



Chair D. Loudfoot  
Vice- Chair G. Howeson

Clerk: W.J. Adshead-Grant

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Minutes of the Meeting of Pleshey Parish Council held at Pleshey Village Hall on Wednesday 10<sup>th</sup> September 2025 at 8pm.

2025/1358 Chair's Welcome:

Chair: Loudfoot.

Councilors: Groves, Holland, Kenning, Somerville, Gunn.

2025/1359 Apologies for absence.

Cllr Howeson.

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

There were no declarations.

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

There were no members of the public present.

2025/1362 Confirm the minutes of the ordinary meeting held on 11<sup>th</sup> June 2025.

**Resolution:** ***The minutes were deferred to the next meeting.***

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

**Resolution:** ***The minutes were deferred to the next meeting.***

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.
  - The Precept requested and received was £13,250.
  - The figure reported by CCC was £13,247.
  - **Resolution:** ***No action by the Parish Council.***
2. An Internal Financial Control document should be investigated.
  - **Resolution:** ***Document to be adopted.***
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 .
  - **Resolution:** ***The information was loaded on the website in the accounts section for 2025/2026.***
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.
  - **Resolution:** ***Policy to be adopted.***

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 .

- **Resolution:      Policy to be adopted.**

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.

- **Resolution:      Policies to be adopted.**

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

**Resolution:      Discussed and adopted.**

2025/1366      Discuss and adopt the Biodiversity Policy.

The Plum Associates report is to be added as an appendix.

**Resolution:      Discussed and adopted.**

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

**Resolution:      Discussed and adopted.**

2025/1368      Discuss and adopt the Data protection Policy.

**Resolution:      Discussed and adopted.**

2025/1369      Discuss and adopt the Privacy notice.

**Resolution:      Discussed and adopted.**

2025/1370      Discuss and adopt the Publication Scheme.

**Resolution:      Discussed and adopted.**

2025/1371      Discuss and adopt the Financial Regulations.

**Resolution:      Discussed and adopted.**

2025/1372      Discuss and adopt the standing orders.

**Resolution:      Discussed and adopted.**

2025/1373      Discuss and adopt the Information Technology policy.

**Resolution:      Discussed and adopted.**

2025/1374 External authorities report.

- Chelmsford City Council:
  - No report.
  - Main concern was the appearance of the Connexion lampposts within the village.
- Essex County Council:
  - Report received.
  - Main areas of interest were the Pylons and the Bus consultation.

**Resolution:      Cllr Kenning has delegated responsibility to deal with ECC to resolve the Bus issues.**

**Resolution:      Cllr Kenning has delegated responsibility to deal with CCC and Connexion on the telegraph pole issues.**

**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**

**Resolution: The accounts were noted.**

**Resolution: Close the Barclays account once the precept payment has been received in October.**

**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<br>September<br>2025 |

**Resolution: The Budget was noted.**

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**

**Resolution:** **The payments were approved.**

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

**Resolution:** **The reconciliations were approved with zero difference.**

2025/1378 Allotments

- Update on state of allotments.
- Some movement in plot holders.
- No issues reported.

### **Reports and Updates**

2025/1379 Update on the Risk Matrix.

- Policy to not use Glyphosate based weed killer. Mitigation of using aqueous based chemicals.

2025/1380 Update on GJPA .

Discussion on ball games being played in the playground in contravention of the site rules.

Routine Inspections Works identified:

- Fall areas need to be cleared of moss / grass.
  - (JCM to spray non glyphosate)
  - JCM will action.
- The wooden picnic bench is not secured.
  - Low to Zero risk. No practical solution.
- Carousel bearing service/replace.
  - (Tool received [Free of Charge]. Grease Ordered)
  - Cllr Kenning to pass on a Torz unit.
- 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.

**Resolution:** **Clerk to contract Play safety to confirm the requirements for the fall surfaces at the slide and swings.**

**Resolution:** **Clerk to confirm the surface material and if it's virgin material.**

**Resolution:** **Clerk to investigate funding options.**

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

**Resolution:** **Pleshey .org to transfer to Fast Host.**

**Resolution:** **Close this item.**

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

Noted that the Parish Council is waiting on Place Services to resolve a copyright picture issue. This was chased up last week.

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

Discussion around the Castle, the Village ditch and what improvements can or cannot be made.

**Resolution:** **Clerk to contact English Heritage to invite to a meeting to discuss options.**

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

- Playground improvement budget. (£10-£20k).
- Tree Works. (£5K).

**Resolution:** **Clerk to prepare draft budget for the next meeting.**

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

Discussion and noted the date of the next meeting should be the 12<sup>th</sup> of November.

**Resolution:** **Meeting to go ahead on the 12th as enough member will be present.**

2025/1384 Items for the next agenda – All.

- GJPA – Funding and surfaces
- Budget
- The castle , Village ditch and vegetation.
- Information board at the Castel viewing point.

12.11.2025 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.

Meeting close at 9.34 pm

Will Adshead-Grant

Clerk to the Council.