

# Margaret Roding Parish Council

## MINUTES

### Annual Meeting of Margaret Roding Parish Council

held on Wednesday 14<sup>th</sup> May 2025 at The Farmhouse, Reid Rooms

#### Present

Cllr Gemma Chaplin  
Cllr David Nicoll  
Cllr Richard Parsons  
Cllr Simon Phillips  
Cllr Robert Trundle  
Cllr Chris Turner  
Clerk Allison Ward

#### Residents and Visitors

None

1	<b>Election of Chairman</b>  Cllr Phillips was proposed as Chairman for the Civic Year 2025-26 by Cllr Turner and seconded by Cllr Trundle with all in agreement. The Chairman signed a declaration of acceptance of office, which was witnessed by the Clerk.	
2	<b>Appointment of Vice Chairman</b>  Cllr Turner was proposed as vice chairman for the Civic Year 2024-25 by Cllr Phillips and seconded by Cllr Parsons with all in agreement.	
3	<b>Apologies for absence</b>  None, all in attendance.	
4	<b>Declaration of Interest for this meeting</b>  Cllr Turner declared a disclosable pecuniary interest in agenda item 11.1 as joint owner of the application site.	
5	<b>Public Forum</b>  No public present.	
6	<b>Minutes</b>  Minutes of the Ordinary Parish Council Meeting 19 <sup>th</sup> March 2025 were proposed by Cllr Phillips as a true record, seconded by Cllr Chaplin with all in agreement; the Chair signed the minutes.	
7	<b>County and District Cllr Report</b>  County and District Cllr Susan Barker sent apologies to the meeting. Cllr Philips asked that a note of condolences be recorded on behalf of Margaret Roding parish and forwarded to Cllr Barker following the sudden death of her husband.	
8	<b>Councillors Training and Responsibilities</b>  Cllrs noted the range of training which is provided by Essex Association of Local Councils, and which had been circulated by the clerk.	

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"> <li>• Planning including Local Plan – Cllr Parsons</li> <li>• Highways, PRow and including highway safety – Cllr Parsons</li> <li>• Environment and health – Cllr Phillips</li> <li>• Transport – Cllr Nicolls</li> <li>• Local Government – Cllr Trundle</li> </ul>	
9	<p><b>Clerk's Progress Update and Correspondence</b></p> <p>Nothing to report</p>	
10	<p><b>Councillor's Updates</b></p> <p><b>10.1 Environment and Health</b> – Nothing to report</p> <p><b>10.2 Transport</b> – The meeting noted some minor changes to bus timetables and additional services on the 59 routes from 1 June.</p> <p><b>10.3 Local Government</b> – Updates on devolution continue to be circulated.</p>	
11	<p><b>Planning</b></p> <p><b>11.1 Applications</b></p> <p>Application No            UTT/25/0952/FUL  Location                    Church Cottage  Development                Conversion of garage to a 1 bedroom dwelling (self/custom build)</p> <p><i>Cllr Chris Turner leaves the meeting</i></p> <p>Cllr Parsons proposed no objection to this application, this was seconded by Cllr Phillips with all in agreement.</p> <p><i>Cllr Chris Turner returns to the meeting</i></p> <p><b>11.2 Decisions - None</b></p>	Clerk
12	<p><b>Approval of Annual Governance and Accountability Return (AGAR)</b></p> <p><b>12.1</b> The clerk presented the receipts and payments accounts for the year ending 31st March 2025. Receipts for the year were £2,356 and payments £3,130. General reserves totalled £6,246. The bank reconciliation was signed by Cllr Phillips.</p> <p>The meeting agreed to add the grit bins purchased this year to the fixed assets giving total assets of are £2,472 the two main items being the defibrillator and notice board.</p> <p><b>12.2</b> 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 Trundle, with all in agreement. The chair and clerk signed the AGAR exemption certificate.</p> <p><b>12.3</b> The Annual Governance statement 2024/25 (section 1) had been circulated to Cllrs in advance, there were no questions or comments. Cllr Chaplin 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.</p>	Clerk

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<b>12.4</b>	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 Nicoll proposed the parish council accepts this as correct and that it is signed by the Chair and Clerk/RFO. This was seconded by Cllr Trundle with all in agreement.	
<b>12.5</b>	The meeting agreed the dates, 3rd June to 11th 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.	Clerk
<b>13</b>	<b>Annual Review of Parish Council Policy</b>	
<b>13.1</b>	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.  <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Councillors Code of Conduct – see Cllrs page on the website</li> <li>• Document Retention</li> <li>• Grants</li> <li>• Privacy</li> <li>• Publication Scheme</li> <li>• Reserves</li> </ul>	Clerk
<b>13.2</b>	National Association of Local Councils had published updated model Standing Orders and Financial Regulations, the clerk had circulated these to Cllrs in advance. Cllr Nicholl proposed the parish council adopts the amended policies, this was seconded by Cllr Phillips with all in agreement.	
<b>13.3</b>	It was agreed to carry forward consideration of a biodiversity policy.	
<b>14</b>	<b>Parish Council Insurance</b>  Given the limitations on insurance options for small councils, Cllr Parsons 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 Turner with all in agreement.	
<b>15</b>	<b>Highways</b>	
<b>15.1</b>	Update on Marks Hall Lane surface water drainage  Uttlesford responded to the request for information on ownership of the pipe and confirmed it is likely there are multiple owners, further information is pending from the Land Registry and Uttlesford will provide a further update when this is received.  Cllrs confirmed the piped ditch adjacent to the A1060 which goes under the footpath in front of Ravenstone and Marks Hall Lane needs clearing by Essex Highways.  Cllrs remain of the view there is a pipe under the A1060 in front of Ravenstone which is causing pot-holes possible due to pipe damage. Clerk to ask County Cllr Barker for an update on a meeting with Essex Highways to discuss.  Clerk to chance Thames Water for an update following the meeting in January, including any progress on why resident's drains back up in heavy rain.	Clerk  Clerk  Clerk  Clerk
<b>15.2</b>	Cllrs were concerned with the 'cliff edges' on the sides of the road beyond the white line that are caused by vehicles driving along the verges. The clerk was asked to contact County Cllr Barker to ask what Essex Highway's policy was on these road repairs.	Clerk

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