

ANNUAL PARISH MEETING
will be held in the Village Hall Main Road
on **WEDNESDAY 22nd. MAY 2023**
starting at 7pm
AGENDA

1. WELCOME

2. APOLOGIES FOR ABSENCE

3. 2023-24 CHAIRMAN'S REPORT

4. ESSEX COUNTY COUNCILLOR'S REPORT

To receive a report from ECC Cllr Wendy Stamp

5. MALDON DISTRICT COUNCILLOR'S REPORT

To receive a report from MDC Cllr Linda Haywood

6. PUBLIC FORUM

Local government electors, included on the current electoral roll in the parish of St. Lawrence, may ask questions of the Council, which will usually be answered by the Chairman, the Clerk to the Council, or a designated Councillor. It is sometimes helpful to let the Clerk have prior notice of any matters you may wish to raise.

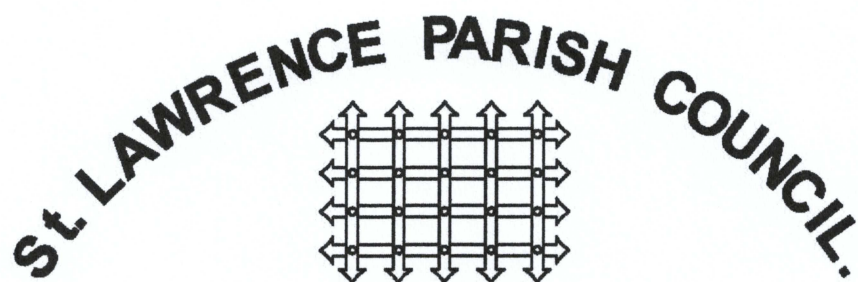
7. CLOSURE OF THE MEETING

To close the Meeting at the conclusion of all business.

M Gibson

Marian Gibson
Chairman of St. Lawrence Parish Council

16th. May 2024



Dear Councillor

Your attendance is required at the forthcoming meeting of St. Lawrence Parish Council to be held at the Village Hall on **Wednesday 22nd. May 2024 immediately after the**

APM in the village hall for the purpose of transacting the business ONLY shown on the agenda

KB Money - Kevin B. Money CiLCA - Clerk/RFO to the Council – 16th. May 2024

Tel: 07810781509: email clerk@st.lawrence-pc.gov.uk

ANNUAL GENERAL MEETING AGENDA

- 073/2024** **2023/24 Chairman Welcome**
- 074/2024** **Apologies for Absence**
- 075/2024** **Election of Chairman for the 2024/25 year**
The Chairman to sign the Declaration of Acceptance of Office form
- 076/2024** **Election of Vice-Chairman for the 2024/25 year**
The Vice-Chairman to sign the Declaration of Acceptance of Office form
- 077/2024** **Election of Appointments and Employment committee**
2023/2024 appointments can be found at
<https://e-voice.org.uk/stlawrenceparishcouncil/councillors/2023-2024/>
- 078/2024** **To re-adopt all Council policies**
Documents can be found at
<https://e-voice.org.uk/stlawrenceparishcouncil/policies-procedures/2023-2024/>
- 079/2023** **2024/25 Chairman to Close Annual meeting**

NEW EMAIL ADDRESS: clerk@stlawrence-pc.gov.uk

St. Lawrence Parish Council Annual Meeting Agenda 22nd. May 2024

PARISH COUNCIL WEBSITE ADDRESS IS <https://e-voice.org.uk/stlawrenceparishcouncil/>

St. Lawrence Parish Council

 Search



COUNCILLORS (/stlawrenceparishcouncil/councillors/) / 2023 / 2024

2023 / 2024

MARIAN GIBSON (Chairman)

01621 778102

cllrgibson.slpc@gmail.com (mailto:cllrgibson.slpc@gmail.com)

Personnel Committee

Planning Committee (Chairman)

Fairways Committee Member

CHRISTOPHER THORNE (Vice-Chairman)

01621 779123

cllrthorne.slpc@gmail.com (mailto:cllrthorne.slpc@gmail.com)

Asset Management Committee (Chairman)

Planning Committee

Personnel Committee

Jubilee Car Park Committee

Fairways Committee Member

ALAN GARDNER

01621 778263

cllrgardner.slpc@gmail.com (mailto:cllrgardner.slpc@gmail.com)

Planning Committee

Personnel Committee (Chairman)

