may exercise rights relating to the annual accounts. All necessary data will be published on the parish council website by end of May.	Clerk
13	Annual Review of Parish Council Policy	
	It was resolved to approve the following policies without amendment, these can be viewed on the parish council website (proposed Cllr Parsons, seconded Cllr Nicholls). Clerk to update with latest dates of approval.	Clerk
13.1	Standing Orders	
13.2	Financial Regulations – it was noted updated model financial regulations were issued by National Association of Local Councils in early May, these will be considered at the July meeting.	
13.3	Grant policy	
13.4	Complaints Procedure	
13.5	Privacy Policy	
14	Parish Council Insurance	
	Given the limitations on insurance options for small councils, Cllr Phillips proposed the parish council accepts the quote of £196 from Zurich the current parish council insurers, this is level with last year. This was seconded by Cllr Parsons with all in agreement.	
15	Highways	
15.1	Update on Marks Hall Lane surface water drainage – Cllr Parsons reported on a meeting with Kemi Badenoch MP and County and District Cllr Susan Barker to discuss the issues with surface water entering the foul water system. Kemi was supportive and agreed to liaise with Essex	Clerk

Signed Simon Phillips
Chairman Margaret Roding Parish Council

