

Pentlow Parish Council

Parish Clerk / RFO: Kevin B. Money
 7 Roach Vale Colchester Essex CO4 3YN
 Tel: 07810781509 email pentlowparishcouncil@gmail.com
 www. <https://e-voice.org.uk/pentlowparishcouncil>

Dear Councillor

You are requested to attend the forthcoming meeting of Pentlow Parish Council to be held in the Village Hall on **WEDNESDAY 30th. OCTOBER 2024 at 7.30pm** for the purpose of transacting the business ONLY shown on the agenda

KBMoney Kevin B. Money CiLCA - Clerk to the Council – 24th. October 2024

Tel: 07810781509: email pentlowparishcouncil@gmail.com

FULL COUNCIL MEETING AGENDA

071/2024 Chair welcome

1) To accept the resignation of Rachel Simnett as Parish Council Chair with immediate effect.

072/2024 Apologies for Absence

073/2024 Declaration of Interest

To declare any Disclosable Pecuniary, Pecuniary or non-Pecuniary Interest relating to items on the agenda

074/2024 To approve the Minutes of the last meeting of Pentlow Parish Council

To receive and agree the minutes of the last PPC meetings held on 29th. May and 22nd. July 2024

075/2024 Essex County Councillors report – ECC Cllr P. Schwier

076/2024 District Councillors report – BDC Cllr I. Parker

077/2024 Public Participation Session

The Chairman will invite questions and observations from members of the public present.

078/2024 BDC Refuse vehicle future date

079/2024 Telephone Box – Councillors to discuss update on the repairs

080/2024 Pinkuah Arms – update

081/2024 Update on grass cutting in the village

082/2024 Speedwatch update – Cllr T. Bartlett

083/2024 Village defibrillator – Cllr I. Bower

084/2024 Distribution of Parish News to Pentlow residents – Cllr T. Bartlett

085/2024 Planning Application/s

24/02113/COUPA - 5 - 6 School Barn Cottages School Road Pentlow Essex CO10 7JN

Application to determine if prior approval is required for a proposed use: Change of use from Commercial, Business and Service (Use Class E) to 1 No. Dwellinghouse (Use Class C3).

Documents can be found at

<https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SKIOGPBFLIW00>

24/02207/HH - Highbury School Road Pentlow Essex CO10 7JP

Conversion of conservatory to garden room including alterations to provide a tiled insulated roof, addition of brick piers at junction with existing house and external corners, together with replacement UPVC windows and doors.

Documents can be found at

<https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SL300BBFLRD00>

086/2024 Planning Decision/s made by BDC affecting Pentlow

087/2024 Planning Appeals

TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78

Site Address: Simpsons Farm Belchamp Road Pentlow Essex CO10 7JT

Description of Development: Erection of two-storey side extension & associated internal works

Planning Application Ref: 24/00830/HH & 24/00831/LBC

Appellant's Name: Mr N Johnson Planning Inspectorate Ref: 3350624 & 3350628

Appeal Start Date: 24 September 2024

An appeal has been made to the Secretary of State following Braintree District Council's refusal of the above application/s.

088/2024 Finance

- a) To receive the Bank balances as at 30th. September 2024
- b) To receive the comparison of Actual against Budget 2024/25
- c) Councillors to agree the June, July, August, September and October 2024 finances and to agree a transfer of any funds to meet the Parish Council's financial requirements
- d) Councillors to sign the UTB mandate form removing Julian Calver as a signatory

089/2024 Village Hall - update from Cllr M. Stuchfield

090/2024 Village Sign - update from Cllr M. Stuchfield

091/2024 Items for Next Agenda

092/2024 Date of Next Full Council meeting – TBC

093/2024 Exclusion of the Public and Press

Councillors to Resolve that by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

