

# MARGARET RODING PARISH COUNCIL

*Clerk to the Council – Allison Ward*

**Peartree Cottage, Slough Road, High Easter, Essex CM1 4RD**

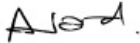
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Councillors are hereby summoned to attend the **Annual Parish Council meeting** which will be held in The Farmhouse, Reid Rooms immediately following the Annual Village Meeting which starts at 7.30pm, on **WEDNESDAY 14<sup>th</sup> May 2025** for the 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  
12<sup>th</sup> May 2025

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## MEETING AGENDA

### 1. ELECTION OF CHAIRMAN

For the civic year 2025-26 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 2025-26 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. DECLARATION OF INTERESTS FOR THIS MEETING

Members to declare interests for items on the agenda.

### 5. PUBLIC FORUM (Maximum 15 minutes)

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

### 6. MINUTES OF ORDINARY PARISH COUNCIL MEETING 19<sup>th</sup> March 2025 for approval.

### 7. COUNTY AND DISTRICT CLLRs REPORT

### 8. CLLR TRAINING AND RESPONSIBILITIES

A range of **training** is available for CLLRs from Essex Association of Local Councils.

CLLRs lead on **responsibilities** listed below are the those for the last year, CLLRs to consider for 2025/26.

- Planning including Local Plan – Vacant
- 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 TO NOTE**

### **10. COUNCILLORS REPORTS to include.**

10.1.Environment and Health

10.2.Transport – to note some minor changes to bus timetables and additional services on the 59 route from 1 June.

10.3.Local Government – Updates on devolution continue to be circulated.

### **11. PLANNING**

#### **11.1.New Applications**

Application No	UTT/25/0952/FUL
Location	Church Cottage
Development	Conversion of garage to a 1 bedroom dwelling (self/custom build)

#### **11.2. Decisions - None**

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

### **12. APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

12.1.Clerk to present 2024/25 accounts for consideration and approval including fixed asset register and bank reconciliation.

12.2.To consider whether Margaret Roding Parish Council exempts itself from a limited assurance audit given it meets all the criteria for claiming exemption as set out in section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

12.3.To review and approve the Annual Governance statement 2024/25, to be signed by the Chair and Clerk/RFO.

12.4.To review and approve the Annual Accounting Statement 2024/25, to be signed by the Chair and Clerk/RFO.

12.5.To note the dates, Tuesday 3 June to Monday 14 July 2025, during which electors and interested persons may exercise rights relating to the annual accounts.

### **13. ANNUAL REVIEW OF PARISH COUNCIL POLICY**

All policies below are available on the parish council's website.

13.1. To consider re-adoption of policies without amendments

- Complaints
- Councillors Code of Conduct – see Cllrs page on the website
- Document Retention
- Grants

- Privacy
- Publication Scheme
- Reserves

13.2. To consider amendments to policies

- Standing Orders
- Financial Regulations

13.3. To consider new policies

- Biodiversity

#### 14. PARISH COUNCIL INSURANCE

Due for renewal on 1 June 2025, 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 level set by the parish council for 2025/26). The premium for the coming year is offered at £196 which is the same as the current year.

#### 15. HIGHWAYS

15.1. Update on progress with Marks Hall Lane and associated surface water drainage.

15.2. Other highway matters,

#### 16. FUTURE PROJECTS

16.1. Planning for community Christmas event 2025.

16.2. Community Speed Watch, update on progress.

16.3. VAS sign, update on progress.

#### 17. FINANCE

17.1. To confirm the following payments for authorisation.

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward - Parish Clerk April/May 2025	£ 153.55
Essex Association of Local Councils – Annual Subscription	£ 79.88
Insurance Zurich	£ 196.00

17.2 To record receipts in March and April 2025 including 1<sup>st</sup> precept instalment, £1,250.

#### 18. RESIGNATION OF PARISH CLERK

To record the resignation of the parish clerk on 11<sup>th</sup> April.

With agreement from Great Canfield and High Easter parish councils a joint advert for a clerk to cover all three parishes has been included in the May edition of Parish News and is on the EALC website.

Parish council to note arrangements for the next three months or until a clerk is appointed, and to consider the process of appointment

#### 19. ITEMS TO NOTE FOR THE NEXT MEETING

20. DATE OF NEXT MEETING Wednesday 16<sup>th</sup> July 2025 at 7.30pm in The Farmhouse

TIME AND CLOSE OF MEETING