Asset Management Committee

ROSEMARY MILLETT

07446067548

clrrmillet.slpc@gmail.com (mailto:clrrmillet.slpc@gmail.com)

Planning Committee

Facebook Co-Ordinator

CCTC Co-Ordinator

JOHN POLLOCK

077484722434

cllrpollock.slpc@gmail.com (mailto:cllrpollock.slpc@gmail.com)

Asset Management Committee

Fairways Committee Member

CHELSEA CRUMP

cllrcrump.slpc@gmail.com

GEORGE MINISH

cllrminish.slpc@gmail.com

ESSEX COUNTY COUNCILLOR

CLLR. WENDY STAMP

01621 786350

cllr.wendy.stamp@essex.gov.uk (mailto:cllr.wendy.stamp@essex.gov.uk)

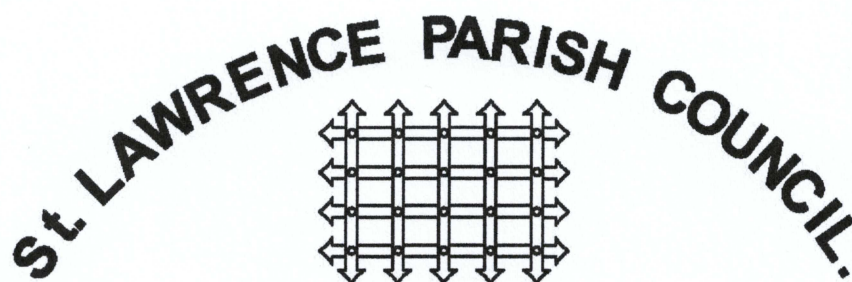
DISTRICT COUNCILLOR

CLLR. LINDA HAYWOOD

Cllr.Linda.Haywood@maldon.gov.uk

MALDON DISTRICT COUNCIL

01621 852575



Dear Councillor

Your attendance is required at the forthcoming meeting of St. Lawrence Parish Council to be held at the Village Hall on **Wednesday 22nd. May 2024 following the AGM** in the village hall for the purpose of transacting the business ONLY shown on the agenda

KBMoney - Kevin B. Money CiLCA - Clerk/RFO to the Council – 16th. May 2024

Tel: 07810781509: email clerk@st.lawrence-pc.gov.uk

FULL COUNCIL MEETING AGENDA

080/2024 Chairmans welcome

081/2024 Apologies for Absence

082/2024 Declaration of Interest

To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda

- 1) Councillors to check that their Register of Interest declaration is current

083/2024 Minutes

To confirm and sign the Minutes of the Parish Council meetings held on 24th. April 2024

084/2024 Chairmans report and any update since last meeting

085/2024 Representative Reports

- a) **Greening of the village – Any Updated information since last meeting** - Cllr C. Thorne
- b) **Asset Management report – Any Updated information since last meeting** - Cllr C. Thorne
- c) **Dengie Hundred Group of Parish Councils** – Cllr G. Minish

086/2024 Planning Application/s

087/2024 Planning decision/s made by MDC affecting St. Lawrence

FUL/MAL/24/00167 - Land Adjacent To Peacehaven Moorhen Avenue St Lawrence Essex

Installation of boundary fence and gate. **APPROVE** subject to conditions

Planning Appeals

23/00065/FUL - Land Adjacent To Peacehaven Moorhen Avenue St Lawrence Essex

Replacement of caravan for holiday use Appeal Ref: APP/X1545/W/24/3339362

Appeal Start Date: 9 May 2024

088/2024 Finance

- a. To receive the Bank reconciliations as at 30th. April 2024
- b. To receive the comparison of Actual to Budgeted for 2024/25
- c. To approve the payment of Accounts for May 2024 and to agree a transfer of funds to meet the Parish Council financial requirements

089/2024 Councillors to list any defective streetlights with location/s in the village

090/2024 Items for Next Agenda

091/2024 Next meeting will be held on 26th. June 2024

092/2024 Councillors to note meeting dates in 2024

24.07.24: 25.09.24: 23.10.24: 27.11.24: 18.12.24

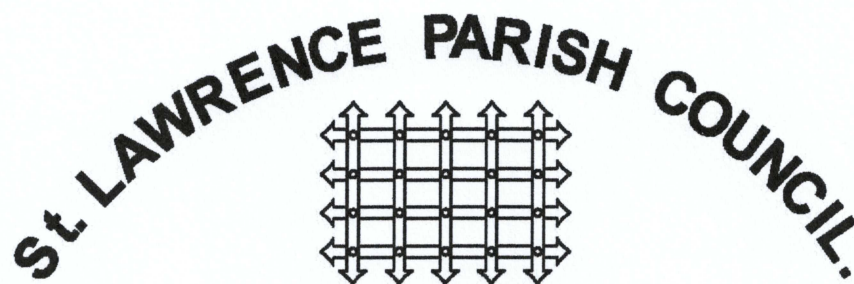
093/2024 Closure of the Meeting

To close the Meeting having considered and determined all items of business.

