



Clerk: W.J. Adshead-Grant

Minutes of the Annual General Meeting and ordinary meetings of Pleshey Parish Council held at Pleshey Village Hall on Wednesday 8th May 2024 at 8pm.

Annual General Meeting

2024/1082 Election of Chair.

Cllr Loudfoot was elected.

2024/1083 Declaration of acceptance of office by Chair.

Paperwork to be signed at the next meeting.

2024/1084 Appointment of Vice Chair.

Cllr Howeson was elected.

2024/1085 Chair's Welcome:

Chair: Loudfoot,

Councillors: Groves and Holland

2024/1086 Apologies for absence

Cllr Howeson, Sommerville, Kenning and Gunn.

2024/1087 Declarations of interests (existence and nature) regarding items on the agenda.

There were no declarations.

2024/1088 Public participation session for anyone with an interest in the Parish

(Item does not need to be on the agenda).

There were no members of the public present.

2024/1089 Appointments to Sub-Committees and outside bodies

Village Hall	Currently	Cllr Sommerville.
Emergency Planning	Currently	Cllr Groves.
Footpaths	Currently	Cllr Holland.
Public Transport	Currently	Cllr Kenning.
Parish Magazine	Currently	Cllr Kenning.
Health	Currently	Cllr Gunn.
Planning	All Members	
Playground	Currently	Cllr Howeson and Kenning

Resolutions: All positions were re-appointed.

2024/1090 Re-Appointment of Internal Auditor.

Resolution: The Auditor was re-appointed.

2024/1091 Review and approval of Standing Orders.

Resolution: The Standing Orders were reviewed and approved – NALC model.

2024/1092 Review and approval of Financial Regulations.

Resolution: The Financial Regulations were reviewed and approved – NALC model.

2024/1093 Review and approval of Asset Register.

Resolution: **The Asset Register was approved.**

2024/1094 Review and approve the financial risk register.

Resolution: **The Financial Register was approved.**

2024/1095 Review the Council Risk register.

Resolution: **The Council Risk Register was approved.**

2024/1096 Review of the Councils complaints Policy.

Resolution: **The Council's complaints Policy was approved.**

2024/1097 Review the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.

Resolution: **The Council's Policies were approved.**

2024/1098 Review the Councils Policy for dealing with press / Media.

Resolution: **The Council's Policy was approved.**

2024/1099 Review the Council's employment policies and procedures.

Resolution: **The Council's Policies were approved.**

2024/1100 Review the council's expenditure incurred under S.137 of the Local Government Act 1972.

There was no spending under S137.

2024/1101 Confirmation of arrangements for insurance cover in respect of all insurable risks. The Parish Council is insured with Aviva through BHIB / Clear Councils on a Long-Term Agreement.

2024/1102 The Parish Council confirms it meets the eligibility to meet the criteria for the General Power of Competence ("the power to do anything that individuals generally may do" if they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use GPC").

Resolution: **Re-confirmation.**

2024/1103 Review of the Council's and/or staff subscriptions to other bodies.

- N.A.L.C
- E.A.L.C
- R.C.C.E.
- One Hundred Parishes Society.

Resolution: **The Council's subscriptions were approved.**

2024/1104 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

12.06.2024 Monthly Meeting @ 8PM
 11.09.2024 Monthly Meeting @ 8PM
 09.10.2024 Monthly Meeting @ 8PM
 13.11.2024 Monthly Meeting @ 8PM

15.01.2025 Monthly Meeting @ 8PM
 12.02.2025 Monthly Meeting @ 8PM
 12.03.2025 Monthly Meeting @ 8PM
 09.04.2025 Monthly Meeting @ 8PM
 07.05.2025 AGM & Monthly Meetings @ 8PM
 14.05.2025 Annual Assembly of the Parish

Resolution: The proposed meetings were approved noting the slightly later January meeting.

Meeting closed 20:15

..... **Ordinary Meeting**.....

2024/1105 Confirmation of the Minutes of the Monthly meeting held on the 10th April 2024.

Resolution: Defer until next month.

Planning

2024/1106 Update on current applications with Chelmsford City Council:

Reference ↕	Address ↕	Type ↕	Status ↕
24/00054/LBC	Bury Barn Cottage Bury Road Pleshey Chelmsford CM3 1HB	Application	Application Permitted
24/00173/FUL	Bury Barn Bury Farm Bury Road Pleshey Chelmsford CM3 1HB	Application	Application Permitted
24/00174/LBC	Bury Barn Bury Farm Bury Road Pleshey Chelmsford CM3 1HB	Application	Application Permitted

Resolution: The planning decisions were noted.

Finances

2024/1107 Financial Report

Cheque Account £2690.66

- Income:
 - 50% of precept - £ 6,625.00

Reserve Account: £8281.64

Total £10,972.30

Resolution: The accounts were noted.

2024/1108 Payments for approval at the meeting: _____

Item	Budget Line	Payment
DM Payroll	Salary Costs	£120.00
Rospaplaysafety	Inspections	£93.60
Cllr Kenning - refreshments	Reserve	£58.98
clerk may salary	Salary	£123.90
HMRC May	PAYE	£60.00
Essex Pension fund	Salary sacrifice - employee	£74.90
Essex Pension fund	Employee cost	£13.07
Essex Pension fund	Employer costs	£59.95
Clr Kenning - Engraved Tankard	Reserve	£91.89

Total **£696.29**

2024/1109 Clerk's Report and actions to be undertaken.

- Annual accounts.
- Internal audit.
- External audit.

2024/1110 Review and agree the monthly bank reconciliation – Vice Chairman

Resolution: **Account approved with zero difference.**

Reports and Updates

2024/1111 Update on the Risk Matrix – ALL.

Resolution: **Add the interpretation board to the viewing point.**

2024/1112 Update on GJPA and any additional work or administration.

Note that the Annual inspection is this month.

2024/1113 Update on the Clerks annual appraisal, level achieved and effect on salary.

The Clerk achieved a satisfactory rating and will move up to the final salary point in the scale – SP17.

2024/1114 To confirm the closing position of the accounts to Budget 2023-2024.

Noted slight underspend to be moved to reserves.

2024/1115 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 2024.

Resolution: **The annual governance statement was approved and signed.**

2024/1116 To adopt the Annual Accounts for the year ended 31st March 2024 – and to sign the Annual Return for the year ended 31st March 2024.

Resolution: **The annual accounts was approved and signed.**

2024/1117 Discuss the Unity Trust Bank account and sign the opening paperwork.

The account creation process has started. Dual signature initially to be set up inline with the financial regulations.

2024/1118 Items for the next agenda – All

- The new interpretation boards.
- The risk matrix
- Unity trust bank account

Meeting closed: 20:38