



Clerk: W.J. Adshead-Grant

The minutes of the meeting of Pleshey Parish Council held at Pleshey Village Hall on Wednesday 12th April 2023 at 8pm

2023/847 Chair's Welcome

Chair: Loudfoot

Councillors: Kenning, Groves, Sommerville, Gunn and Howeson.

2023/848 Apologies for absence

Cllr Holland

2023/849 Declarations of interests (existence and nature) regarding items on the agenda.

There were no declarations of interest.

2023/850 Public participation session for anyone with an interest in the Parish

No members of the public were present.

2023/851 Confirmation of the Monthly meeting Minutes held on the 8th of March 2023.

Resolution: *The minutes were confirmed.*

2023/852 External authorities report- Cllrs Steel and Chambers.

Cllr Steel to arrange a speed check on the bridge in support of the LHP request for shared access signage at Routers Hill.

Feedback on the Chelmsford recycling center trial is not yet available and it's unclear how the success criteria will be measured.

Planning

2023/853 Local Planning Authority updates

<u>Reference</u>	<u>Address</u>	<u>Status</u>
23/00159/CUPAQ	Barn North Of Bury Farm Bury Road Pleshey Chelmsford	Prior Approval Required - Approved
23/05524/CAT	Chelmsford Diocesan House Of Retreat The Street Pleshey Chelmsford CM3 1HA	No Objection
22/01486/FUL	22 Woolmers Mead Pleshey Chelmsford Essex CM3 1HH	Application Permitted

Resolution: *Clerk to request clarity on the 23/00159/CUPAQ status.*

Finances:

2023/854 Update on accounts:

- **Current Account £10,748.13**

- **Reserve Account** £20,011.15

2023/855 Payments for Approval:

Date	Item	Budget Line	cheque no:	Payment
12.04.2023	EALC and NALC Fees	subscription		£91.91
12.04.2023	DM PAYROLL	salary administration		£120.00
12.04.2023	Essex Pension Fund	employee contribution		£12.83
12.04.2023	Essex Pension Fund	salary sacrifice		£66.85
12.04.2023	Essex Pension Fund	employer costs		£58.85
12.04.2023	HMRC	Paye		£61.20
12.04.2023	Clerk	payroll		£126.66
			Total	£538.30

Resolution: ***The payments were approved.***

2023/856 Review and approve Monthly Bank Recon

Resolution: ***The bank reconciliation was approved.***

2023/857 Community Funding request – Youth Club of Pleshey

Paperwork to be submitted to request a grant.

Resolution ***Defer until next meeting.***

Reports and Updates:

2023/858 Clerk's Report and actions to be undertaken.

- Clerk to Digitise the records of any loose-leaf minutes – Started.
 - New handheld scanner to speed up process.
- Bridge at Rooters Hill – LHP request on signage of a shared space Motor traffic and pedestrian.
 - Update on status. – Cllr Mike Steel has arranged the speed checks.
- Update on banking online.
 - Barclays online portal in use.3 members are online.

2023/859 Update on the Golden Jubilee Playground equipment refurbishment and fundraising- Cllrs Kenning and Howeson.

- Phase 1 is complete. The new grass is recovering. The older grass is getting long and needs attention.

Resolution ***Cllr Kenning to arrange hedge cutting at the entrance to improve visibility.***

Resolution ***Clerk to contact Cllr Nicolette Chambers to confirm the start date of grass cutting.***

- Phase 2 is being reviewed before confirmation of payment and start date.

Resolution: **Cllr Loudfoot to review details for invoice approval and next stage of work.**

2023/860 Risk Register. - All.

No new issues were raised.

Resolution: **Defer to next month.**

2023/861 External authorities report- Cllrs Steel and Chambers.

Resolution: **Duplication with 2023-852. Close item.**

2023/862 Coronation Event to coincide with the 6th of May. – Cllr Holland and Howeson.

Due to the weather this may be hosted in the Village Hall.

Plans are well underway, and the road diversion is in hand.

