

# Widdington Parish Council

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## Minutes of a Parish Council Annual Meeting held on Thursday 11<sup>th</sup> May 2023 at 7.00pm

**Present** Chair Ian Southcott, Cllr. Steve Smith, Cllr Teresa Petchey, Cllr. Lynn Smith, Cllr. Maggs Webb, Cllr Albert Edwards

**In Attendance** 4 members of the public and Katrina Levy, Clerk to the Council.

### **05.23.01 ELECTION OF CHAIR**

Cllr Southcott was nominated as Chair.

Proposed: Cllr L. Smith. Seconded; Cllr.Edwards

There were no other nominations.

Cllr Southcott was unanimously elected Chair and resolved to sign the Declaration of Acceptance of Office of Chair which was countersigned by the Clerk as Proper Officer of the Council.

### **05.23.02 ELECTION OF VICE-CHAIR**

Cllr Firmin was nominated as Vice-Chair.

Proposed; Cllr Webb. Seconded; Cllr.Southcott

There were no other nominations.

Cllr Firmin was unanimously elected Vice-Chair and prior to next attended meeting will resolve to sign the Declaration of Acceptance of Office of Vice-Chair.

### **05.23.03 CHAIR`S WELCOME**

Chair Southcott welcomed those present to the meeting.

### **05.23.04 APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted from Cllr Firmin

### **05.23.05 DECLARATIONS OF INTEREST.**

None

### **05.23.06 PUBLIC PARTICIPATION - None**

### **05.23.07 COUNTY COUNCILLOR`S REPORT**

None

### **05.23.08 DISTRICT COUNCILLOR`S REPORT**

None

### **05.23.09 MINUTES OF LAST MEETING**

The minutes of the April Parish Council Meeting were approved by Councillors as an accurate representation and Chair Southcott signed the minutes.

### **05.23.10 CLERK`S REPORT**

The Clerk reported;

1. End of year finances completed and circulated to councillors.
2. Internal Audit completed.
3. AGAR forms started as part of audit process.
4. Submitted WPC comments ref. Planning UTT/23/0731/FUK to UDC planning.
5. Coronation Grant - £700 confirmed and accepted. Need to submit proof of paid invoices.
6. Organised Annual Parish Meeting.
7. Updated Assets register.
8. Reviewed Standing Orders.
9. Reviewed Financial Regulations.

### **05.23.11 PLANNING**

1. Update on planning applications for Land North Cornell's Lane - Judiciary review actions and finances (applications UTT/21/2137/FUL (UTT/22/2278/FUL and UTT/22/3191/FUL). JR – 14/15<sup>th</sup> June court dates have been set. Still awaiting decision by Planning inspector for costs awarding

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2. To consider making representation to the [Uttlesford District Council](#) in response to planning application matters arising since April 2023 meeting. - None
3. To note [Uttlesford District Council](#) planning decisions, decided since April meeting.

11.3i. UTT/23/0566/LB/ UTT/23/0565/HHF - Mount House High Street Widdington Saffron Walden Essex CB11 3SG- Single storey side and part two storey part single storey rear extension. [Refused](#).

## 05.23.12 FINANCE

**05.23.12.1** Invoices; The clerk presented a statement of accounts and reconciliation to cash books which were agreed and approved for signature.

Consultant - Invoice 045.21 Appeal hearing (22/3191)	-£4,200.00
Licence fee - UDC - coronation event	-£21.00
KL Clerk Expenses	-£83.63
KL Clerk Salary	-£411.53
Coronation event SR Events	-£449.40

They were [approved for payment](#).

**05.23.12.2** Read through and approved the Section 1 Annual Governance Statement of the Annual Governance and Accountability Return 2022/23.

**05.23.12.3** Approved the annual accounts, signed the Section 2 Accounting Statements 2022/23 – the figures for 2021/22 have been restated after discussion and agreement from external auditors due to amendments they requested last year. Going forward a receipt and payment system will be used for Widdington Parish Council as standard for smaller parish councils, this will also avoid confusion going forward with external auditor's employees assigned to assess the accounts.

**05.23.13 POND CLEARANCE** – Cllr Edwards, land registry shows that it is owned by Essex Highway and access should be possible. Re-look at this in September, notify neighbours. Cllr. Webb to contact newt charity for advice.

**05.23.14 APPROVE REVIEW OF FINANCIAL REGULATIONS** – Approved.

**05.23.15 APPROVE REVIEW OF STANDING ORDERS** – Approved

## 05.23.16 OTHER BUSINESS –

June meeting – donation of prosecco to the air ambulance charity event.

Banner for Charity event to be added to the green.

J. Brookman has resigned from being the Emergency plan coordinator, K Riley will be taking over.

## 05.23.17 DATE OF NEXT MEETING

The next meeting of the Parish Council will be at **8pm on Thursday 1<sup>st</sup> June 2023**, in the Village Hall.

Meeting closed at: 19:33