NEW EMAIL ADDRESS: clerk@stlawrence-pc.gov.uk

St. Lawrence Parish Council Full Council Meeting Agenda 22nd. May 2024

PARISH COUNCIL WEBSITE ADDRESS IS <https://e-voice.org.uk/stlawrenceparishcouncil/>



Minutes of the Parish Council meeting held on Wednesday 24th. April 2024 at 7pm in the Village Hall.

Present: Cllrs M. Gibson (Chairman), A. Gardner, G. Minish, J. Pollock and Kevin B. Money (Clerk to Parish Council). There were 8 members of the public present

055/2024 Chairmans welcome. The Chairman welcomed everyone to the meeting

056/2024 Apologies for Absence were received from MDC Cllr L. Haywood, Cllr R. Millett and Cllr C. Thorne

057/2024 Declaration of Interest

To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda
None Declared

058/2024 Minutes

To confirm and sign the Minutes of the Parish Council meetings held on 27th. March 2024.
Cllr A. Gardner asked for an insertion into item 044/2024 to read that MDC Cllr L. Haywood would follow up on a planning problem at Peacehaven Moorhen Avenue. **All Agreed**

059/2024 Chairmans report and any update since last meeting

I have had confirmation that SEPP are waiting for funding to be approved for the signs and lines and this will be scheduled in during the summer, but they are unable to give a specific date or timescale. As the new financial year gets underway, we are starting to prioritise projects to ensure that they are completed. We are looking at new play equipment in the playground for toddlers. The CCTV system could do with an upgrade and there are a number of repair jobs that need to be done. We have another potential contractor for these jobs and Chris is following up on this. Gilly Terkelsen is planning a Big Green Project week for the end of July – details will be coming out shortly.

060/2024 Essex County Councillor's Report – ECC Cllr Wendy Stamp. No report was given

061/2024 District Councillor's Report – Cllr Linda Haywood. No report was given

062/2024 Public Participation Session with Respect to items on the agenda

A total maximum time of 15 minutes is allowed for all public participation sessions

A resident spoke about cars and bikers speeding along Main Road to Bradwell on Sea with photographers taking and selling pictures. Cllr M. Gibson to liaise with Essex local Police officers. Any update on the numerous pot holes in the village. The residents were asked to report them to Essex Highways.

063/2024 Representative Reports

a) **Greening of the village – Any Updated information since last meeting.** No report was given

b) **Asset Management report – Any Updated information since last meeting**

Cllr C. Thorne supplied a brief report prior to the meeting. It read:

Most of the areas are in a reasonable condition, but the following will require attention in the near future.

Main Gate to Jubilee Field: This is showing signs of wear and may require replacing. If this is decided upon, could we please have an onsite discussion as to the best way forward. Would it be better to have a metal gate and posts? Could it be re-sited? best way for pedestrian access etc. R Garwood says that he needs a minimum width of 3.0m for his equipment to pass through. We would also need to take Emergency service access in to account as well.

Toddler Multiplay Equipment: Several months back we received a second quotation from Playquip Ltd for this item which was emailed to all parties, for discussion. I have pencilled in a site visit with them, which all councillors can attend for Tuesday the 30th. of April at 2pm to discuss the suitability of their suggested equipment. We need to progress this as a matter of some urgency as the existing item may

Signed

22nd. May 2024

M. Gibson – Chairman of SLPC

fail the next Inspection.

River Lookout Shelter: As we know this requires repainting. I have been given the contact details of a second interested parties (I E Wells Builders) who apparently did the original work some 10 years ago. I will be meeting with him next week for discussion on site.

