MINUTES

Annual Meeting of Margaret Roding Parish Council

held on Wednesday 14th 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	Election of Chairman	
'	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.	
	Appointment of Vice Chairman	
2	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.	
	Apologies for absence	
3	None, all in attendance.	
	Declaration of Interest for this meeting	
4	Cllr Turner declared a disclosable pecuniary interest in agenda item 11.1 as joint owner of the application site.	
	Public Forum	
5	No public present.	
	Minutes	
6	Minutes of the Ordinary Parish Council Meeting 19 th March 2025 were proposed by Cllr Phillips as a true record, seconded by Cllr Chaplin with all in agreement; the Chair signed the minutes.	
	County and District Cllr Report	
7	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.	
	Councillors Training and Responsibilities	
8	Cllrs noted the range of training which is provided by Essex Association of Local Councils, and which had been circulated by the clerk.	
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	Cllrs agreed to continue to share responsibilities and representatives were confirmed as follows.	
	Planning including Local Plan – Cllr Parsons	
	 Highways, PRoW and including highway safety – Cllr Parsons Environment and health – Cllr Phillips 	
	Transport – Cllr Nicolls	
	Local Government – Cllr Trundle	
	Clerk's Progress Update and Correspondence	
9	Nothing to report	
10	Councillor's Updates	
10.1	Environment and Health – Nothing to report	
10.2	. Transport – The meeting noted some minor changes to bus timetables and additional services on the 59 routes from 1 June.	
10.3	Local Government – Updates on devolution continue to be circulated.	
11	Planning	
11.1	Applications	
	Application No UTT/25/0952/FUL Location Church Cottage Development Conversion of garage to a 1 bedroom dwelling (self/custom build)	
	Cllr Chris Turner leaves the meeting	
	Cllr Parsons proposed no objection to this application, this was seconded by Cllr Phillips with all in agreement.	Clerk
	Cllr Chris Turner returns to the meeting	
11.2	Decisions - None	
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 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.	
	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.	
12.2	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.	Clerk
12.3	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.	

12.4	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.	
12.5	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
13	Annual Review of Parish Council Policy	
13.1	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
	 Complaints Counciillors Code of Conduct – see Cllrs page on the website Document Retention Grants Privacy Publication Scheme Reserves 	
13.2	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.	
13.3	It was agreed to carry forward consideration of a biodiversity policy.	
	Parish Council Insurance	
14	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.	
15	Highways	
45.4	Lindata on Marka Hall Lana aurfaca water drainaga	
15.1	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.	Clerk
	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.	Clerk
	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
	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
15.2	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

	Potholes in The Gossetts to be reported to Uttlesford.	Clerk
	Tree behind No 1 The Gossetts and adjacent to the A1060 needs maintenance for health and safety, clerk to report to Uttlesford	Clerk
16	Future Projects	
16.1	Planning for Community Christmas Event 2025	
	The council was keen to hold a similar event to 2024, the clerk was asked to contact The Reid Rooms to see if they had availability on 14 th December, and if yes to confirm with the church that it is possible to hold the carol service in the afternoon.	Clerk
16.2	Community Speed Watch	
	The clerk confirmed there had been no response to notices in Parish News. Details to be forwarded to Cllrs to make personal contacts, Cllr Chaplin to put on Facebook,	Clerk/ Cllrs
16.3	VAS Sign	
	No further progress pending identification of a suitable location.	
17	Finance	
17.1	Cllr Parsons proposed the following payments, this was seconded by Cllr Turner with all in agreement.	Clerk
	Allison Ward - Parish Clerk April/May 2025 £ 153.55 Essex Association of Local Councils – Annual Subscription £ 79.88 Insurance Zurich £ 196.00	
17.2	The meeting noted the receipt in April 2025 of £1,250, the 1st precept instalment.	
18	Resignation of Parish Clerk	
10	To meeting noted the resignation of the parish clerk on 11 th April, the clerk will continue in post until a new clerk is appointed, or mid-July ([post the July meeting) at the latest if no clerk is appointed.	
	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.	
	It was agreed Cllr Phillips would represent Margaret Roding in the appointment process.	
40	Items for next Agenda	
19	Christmas party planning.	
	Date of Next Meeting	
20	The next meeting will be on Wednesday 16 th July at 7.30pm at The Reid Rooms.	
	The meeting closed at 9.00pm.	