



Chair      D. Loudfoot  
Vice- Chair      G. Howeson

Clerk: W.J. Adshead-Grant

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Minutes of the Annual General Meeting and ordinary meetings of Pleshey Parish Council held at Pleshey Village Hall on **Wednesday 14<sup>th</sup> May 2025 at 6.30pm.**

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**Annual General Meeting**

2025/1299 Election of Chair.

Cllr Loudfoot was elected.

2025/1300 Declaration of acceptance of office by Chair.

Cllr Loudfoot signed the declaration.

2025/1301 Appointment of Vice Chair.

Cllr Howeson was appointed.

2025/1302 Chair's Welcome:

Chair: Loudfoot.

Councillors: Groves, Holland, Gunn and Howeson.

2025/1303 Apologies for absence

Cllr Sommerville and Kenning.

2025/1304 Declarations of interests (existence and nature) regarding items on the agenda.

No declarations were made.

2025/1305 Public participation session for anyone with an interest in the Parish

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

None were present.

2025/1306 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

**Resolution: All councilors were re-appointed.**

2025/1307 Re-Appointment of Internal Auditor.

**Resolution:**        **The auditor was re-appointed.**

2025/1308        Review and approval of Standing Orders. – March 2025 template.

**Resolution:**        **The Standing orders were approved.**

2025/1309        Review and approval of Financial Regulations. – March 2025 template.

**Resolution:**        **The Financial Regulations were approved.**

2025/1310        Review and approval of Asset Register.

**Resolution:**        **The asset list of £52,353 was approved.**

2025/1311        Review and approve the financial risk register.

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

2025/1312        Review the Council Risk register.

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

2025/1313        Review of the Councils complaints Policy.

**Resolution:**        **The policy was approved.**

2025/1314        Review the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.

**Resolution:**        **The policies were approved.**

2025/1315        Review of the Councils Policy for dealing with press / Media.

**Resolution:**        **The policy was approved.**

2025/1316        Review of the Council's employment policies and procedures.

**Resolution:**        **The policies were approved.**

2025/1317        Review of the council's expenditure incurred under S.137 of the Local Government Act 1972.

There was no expense under S137.

2025/1318        Confirmation of arrangements for insurance cover in respect of all insurable risks. Ecclesiastical Insurance Office plc £597.95

2025/1319        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 do not 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").

2025/1320      Review of the Council's and/or staff subscriptions to other bodies.

- N.A.L.C            - £85.58 p/a.
- E.A.L.C            - £18.35 p/a.
- R.C.C.E.           - £60 p/a.
- One Hundred Parishes Society. - £10 p/a
- Chelmsford Association of Local Councils (CALC) - £40 p/a

**Resolution:**      **The subscriptions were approved.**

2025/1321.      Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.

- CALC membership.
- EALC membership.
- NALC membership.

**Resolution:**      **Reviewed and approved.**

2025/1322      Review of representation on or work with external bodies and arrangements for reporting back.

**Resolution:**      **Reviewed and approved.**

2025/1323      Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

12.06.2025	Monthly Meeting 8PM
11.09.2025	Monthly Meeting 8PM
09.10.2025	Monthly Meeting 8PM
13.11.2025	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:**      **Reviewed and approved.**

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

2025/1324      Confirmation of the Minutes of the Monthly meeting held on the 10th April 2025.

**Resolution:**      **The minutes were confirmed.**

### **Planning**

2025/1325      Update on current applications with Chelmsford City Council:

No current applications.

### **Finances**

2025/1326 Financial Report.

Cheque Account:	Unity Trust	£500.64	(Interest 0%).
Cheque Account:	Barclays	£7020.66	(Interest 0%).
Savings Account:	Unity Trust	£8,459.93	(Interest 2.25%).

**Total** £15,981.23

- **General Reserve** £9,356.23 (This is already in the accounts above).

**Resolution:** The accounts were noted.

2025/1327 Payments for approval at the meeting:

Item	Budget Line	Payment
PAYE-May	PAYE	£72.40
Salary	salary	£143.01
ATH Training	reserve	£420.00
Unity trust	bank charges	£6.00
essex pension fund	pension	£158.15
Clear Councils	Insurance	£597.95

**Total** £1,397.51

**Resolution:** The payments were approved.

**Resolution:** Standing orders to be set up for salary , PAYE and Pension.

2025/1328 Review and agree the monthly bank reconciliation – Vice Chair

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

**Reports and Updates**

2025/1329 Update on GJPA and any additional work or administration.

**Resolution:** The Clerk to take over the weekly inspections.

2025/1330 To confirm the closing position of the accounts to Budget 2025-2026.

**Resolution:** An underspend of £2,735.54 was noted.

2025/1331 The Parish Councils meets all the requirements and confirms its eligibility to declare itself exempt from a limited assurance review under section 9 of the Local Audit (smaller authorities) regulations 2015.

The Income was £16,367 and the expenditure was £10,514. Both income and expenditure are under the £25,000 threshold for the financial year 2024 to 2025.

**Resolution:** The Parish Council declared themselves exempt.

**Resolution:** The Chair and the Clerk signed the exemption.

2025/1331 Items for the next agenda – All

- Parking in The Street.
- Village Tidy up.
- Trees around the Mount Viewing areas.
- Sign for the gate.

- Discuss the Trees on the Mount and interaction with English Heritage.

Meeting closes at 19:01