# Mount Bures Parish Council

# Minutes of Mount Bures Parish Council meeting held on Wednesday 11th May 2022 at 7.30 P.M in the Village Hall, Mount Bures

Cllr Ian Woodman (Chairman), Cllr Hillary Bufton (Vice Chairman), Cllr Mark Graham, **Present:** 

Cllr Fiona Willetts, 1 Resident & The Parish Clerk, Mr G. Walkingshaw.

22/01 **Election of Chairman (sign Declaration of Acceptance of Office)** 

Chairman Ian Woodman was re-elected as Chairman of Mount Bures Parish Council.

Seconded: Cllr Fiona Willetts Proposed: Cllr Hillary Bufton

Agreed by all.

Acceptance of Office form signed by Chairman.

22/02 Welcome and apologies for absence

Apologies were received from Cllr Michaela Harris

22/03 **Declaration of Members interests** 

Cllr Hillary Bufton declared an interest in Planning Application 200967

(Item 22/15.1)

22/04 **Election of Vice Chairman** 

Cllr Hillary Bufton was re-elected as Vice Chairman of Mount Bures Parish Council.

Proposed: Cllr Fiona Willetts Seconded: Cllr Ian Woodman

Agreed by all.

22/05 **Election of Councillors for representatives** 

Colchester Association of Local Councils (CALC)- Cllr Ian Woodman

Essex Association of Local Councils (EALC) - Cllr Ian Woodman

Essex Highways - Cllr Hillary Bufton

Recycling & Transport - Cllr Hillary Bufton

Parish Paths Partnership – Cllr Fiona Willetts

Emergency Planning - Cllr Mark Graham & the Parish Clerk

Website - The Parish Clerk

22/06 To review the effectiveness of the system of internal control (Internal Audit)

Chairman to sign Certificate of Exemption and add minute reference

Chairman to sign Annual Governance Statement after approval at meeting, to date and

add minute reference

Chairman to sign Accounting Statement after approval at meeting, to date and add

minute reference

Chairman to sign Bank Reconciliation after approval at meeting

The Chairman, Ian Woodman signed the Internal Audit Documents for 2021/2022

Agreed by all

22/07 **To review Standing Orders** 

The Standing Orders were reviewed by the Parish Council and adopted 05/05/22

Agreed by all.

22/08 **To review Financial Regulations** 

The Financial Regulations were reviewed by the Parish Council and adopted 05/05/22

Agreed by all.

#### 22/09 To Review Financial Risk Assessment

The Financial Risk Assessment was reviewed by the Parish Council and adopted 05/05/22

Amendment to remove Covid or Zoom instructions

Amendment to submit the figures for the precept to either the chairman or a councillor. Agreed by all.

# **22/10 Public Open Forum** (Maximum 15 minutes)

A resident discussed a nature conservation project that she wished to protect for the future. This included 6/7 acres of land that included wildlife, ponds and wildlife meadows. Cllr Hillary Bufton asked whether it would be open to the public. The resident replied that was not the intention but could have restricted opening times. Cllr Ian Woodman asked whether the resident would be willing to leave this area to Essex Wildlife. The resident informed the meeting that Essex Wildlife had already been involved in Grass Surveys & Investigative Pond Work. Cllr Ian Woodman suggested it would be better to work with Essex Wildlife and to make contact with ECC Lewis Barber. This would offer more protection for the site than could be offered by the Parish Council.

#### **22/11 To approve the minutes of the last meeting** (9th March 2022)

The minutes of the last meeting were approved and signed by the Chairman.

Proposed: Cllr Fiona Willetts Seconded: Cllr Hillary Bufton

Agreed by all

## 22/12 Visitors Report

None

# 22/13 Clerk's Report

It was proposed by Cllr Ian Woodman to purchase a new lawn mower/strimmer for Ian Andrewartha who is responsible for maintaining the footpaths. £500 was proposed as an amount to cover the purchase.

Proposed: Cllr Ian Woodman Seconded: Cllr Hillary Bufton

Agreed by all.

## 22/14 Finance

To approve payments in accordance with the Budget

Payments for May 2022

Parish Clerk Salary £137.67

Mileage Expenses £10.80

HMRC £34.20

Heelis & Lodge Internal Audit £58.00

Total £240.67

#### 22/15 Planning/Housing

15.1 Applications for discussion at meeting

<u>200967 - Fordham House Farm, Fordham Road, Mount Bures</u> – Conversion and change of use for the roof space above an existing garage to create a 1-bedroom flat for the benefit of the equestrian business

**Comments**: No objection - provided there is no change of height to the building or no windows overlooking neighbouring properties.

15.2 Planning Applications – Observations conveyed under delegated authority since last meeting

None

15.3 Planning Applications – Decisions received since last meeting None

# 22/16 Financial Risk Assessment Policy March 2022

The Financial Risk Assessment Policy for the Parish Council was approved. Agreed by all.

## 22/17 To Review Parish Council Risk Assessment

Cllr Fiona Willetts was appointed councillor to review the risk assessment policy on behalf of the Parish Council.

Agreed by all.

# 22/18 Internal Audit 2022/2023

To agree to use of Heelis & Lodge as Internal Auditors for 2022/2023. Agreed by all.

# 22/19 Training/Events

- 19.1 Reports on attended events None
- 19.2 Nominations for new events None

## 22/20 Information Exchange/Items for next agenda

Village Green Bench added to next agenda.

Village Sign – added to next agenda.

Cllr Fiona Willetts informed the meeting that 44 people had signed up for the big lunch as part of the Queen's Jubilee Celebrations. An Oak Tree to commemorate this would be planted in the Church grounds.

## 22/21 To confirm date and time of next meeting

Date of next meeting: Wednesday  $13^{th}$  July 2022 at 7.30 p.m. The meeting finished at 8.45 p.m.

Signed	Chairman
Date	