094/2024 Closure of the Meeting

To Close the meeting having considered and determined all items of business

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Minutes of the Parish Council meeting held on Wednesday 29th. May 2024 at 7.55pm in the Village Hall.	<u>ACTION</u>
Present: Cllrs R. Simnett (Chair), D. Wright, T. Bartlett, M. Stuchfield and Kevin B. Money (Parish Clerk). There was also 1 member of the public present.	
046/2024 Chair welcome	
047/2024 Apologies for Absence were received from Cllr P. Schwier and BDC Cllr I. Parker	
048/2024 Declaration of Interest To declare any Disclosable Pecuniary, Pecuniary or non-Pecuniary Interest relating to items on the agenda. Cllr M. Stuchfield declared an interest in item 057/2024	
049/2024 To approve the Minutes of the last meeting of Pentlow Parish Council To receive and agree the minutes of the last PPC meeting held on 16 th . April 2024. All Agreed	
050/2024 Essex County Councillors report – ECC Cllr P. Schwier No report was given but Councillors had received all reports throughout the month	
051/2024 District Councillors report – BDC Cllr I. Parker No further report was submitted	
052/2024 Public Participation Session The Chairman invited questions and observations from members of the public present. No questions were asked	
053/2024 Update on Councillor vacancy The co-option notice is still valid and will continue to run until the vacancy has been filled. An interest has been expressed in becoming a Councillor. Cllr R. Simnett to place the advert on the Facebook page once the notice is supplied by the Clerk	Cllr R. Simnett / Clerk
054/2024 BDC Refuse vehicle date Two dates were proposed: 12 th . or 19 th . October '24 10am – 12 noon and Early April '25. Clerk to arrange October booking with BDC	Clerk
055/2024 Speed watch update from Cllr T. Bartlett There has been no activity apart from a single recent session due to the continued unfavourable weather conditions and availability of volunteers. (The Police risk assessment is for no CSW activity to take place if roads are not dry and visibility is not good). A single recent session was however supported by a Police Community Support Officer who just happened to be passing at the time. He waved down several motorists recorded travelling at 40mph or more. Speeds in excess of 50mph have previously been recorded. Contact had been made with the CSW co-ordinator for Foxearth with a view to joining forces but due to lack of Foxearth volunteers this has not been progressed. There is currently a '20's Plenty' scheme being promoted for Essex but Cllr T. Bartlett felt that this was probably not appropriate for Pentlow, although fixed Speed Watch warning signs as seen in other villages had been previously requested. A question was 'could a local police officer assist with Speedwatch to give out any speeding tickets?' (It had been mentioned that police officers had occasionally visited the village for speed checking although this had not been observed by anyone at the meeting). Cllr T. Bartlett recorded a vote of thanks to all Speedwatch volunteers.	
056/2024 Telephone Box – Councillors to discuss update on repairs The necessary repair kit has been purchased but the work to install has not started. It was mentioned that it was felt the door is quite dangerous so Cllr. R. Simnett would contact Colin Hoye	Cllr R. Simnett

Signed

R. Simnett - Chair

30th. October 2024

to see how soon he could carry out the work. If he cannot, Councillor Bartlett and Cllr Wright will research alternative methods.

057/2024 Village Hall - update from Cllr M. Stuchfield

This item was discussed at length at the Annual Parish meeting

The liability of the lease still remains with the Parish Council.

It was suggested that a Parish Councillor becomes an ex-officio on the village hall committee and attends the village hall committee meeting and reports back to the Parish Council.

It was also agreed that the Parish Council requires annual reporting from the Village Hall Committee including the financial position.

058/2024 Village Sign - update from Cllr M. Stuchfield

This item deferred to next meeting

059/2024 Planning Application/s

No comments were made on the four listed planning applications below:

24/00269/HH - White Cottage School Road Pentlow Essex CO10 7JR

24/00830/HH - Simpsons Farm Belchamp Road Pentlow Essex CO10 7JT

24/00831/LBC - Simpsons Farm Belchamp Road Pentlow Essex CO10 7JT

24/00269/HH - White Cottage School Road Pentlow Essex CO10 7JR

061/2024 Finance

a) *To receive the Bank balances as at 30th. April 2024*

Councillors noted the Bank balances as at 30th. April 2024

b) *To receive the comparison of Actual against Budget 2024/25*

Councillors noted the comparison of Actual against Budget 2024/25

c) *Councillors to agree the May 2024 finances and to agree a transfer of any funds to meet the Parish Council's financial requirements. All Agreed*

062/2024 Annual Return 2023/2024

1) *To receive the 2023/2024 signed Internal Audit Report*

Councillors noted the 2023/2024 signed Internal Audit Report

2) *To receive and sign the Certificate of Exemption – AGAR 2023/2024 part 2*

Cllr proposed accepting and signing the Certificate of Exemption – AGAR 2023/2024 part 2. Cllr seconded. **All Agreed.** The Chair and RFO then signed the form