Steps to Ping Pong Table: I have been chasing this up for some time with Andy Lipscombe, but as we know the Weather has been a real problem, especially for cement and engineering brickwork. We will carry on chasing and look for another contractor as well (I have Andy Lipscombe's agreement on this)

c) Dengie Hundred Group of Parish Councils – Cllr G. Minish. Nothing to report

d) Update on seeking a paid Litter picking person/s for the village. Kim Black has returned to the village and is happy to continue with the litter picking duties. Cllr M. Gibson proposed and Cllr A. Gardner seconded to ask Kim Black to start again. **All Agreed.** The Clerk was asked to liaise with Kim

e) CCTV update - Cllr J. Pollock

HDD Security have supplied a quotation of £2869.00p +VAT to use a Cherry picker, replacement of 4 cameras with additional work on the pole to change dawn to dusk sensor and add a motion sensor to existing light. A new HD NVR8. Cllr M. Gibson proposed and Cllr A. Gardner seconded to accept the quotation. **All Agreed**

064/2024 Planning Application/s No applications have been submitted to MDC

065/2024 Planning decision/s made by MDC affecting St. Lawrence

HOUSE/MAL/23/01194 - Beverley 28 Main Road St Lawrence Southminster
S73A application for the erection of wooden fencing and gravel boards following removal of hedges.
REFUSE

PADOT/MAL/23/01224 - Stone Sailing Club Tinnocks Lane St Lawrence Southminster
Prior notification for the installation of solar panels and 10KVA inverter with 22 panels on one pitched roof. **REFUSE**

066/2024 Finance

a. To receive the Bank reconciliations as at 31st. March 2024
Councillors noted the Bank reconciliations as at 31st. March 2024

b. To receive the comparison of Actual to Budgeted for 2024/25
Councillors noted the comparison of Actual to Budgeted for 2024/25

c. To approve the payment of Accounts for April 2024 and to agree a transfer of funds to meet the Parish Council financial requirements. **All Agreed**

067/2024 2023/2024 Annual Return

1) To Receive the Internal Auditors report for 2023/2024
Councillors received the Internal Auditors report for 2023/2024

2) To Receive and, if agreed, sign Section 1 - Annual Governance Statement of AGAR 2023/2024
Cllr M. Gibson proposed accepting Section 1 - Annual Governance Statement of AGAR 2023/2024.
Cllr G. Minish seconded. **All Agreed.** The Chairman and Clerk then signed the form

3) To Receive and, if agreed, sign Section 2 - Accounting Statement of AGAR 2023/2024
Cllr M. Gibson proposed accepting Section 2 - Accounting Statement of AGAR 2023/2024. Cllr J. Pollock seconded. **All Agreed.** The Chairman and RFO then signed the form

068/2024 Councillors to list any defective streetlights with location/s in the village
No defects have been reported

069/2024 Items for Next Agenda

070/2024 Next meeting will be held on 22nd. May 2024 at 7pm in the village hall which is the Annual Village meeting followed by the SLPC AGM

071/2024 Councillors to note meeting dates in 2024
26.06.24: 24.07.24: 25.09.24: 23.10.24: 27.11.24: 18.12.24

072/2024 Closure of the Meeting

To close the Meeting having considered and determined all items of business.

The Chairman then closed the meeting at 7.40pm and thanked everyone for attending.

Signed

M. Gibson – Chairman of SLPC

22nd. May 2024

BANK RECONCILIATION - Financial year ending 31.03.25				
Bank Balance as at	30.04.24	31.05.24	30.06.24	31.07.24
Unity Trust Bank - Current a/c	£ 53,698.24			
Unity Trust Bank - EMR	£ 3,216.93			
Total:	£ 56,915.17			
Less Unpresented cheques				
Total of unpresented cheques	£ -			
Net Bank Balances	£ 56,915.17			
CASH BOOK				
Balance as at 01.04.24	£ 57,542.12			
Plus Receipts	£ 3,747.73			
Total	£ 61,289.85			
Less Payments	£ 4,374.68			
Grand Total	£ 56,915.17			
Difference	-£ 0.00			
<hr/>				
Bank Balance as at	31.08.24	30.09.24	31.10.24	30.11.24
Unity Trust Bank - Current a/c				
Unity Trust Bank - EMR				
Total:				
Less Unpresented cheques				
Total of unpresented cheques				
Net Bank Balances				
CASH BOOK				
Balance as at 01.04.24				
Plus Receipts				
Total				
Less Payments				
Grand Total				
Difference				
<hr/>				
Bank Balance as at	31.12.24	31.01.25	28.02.25	31.03.25
Unity Trust Bank - Current a/c				
Unity Trust Bank - EMR				
Total:				
Less Unpresented cheques				
Total of unpresented cheques				
Net Bank Balances				
CASH BOOK				
Balance as at 01.04.24				
Plus Receipts				
Total				
Less Payments				
Grand Total				
Difference				