2023/863 Grange Road drainage.

Grange Road is still flooded and as far as members of the council are aware no additional work has been undertaken.

Resolution: **Defer to next month.**

2023/864 Parish Elections May 2023.- The Clerk.

Noted that the 2023 election is uncontested. The current members have all been elected for 2023-2027.

2023/865 Update on Clerk's annual appraisal.

The Clerk has achieved Satisfactory status and will increase the spinal point backdated to 1st April. Clerk to move from Spinal point 15 (£13.45) to Spinal point 16 (£13.70).

It was noted that the position at Pleshey Parish Council has a maximum ceiling of Spinal point 17.

Resolution: **Clerk to inform payroll.**

2023/866 Annual Assembly – Guest Speaker.

Potential for introduction of the Village agent.

Resolution **All parish organisations to be reminded it's their meeting to showcase their organisations. All members reach out to organisations and highlight the meeting to them.**

2023/867 Discuss the commissioning of a plaque to mark the coronation of King Charles 3rd – Cllr Kenning.

Kenning.

Resolution **Budget up to £200 for a plaque and carriage.**

2023/868 Footpath works by Essex County Council – Cross field paths – Cllr Howeson.

Resolution: **Paths 3, 5, 37 and 103 to be highlighted to the P.R.O.W. officer as needing attention.**

2023/869 Update on the litter pick.

Successful event. Good turnout.

2023/870 Welcome sign for the playground– Cllr Kenning.

Estimated at £60.

Resolution: **Expenditure approved**

2023/871 Approval to order a sign on Rules for the playground – Cllr Kenning.

Estimated at £60.

Resolution: **Expenditure approved**

2023/872 Approval to order "Playground" signs at the entrance to the playground – Cllr Kenning.

Estimated at £60.

Resolution: **Expenditure approved**

2023/873 Approval to order a new "Welcome sign" for the viewing area / castle park? (To replace the homemade sign) – Cllr Kenning.

Estimated at £60.

Resolution: **Expenditure approved**

2023/874 Approval to order a sign about feeding the ducks at the moat– Cllr Kenning.

Estimated at £60.

Resolution: ***The Land is owned by Essex County council and the parish council has no power over this area.***

2023/875 To confirm the closing position of the accounts to Budget 2022-2023.

Underspending of £192.36.- The Clerk.

Discussion on good budgeting.

Resolution: ***The underspend was noted.***

2023/876 To confirm and sign the Annual Governance Statement which forms section 12 of the Annual Return for Local Councils, Internal Drainage Boards, and other smaller authorities in England for the year ended 31st March 2023. – The Clerk.

Resolution: ***The annual governance statement was read out and confirmed.***

2023/877 To adopt the Annual Accounts for the year ended 31st March 2023 – and to sign the Annual Return for the year ended 31st March 2023.- The Clerk.

Resolution: ***The annual accounts were adopted.***

2023/878 The Parish Council meets the eligibility criteria to declare itself an exempt authority for 2022/2023 (Income and Expenditure is < £25,000, No Issues raised by the external auditors and the Parish Council is over 3 years old)

- The Parish Council Income was £17,416.76
- The Parish Council expenditure was £22,851.24

Resolution: ***The Parish Council confirmed the exemption.***

2023/879 Items for the next agenda – All

- Discussion around the Public House. - Cllr Kenning and Sommerville.
- Woolmers Mead Drainage.
- Grange Road Drainage.
- Grant request.
- Risk register.
- Community Youth group funding request.

04.05.2023	PARISH ELECTIONS
10.05.2023	Annual Assembly @ 8PM
17.05.2023	AGM & Monthly Meetings @ 8pm
14.06.2023	Monthly Meeting @ 8PM
13.09.2023	Monthly Meeting @ 8PM
11.10.2023	Monthly Meeting @ 8PM
08.11.2023	Monthly Meeting @ 8PM

Meeting closed 21:20

W. Adshead-Grant

Clerk to the Council.