3) *To receive and sign the Section 1 - Annual Governance Statement 2023/2024*

Cllr proposed accepting and signing Section 1 - Annual Governance Statement 2023/2024. Cllr seconded. **All Agreed.** The Chair and Clerk then signed the form

4) *To receive and sign the Section 2 - Accounting Statements 2023/2024*

Cllr proposed accepting and signing Section 2 - Accounting Statements 2023/2024. Cllr seconded. **All Agreed.** The Chair and RFO then signed the form

063/2024 Items for Next Agenda

- Co-option:
- Location of salt from previous years:

064/2024 Date of Next Full Council meetings – 30th. October 2024 at 7pm:

065/2024 Closure of the Meeting

To Close the meeting having considered and determined all items of business

The Chair then closed the meeting at 9pm and thanked everyone for attending

**Cllrs
Bartlett &
Wright**

**Clerk to
send off
to
external
auditor**

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Minutes of the Parish Council meeting held on Monday 22nd. July 2024 at 6.15pm in the Village Hall.

Present: Cllrs R. Simnett (Chair), D. Wright, T. Bartlett, M. Stuchfield and Kevin B. Money (Parish Clerk). There were also 3 members of the public present.

066/2024 Apologies for Absence. None received

067/2024 Declaration of Interest

To declare any Disclosable Pecuniary, Pecuniary or non-Pecuniary Interest relating to items on the agenda. **None Declared**

068/2024 Co-Option - Councillors are requested to receive written application for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy

The Candidate having completed a short application form and confirmed their eligibility for the position of Councillor within the statutory rules (Local Government Act 1972 section 79). Forms have been returned to the Parish Clerk by the prescribed deadline.

The eligible candidate was invited to attend this meeting with Councillors and speak for a maximum of five minutes. The candidate will be asked to introduce themselves, give a resume of their background and experience and explain why they wish to become a member of the Council.

Cllr T. Bartlett proposed that Mr Ian Bower be co-opted onto the Parish Council. Cllr D. Wright seconded. **All Agreed**

Cllr I. Bower then signed his declaration of Acceptance of Office and E Consent form. He was also given the Register of Interest form to be returned to the Clerk then to be forwarded onto Braintree District Council within 28 days. Cllr I. Bower then took his seat as a Parish Councillor

069/2024 Date of Next Full Council meeting is on 30th. October 2024 at 7.30pm

070/2024 Closure of the Meeting

To Close the meeting having considered and determined all items of business

The Chair then closed the meeting at 6.30pm and thanked everyone for attending

BANK RECONCILIATION				
Financial year ending 31.03.25				
Bank Balance as at	30.04.24	31.05.24	30.06.24	31.07.24
Unity Trust Bank - Current a/c	£ 4,718.64	£ 3,373.16	£ 3,355.16	£ 3,355.16
Unity Trust Bank - EMR a/c	£ 2,680.72	£ 2,680.72	£ 2,699.70	£ 2,699.70
Total:	£ 7,399.36	£ 6,053.88	£ 6,054.86	£ 6,054.86
Less Unpresented cheques				
Total of unpresented cheques	£ -	£ -	£ -	£ -
Net Bank Balances as at	£ 7,399.36	£ 6,053.88	£ 6,054.86	£ 6,054.86
CASH BOOK				
Balance as at 01.04.24	£ 3,499.19	£ 3,499.19	£ 3,499.19	£ 3,499.19
Plus Receipts	£ 4,279.18	£ 4,633.78	£ 4,652.76	£ 4,652.76
Total	£ 7,778.37	£ 8,132.97	£ 8,151.95	£ 8,151.95
Less Payments	£ 379.01	£ 2,079.09	£ 2,097.09	£ 2,097.09
Grand Total	£ 7,399.36	£ 6,053.88	£ 6,054.86	£ 6,054.86
Difference	£ -	£ -	-£ 0.00	-£ 0.00
Bank Balance as at				
	31.08.24	30.09.24		
Unity Trust Bank - Current a/c	£ 3,355.16	£ 6,837.16		
Unity Trust Bank - EMR a/c	£ 2,699.70	£ 2,718.41		
Total:	£ 6,054.86	£ 9,555.57		
Less Unpresented cheques				
Total of unpresented cheques	£ -	£ -		
Net Bank Balances as at	£ 6,054.86	£ 9,555.57		
CASH BOOK				
Balance as at 01.04.24	£ 3,499.19	£ 3,499.19		
Plus Receipts	£ 4,652.76	£ 8,171.47		
Total	£ 8,151.95	£ 11,670.66		
Less Payments	£ 2,097.09	£ 2,115.09		
Grand Total	£ 6,054.86	£ 9,555.57		
Difference	-£ 0.00	£ -		
Bank Balance as at				
Unity Trust Bank - Current a/c				
Unity Trust Bank - EMR a/c				
Total:				
Less Unpresented cheques				
Total of unpresented cheques				
Net Bank Balances as at				
CASH BOOK				
Balance as at 01.04.24				
Plus Receipts				
Total				
Less Payments				
Grand Total				
Difference				