ST. LAWRENCE PC BUDGET AGAINST ACTUALS REPORT 2024/2025

		2024/25 Budget	Total Income / Spend Mar '24	Left in Budget as at Mar '24
Inc	Precept	34233	£ 34,280.60	
	Aylett Charity Trustees	50	£ -	
	Other Income / VAT Refund	0	£ 1,507.73	
	Bank Interest	10	£ -	
	Mooring Fees	2580	£ 2,240.00	
	TOTAL	36873	£ 38,028.33	
Exp.				
	Salary	7016	£ 1,196.00	£ 5,820.00
	Office Allowance	180	£ 30.00	£ 150.00
	Payroll	120	£ 60.00	£ 60.00
	Office Expenses	125	£ 60.05	£ 64.95
	Audit Fees	475	£ 148.40	£ 326.60
	Meeting Cost	110	£ -	£ 110.00
	Travel	400	£ -	£ 400.00
	TOTAL	8426	£ 1,494.45	£ 6,931.55
	Chairmans Allowance	300	£ -	£ 300.00
	E.ON Street Electricity	1200	£ 402.56	£ 797.44
	Lighting Maintenance (A&J)	1000	£ 129.80	£ 870.20
	Insurance	893	£ 1,013.23	£ 120.23
	EALC/NALC/RCCE/Zoom Subs	675	£ 426.00	£ 249.00
	Bank Charges	80	£ -	£ 80.00
	Website	150	£ -	£ 150.00
	Cllr & Clerk Training	1000	£ -	£ 1,000.00
	Councillor Expenses	250	£ -	£ 250.00
	S137 Donations	1225	£ -	£ 1,225.00
	S137 Litter Picking & Equipment	900	£ -	£ 900.00
	Recreation Ground / Equipment	6000	£ 6,499.37	£ 499.37
	Repairs - Maintenance to equipment and site	2000	£ -	£ 2,000.00
	Repairs to Portacabin	1000	£ -	£ 1,000.00
	Greening of the Village	500	£ -	£ 500.00
	Grass Cutting	5000	£ 382.21	£ 4,617.79
	CCTV - Service & Repairs	1000	£ 2,869.00	£ 1,869.00
	Defibrillator	300	£ -	£ 300.00
	Play Equipment inspection	75	£ -	£ 75.00
	MDC - Tru-Cam	800	£ -	£ 800.00
	Coronation Event	500	£ -	£ 500.00
	Mooring Fees to Crown Estate	2580	£ 2,240.00	£ 340.00
	Election cost	0	£ -	£ -
	TOTAL	27428	£ 13,962.17	£ 13,465.83
	GRAND TOTAL	35854	£ 15,456.62	£ 20,397.38
	Plus VAT	£ 2,008.21		
	Total Expenditure	£ 17,464.83		

SLPC FINANCE MAY 2024 PAYMENTS							
INCOME: MDC Precept £34233.00p: MDC £47.60p:							
EXPENDITURE							
Chq No.	Invoice No.	Payee	Cost	VAT	Total	SLPC Ref. No.	
DD		A&J Lighting - Monthly maintenance	£ 29.90	£ 5.98	£ 35.88	12	
BACS	May '24	Kevin B. Money - Clerk salary	£ 493.40	£ -	£ 493.40	13	
BACS	May '24	HMRC - Tax on Clerk salary	£ 119.60	£ -	£ 119.60	14	
BACS		Zurich Insurance - 2024/2025	£ 1,013.23	£ -	£ 1,013.23	15	
BACS	6094	MSJ Garwood - Grass cutting 16.04	£ 155.00	£ 31.00	£ 186.00	16	
BACS	2987	HDD Definition - CCTV repair	£ 2,869.00	£ 573.80	£ 3,442.80	17	
BACS	7599108	Ironmongery - Field gate hook	£ 11.37	£ 2.27	£ 13.64	18	
BACS	9317	Playquip - New playground equipment	£ 6,488.00	£ 1,297.60	£ 7,785.60	19	
TOTAL:			£ 11,179.50	£ 1,910.65	£ 13,090.15		
		Denotes already paid					