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	
3	None, all in attendance.	
	Declaration of Interest for this meeting	
4	None.	
5	Public Forum	
3	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 6th June.	Cllr Turner
	Minutes	
6	Minutes of the Ordinary Parish Council Meeting 19th March 2024 were proposed by Cllr Briggs	
	as a true record, seconded by Cllr Turner with all in agreement; the Chair signed the minutes.	
	as a true record, seconded by Clir Turner with all in agreement; the Chair signed the minutes. County and District Clir Report	
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7	County and District Cllr Report	
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	Cllrs agreed to continue to share responsibilities and representatives were confirmed as follows. • Planning including Local Plan – Cllr Briggs				
	Highways, PRoW and including highway safety – Cllr Parsons				
	 Environment and health – Cllr Phillips Transport – Cllr Nicolls 				
		ment – Clir 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.				
10		Councillor's Updates			
10.1	Environment and Heabuild up of litter along	alth - Cllrs noted their frustration and disappointment with the constant 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				
	Application No Location Development Decision	UTT/23/3177/CLE Marks Hall, Marks Hall Lane Conversion of existing agricultural building to a residential dwelling Approve certificate of lawfulness			
	Application	UTT/23/1826/FUL			
	Location Development	Barns at White Hall, Chelmsford Road Demolition of existing buildings and redevelopment to residential use			
	Decision	comprising 7 no. new dwellings Conditional Approval			
11.3	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)		Clerk		
	farmyard development	ne parish council responds in support of the applicant. The site is in a t, the conversion in the view of the parish council, is in keeping with the rides an affordable home in an innovative design. This was seconded by agreement.			
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12	Approval of Annual Governance and Accountability Return (AGAR)	
12.1	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.	
	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.	
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

	Highways and Thames Water to arrange a meeting between all parties to discuss the options and way forward. Clerk will chase for a progress update.	
15.2	The meeting noted the latest commitment from Essex Highways who have confirmed via County Cllr Barker that they will replace the pedestrian road sign in front of The Reid Rooms by end July, (Highways reference 2769682).	
15.3	The meeting noted the repairs to Marks Hall Lane in front of Hockleys, (Highways reference 2884542), and the poor repair to the A1060 between Sawpits and Marks Hall Lane (Chelmsford bound), this is now failing for a 4 th time in the last two months. Clerk to raise with Cllr Barker.	Clerk
16	Future Projects	
16.1	Planning for Community Christmas Event 2024	
	The church confirmed the village carol service will be on Sunday 15 th December at 3pm. Cllr Parsons to speak to Reid Rooms to see if the venue is available on this date for a post carol service village tea. It was further agreed a committee be set up of interested parties to make the arrangements for the afternoon.	Cllr Parsons
16.2	Other Projects	
	Further to the report in the March meeting Cllr Parsons and Cllr Trundle confirmed the notice board is letting in water. The meeting further agreed to a spend of up to £200 to complete repairs.	Cllr Parsons & Cllr Trundle
	Cllr Phillips suggested that the parish council sets up a WhatsApp group for sharing information. The clerk reminded the meeting that this cannot be used for sharing any opinions or discussions, it can only be used for sharing information and updates. The meeting unanimously supported Cllr Phillips suggestion.	Cllr Phillips
17	Finance	
17.1	Cllr Parsons proposed the following payments, this was seconded by Cllr Turner with all in agreement.	
	Allison Ward - Parish Clerk April and May 2024 £ 146.62 Essex Association of Local Councils – Annual Subscription £ 76.24 Zurich – Annual Insurance £ 196.00	
17.2	The meeting noted the receipt in April 2024 of £1,150, the 1st precept instalment.	
	Cllr Parsons confirmed he had called Barclays and begun the process to set up online banking, Cllr Phillips, Cllr Turner and Cllr Briggs are required to contact Barclays direct as authorised signatories to initiate the process for their online banking access, the clerk to forward the details.	Clerk
	Items for next Agenda	
18	To consider the new model financial regulations.	
40	Date of Next Meeting	
19	The meeting agreed a change to the advertised meeting in July, this will now take place on Tuesday 9^{th} July 7.30pm at The Reid Rooms.	
	The meeting closed at 9.05pm.	