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Kevin Money
Pentlow Parish Council
7 Roach Vale
Colchester
CO4 3YN

Date: 30/09/2024

Account Name: Pentlow Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20488712

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
03/09/2024		Balance brought forward	£0.00	£0.00	£3,355.16
26/09/2024	Credit	PAYMENTS BTREE DC	£0.00	✓ £3,500.00	£6,855.16
30/09/2024	Fee	Service Charge	£18.00	£0.00	✓ £6,837.16

Handwritten:
I 871.47
E 2115.09

Page number 1 of 2

Statement number 016

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For Good.**

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Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Kevin Money
Pentlow Parish Council
7 Roach Vale
Colchester
CO4 3YN

Date: 03/09/2024

Account Name: Pentlow Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20488712

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



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Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/08/2024		Balance brought forward	£0.00	£0.00	£3,355.16

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PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Kevin Money
Pentlow Parish Council
7 Roach Vale
Colchester
CO4 3YN

Date: 30/09/2024

Account Name: Pentlow Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20488725

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 2.75% AER as of your statement date.



Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: unity.co.uk

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Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/08/2024		Balance brought forward	£0.00	£0.00	£2,699.70
30/09/2024	Credit Interest	Credit Interest	£0.00	√ £18.71	√√ £2,718.41

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Statement number 012

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PPC ACTUAL AGAINST BUDGET REPORT				
		Budget 2024/25	Total Income / spend to Oct '24	Left in Budget as at Oct '24
Income	PRECEPT	7000	£ 7,000.00	
	OTHER INCOME	0	£ -	
	GRASS CUTTING	0	£ -	
	STREET CLEANING	775	£ 779.18	
	VAT REFUND	0	£ 354.60	
	INTEREST	0	£ 37.69	
	TOTAL	7775	£ 8,171.47	
Exp.				
Staff	Salary	3650	£ 2,114.42	£ 1,535.58
	Office Allowance	0	£ -	£ -
	TOTAL	3650	£ 2,114.42	£ 1,535.58
Adm.				
	Office Expenses	330	£ 46.06	£ 283.94
	Audit Fees	100	£ 99.80	£ 0.20
	TOTAL	430	£ 145.86	£ 284.14
General	Telephone Box	50	£ 74.90	£ 24.90
	Insurance	400	£ 384.31	£ 15.69
	EALC/NALC Subs	150	£ 76.95	£ 73.05
	BDC Refuse vehicle	500	£ 466.66	£ 33.34
	Donations/PCC	500	£ 500.00	£ -
	Coronation Event	250	£ -	£ 250.00
	Parish Magazine	400	£ -	£ 400.00
	Bank Charges	72	£ 36.00	£ 36.00
	Meeting costs	50	£ -	£ 50.00
	Website	0	£ -	£ -
	Christmas Tree	150	£ -	£ 150.00
	Notice Board Maintenance	150		£ 150.00
	Contingency	1023		£ 1,023.00
	TOTAL	3695	£ 1,538.82	£ 2,156.18
	GRAND TOTAL	7775	£ 3,799.10	£ 3,975.90
	VAT		£ 106.29	
	Total:		£ 3,905.39	

FINANCE OCTOBER 2024						
INCOME: 2nd. Instalment of Precept £3500.00p:						
EXPENDITURE						
Chq No.	Invoice No.	Payee	Cost	VAT	Total	PPC Ref
FEE		Unity Trust Bank - Service Charge	£ 18.00	£ -	£ 18.00	10
BACS	June - October '24	Kevin B. Money - Clerk salary	£1,510.30	£ -	£1,510.30	11
BACS	7286388	BDC - Refuse vehicle	£ 233.33	£46.67	£ 280.00	12
		<u>TOTAL:</u>	£1,761.63	£46.67	£1,808.30	
		Denotes already paid				