



Clerk: W.J. Adshead-Grant

Agenda of the Meeting of Pleshey Parish Council to be held at Pleshey Village Hall on Wednesday 10th September 2025 at 8pm.

2025/1358 Chair's Welcome:

Chair:

Councillors: .

2025/1359 Apologies for absence.

2025/1360 Declarations of interest (existence and nature) regarding items on the agenda.

2025/1361 Public participation session for anyone with an interest or concern that they wish to raise with the Parish Council.

2025/1362 Confirm the minutes of the ordinary meeting held on 11th June 2025

2025/1363 Confirm the minutes of the extraordinary meeting held on the 30th of June 2025.

2025/1364 Discuss the internal auditors report and action the issues raised.

Items Raised by 2024/2025

1. This does not match the figure published by DLUHC, which is £13247.00. The Parish Council may wish to take this matter up with Chelmsford City Council
2. An Internal Financial Control document should be investigated.
3. The Council is required to publish the Notice of the period for the exercise of public rights on its website, under The Accounts & Audit Regulations 2015. This is not available on the website .
4. It is a legal requirement for the Council to adopt a Biodiversity Policy/Statement. This should be considered as soon as possible in the year 2025-2026.
5. The Council has not yet adopted the amended LGA/Chelmsford City Council Code of Conduct and currently is using the 2012 code. The Council should consider the adoption of the new Code of Conduct .
6. The Council has not adopted a Data Protection Policy, a Privacy Notice or a Publication Scheme. The latter of these is a legal requirement and this must be addressed.

2025/1365 Discus and adopt the internal financial control policy.

2025/1366 Discuss and adopt the Biodiversity Policy.

2025/1367 Discuss and adopt the LGA/ Chelmsford City Council Code of conduct.

2025/1368 Discuss and adopt the Data protection Policy.

2025/1369 Discuss and adopt the Privacy notice.

2025/1370 Discuss and adopt the Publication Scheme.

2025/1371 Discuss and adopt the Financial Regulations.

2025/1372 Discuss and adopt the standing orders.

2025/1373 Discuss and adopt the Information Technology policy.

2025/1374 External authorities report.

- Chelmsford City Council:
- Essex County Council:

Finances.

Budget - £13,250

2025/1375 Financial Report:

Unity Trust Bank:

Current: £ 531.84 0% Interest.
Savings: £ 11,898.41 2.25% Interest

Barclays Bank:

Current: £ 1,895.33 0% Interest.
Savings: £0

Reserve £8608 (included above).

Total £14,325.58

Budget Update

£6,625 due October 2025 from Precept.

	£13,250.00	Spent	Balance	
Staff Costs	£5,700.00	£2,880.00	£2,820.00	
General Administration	£7,550.00	£1,555.00	£5,995.00	
				Potential
	£13,250.00	£4,435.00	£8,815.00	UNDERSPEND
				Prepared September 2025

2025/1376 Payments for approval at the meeting:

	Item	Budget Line	Payment
05.08.2025	cheque	annual assembly	£20.00

12.08.2025	HMRC - July	PAYE	£72.40
13.08.2025	Essex Pension Fund	pension	£195.61
13.08.2025	Essex pension fund	pension	£20.81
13.08.2025	clerk - salary	salary	£245.49
13.08.2025	clerk expenses	expenses	£23.25
13.08.2025	play safety	gjpa	£129.60
13.08.2025	HMRC	PAYE	£118.40
13.08.2025	HMRC -	Paye	£25.60
12.08.2025	miss a wood - internal audit	audit	£125.00
31.08.2025	Unity Trust Bank	bank fees	£6.00
25.09.2025	Essex pension fund	Pension	£213.28
25.09.2025	Clerks Salary	salary	£193.22
25.09.2025	HMRC	Paye	£98.00
30.09.2025	Unity Trust Bank	Bank fees	£6.00

Total £1,493

2025/1377 Review and agree the monthly bank reconciliation – Vice Chairman.

2025/1378 Allotments

- Update on state of allotments.

Reports and Updates

2025/1379 Update on the Risk Matrix.

2025/1380 Update on GJPA .

Routine Inspections Works identified:

- Fall areas need to be cleared of moss / grass.
 - (JCM to spray non glyphosate)
- The wooden picnic bench is not secured.
- Carousel bearing service/replace.
 - (Tool received [Free of Charge]. Grease Ordered)
- Consider changing the bark surfaces for alternative products.
 - (2 quotes received - Sovereign and Bounce)
- Some vegetation / trees need to be cut back – 2 meters away from equipment.

2025/1381 Update on the new website and options to replace e-voice.

2025/1382 Update on the information board at the Caste viewing point.

2025/1383 Discuss the trees around the Castle and interaction with English Heritage.

2025/1384 Plan Budget and proposed precept for 2026-2027 at next meeting.

2025/1385 Discuss the date of the November meeting due to availability of members.

2025/1384 Items for the next agenda – All.

11.11.2025	Monthly Meeting -8PM.
14 01. 2026	Monthly Meeting 8PM.
11 03. 2026	Monthly Meeting 8PM.
13 05. 2026	AGM & Annual Assembly of the Parish -8PM.
10 06. 2026	Monthly Meeting 8PM.
09 09 .2026	Monthly Meeting 8PM.
11 11.2026	Monthly Meeting 8PM.