



Clerk: W.J. Adshead-Grant

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Minutes of the Ordinary Meeting of Pleshey Parish Council held at Pleshey Village Hall on Wednesday 11<sup>th</sup> September 2024 at 8pm.

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2024/1137 Chair's Welcome:

Chair: Loudfoot.

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

2024/1138 Apologies for absence

All members present.

2024/1139 Declarations of interests (existence and nature) regarding items on the agenda.

There were no declarations of interest.

2024/1140 Public participation session for anyone with an interest in the Parish.

No members of the public were present.

2024/1141 Confirmation of the Minutes of the Ordinary meeting held on 12 June 2024.

**Resolution: Defer to the next meeting.**

**Resolution: Clerk to send the minutes to the members.**

2024/1142 External authorities report.

- Chelmsford City Council:
  - No report.
- Essex County Council:
  - The report is available online in the agenda section of the website.

2024/1143 Discuss the viewing area information board.

The Parish Council has paid for the design work by Place services.

**Planning**

2024/1144 Planning application for discussion:

1. Reference: 24/01064/LBC.

Address: Tyle Barn Back Lane Pleshey Chelmsford.

Description of works: Solar panel installation on the roof of cart lodge.

**Resolution: The Parish Council supports this application.**

**Finances**

2024/1145 Financial Report – 30<sup>th</sup> August - 2024

Cheque Account (Barclays) £418.73  
Cheque Account (Unity Trust) £500.00

Reserve Account: (Barclays) £5,000

**Total £ 5,918.73**

2024/1146 Payments for approval at the meeting:

Item	Budget Line	Payment
Essex Pension fund- July	Pensions	£173.18
Essex Pension fund - August	Pensions	£154.57
Clerk's salary and expenses -July	Salary & Expenses	£212.52
Clerk's salary and expenses -August	Salary & Expenses	£136.38
HMRC - July	PAYE	£118.80
HMRC - August	PAYE	£68.00
ICO - Annual Subscription	subscriptions	£40.00
Safeplay	GJPA Refurb	£1,788.00
Miss A C Wood	Internal Audit	£125.00
Essex County Council	New Castle info board	£720.00
F. Manning	Cut castle viewing area	£500.00
Clerk - September	salary	£176.38
Essex pension fund - sept	pension	£177.25
HMRC- Paye- sept	Paye	£68.00
<b>Total</b>		<b>£4,458.08</b>

2024/1147 Clerk's Report and actions to be undertaken.

- Unity Bank Account. – Clerk online and able to access.
- External Audit – currently dealing with queries.

2024/1148 Review and agree the monthly bank reconciliation – Vice Chairman.

**Resolution: The bank reconciliation is currently 0.51p.**

2024/1149 Discuss the Internal Auditors report (2023-2024).

- 1) Adding policies to the web site (or drafting new policies to be adopted).  
Items have been loaded on the website that have been previously approved.

- 2) update on the CCC answer to the precept payment difference.

Precept requested from CCC £8280.

Precept according to CCC £8277.

*We are required to levy a Council Tax (D above) that is divisible by 9 to produce an answer that is a whole number of pence. If your supplied precept does not comply with this "rounding principle", I will produce a rounding adjustment to your requested precept. We will pay the precept originally requested without the rounding adjustment and take the sum of all the adjustments into our own accounts.*

- 3) moving to separate bank reconciliations (or two spaces allocated to sign it off).

- Bank recs are signed off by RFO and Vice Chair.

- 4) finance report structure.

- Proposed report structure released with agenda.

**Resolution:            Finance report defer to next month.**

5) Audit reporting to the council.

The Internal and where appropriate external audit are reported and minutes.

2024/1150            Discuss the external auditor report.

**Resolution:            Defer to the next meeting as the report has not been received yet.**

2024/1151            Allotments

- Request to fence between the allotment plots 13/15 and Mount Villas (with a gate and fence).

**Resolution:            Clerk to investigate options and report back to the next meeting.**

2024/1152            Discuss a.gov.uk e-mail and domain name.

**Resolution:            The Parish Councillors resolve to move to a.gov.uk email and domain**

**Resolution:            The Clerk to proceed to arrange the set up.**

**Resolution:            Budget for the Microsoft 365 account to cover the Parish Council for 2025-2026.**

**Resolution:            Pleshey.org to become the Parish website.**

**Resolution:            Plesheypc.gov.uk is the preferred domain.**

**Resolution:            The Parish Council thanked Cllr Kenning for the donation of the [Pleshey.org](http://Pleshey.org) domain for the community to utilise for community benefit - domain management and ownership to be transferred to the PC when the PC moves to the .gov domain.**

## **Reports and Updates**

2024/1153            Update on the Risk Matrix.

Repairs have been undertaken to the playground over the summer.

2024/1154            Update on GJPA including the annual inspection report and actions required.

The repairs have been completed. The inspections are undertaken every week, and the inspection software is used every week. Councillor Kenning

No repairs outstanding.

**Resolution:            Cllr Kening to be booked on a routine playground inspector course as his license is coming towards its expiry.**

2024/1155            Update on Grass Cutting in the Parish.

Chelmsford City Council own the grass swathe in Wolmers Mead.

Chelmsford City Council own the 'Blacksmiths' Field – GJPA.

The grass cuts are scheduled every 3 to 4 weeks by Chelmsford City Council Parks departments.

The cuts appear to take place every 4-6 weeks. The regime is not going to change.

2024/1156            Viewing Area – Gate and scarifier.

**Resolution:            Clerk to contact JCM to Quote on installing the gate post.**

**Resolution:            Clerk to contact Historic England about replacing the damaged gate post.**

2024/1157            County Broadband Battery backup.

£49 online from County Broadband but larger batteries available from Amazon.

2024/1158            Update on The Leather Bottle.

A new lease has been signed for one year with a two-year option.

2024/1159            Items for the next agenda – All

- Grange road flooding concerns.
- Hedges on Coach / Bus routes.
- Allotments.

Meeting closed 21.57

Will Adshead-Grant

Clerk to the Council

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