



Clerk: W.J. Adshead-Grant

Minutes of the Ordinary Meeting of Pleshey Parish Council held at Pleshey Village Hall on Wednesday 9th October 2024 at 8pm.

2024/1160 Chair's Welcome:

Chair: Loudfoot.

Councillors: Howeson, Groves, Holland, Somerville, Gunn and Kenning.

2024/1161 Apologies for absence

None required.

2024/1162 Declarations of interests (existence and nature) regarding items on the agenda.

There were no declarations of interest.

2024/1163 Public participation session for anyone with an interest in the Parish.

(Items do not need to be on the agenda).

There were no members of the public present.

2024/1164 Confirmation of the Minutes of the Ordinary meeting held on 06 June 2024.

Resolution: The Minutes were confirmed.

2024/1165 Confirmation of the Minutes of the Ordinary Meeting held on 11th September 2024.

Resolution: The Minutes were confirmed.

2024/1166 External authorities report.

The report is available on the agenda area of the Parish Website.

- Chelmsford City Council: Budget review underway.
- Essex County Council: The report is noted.

Finances

2024/1167 Financial Report – 4th October - 2024

Cheque Account	(Barclays)	£762.10	0% Interest.
Cheque Account	(Unity Trust)	£0	0% Interest.
Interest account opened.	(Unity Trust)	£495.90	2.75% Interest.
Reserve Account: (Barclays)		£10,927.61	1.51% Interest.

Total £ 12,185.61

Resolution: Move the sum of £10,000 from the Barclays Reserve account to the Unity Trust Reserve account.

2024/1168 Payments for approval at the meeting:

	Item	Budget Line	Payment
10/10/2024	Essex pension fund	pension	£154.57
10/10/2024	HMRC	Paye	£68.00
10/10/2024	clerk	salary and expenses	£140.88
10/10/2024	PKF LittleJohn	Audit	£252.00
		Total	615.45

Resolution: The Payments were approved.

2024/1169 Clerk's Report and actions to be undertaken.

- Dot.Gov.uk Update
- Pleshey-pc.gov.uk (Pleshey PC).
- Pleshey.org (Pleshey).

2024/1170 Current budget performance FY 2024 to 2025 and estimated end of year.

	£13,250.00		Spent	Forecast	Balance	
Staff Costs	£5,460.00		£2,297.30	£2,500.00	£662.70	Union led 5% Pay rise in discussion
General Administration	£2,097.00		£929.03	£1,000.00	£167.97	
OPEN SPACES	£5,193.00		£2,415.30	£2,000.00	£777.70	
S137-Grants	£500.00		£0.00	£0.00	£500.00	
					£2,108.37	Potential UNDERSPEND

Resolution: The figures were reviewed and noted.

2024/1171 Proposed budget for the FY 2025 to 2026.

Budget	2024 – 2025	£13,250
Proposed Budget	2025 - 2026	£13,250

Staff Costs	£5,700.00
General Administration	£2,500.00
OPEN SPACES	£4,750.00
Grants	£300.00
	£13,250.00

Resolution: Due to the move to a Dot Gov Domain - add in £500 to new category Webservices. Review possible grants for upgrade of IT equipment.

2024/1172 Review and agree the monthly bank reconciliation – Vice Chairman.

Resolution: Noted difference of under £1. The reconciliation was approved.

2024/1173 Allotments

- Request to fence between the allotment plots 13/15 and Mount Villas (with a gate and fence).
- Update on Vacant plots.
- Discuss tenant policy.

Resolution: Allotments can be used by out-of- Parish residents as we have vacancies.

Resolution: Clerk chasing the quote from JCM for the fence and gates.

Reports and Updates

2024/1174 Update on the Risk Matrix.

Resolution: No additional risks or updates.

2024/1175 Update on GJPA including the weekly reports and actions required.

It was noted that the Parish Council uses the PSS software. Concerning notes on the software outputs. Need to better understand the outputs from the system.

2024/1176 Review and adopt the finance audit report – Internal auditing

Resolution: The Process was approved and adopted.

2024/1177 Viewing Area – Gate and scarifier.

Waiting on a quote from JCM to replace the gate posts.
Historic England has approved any required works to install the posts.

Resolution: The Clerk to chase up JCM for the quote.

2024/1178 Grange Road flooding concerns.

See ECC report.

2024/1179 Hedges on Coach / Bus routes.

The general hedge cut has been undertaken by the contractors.

2024/1180 Update on the status of the Leather Bottle public house and possible actions.

It's a registered asset of Community Value with Chelmsford City Council.
The tenancy is unclear as to the status of the public house going forward.

2024/1181 Items for the next agenda – All

- Consider any action that can be taken about the trees on Pleshey Castle and in the outer moat.

Meeting closed: 21:33.

Will Adshead-Grant

Clerk to the Council.

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