



LITTLE MAPLESTEAD PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Held on Tuesday 29th May 2018 at 7.30pm

The Round Church, Little Maplestead

Present: Cllr Piper, Cllr Crudgington, Cllr Holloway, Cllr Alton
Clerk: Ann Harris
Chair: Cllr Holloway for item one; thereafter Cllr Piper
Members of Public: Two

- Election of Chairman:** Cllr Holloway invited nominations for the position of Chairman. Cllr Crudgington proposed Cllr Piper, seconded by Cllr Alton. Cllr Piper was elected Chairman, unanimously.
- Election of Vice-Chairman:** Cllr Piper invited nominations for the position of Vice-Chairman. Cllr Holloway proposed Cllr Crudgington and Cllr Piper seconded this proposal. Cllr Crudgington was elected Vice-Chairman, unanimously.
- Apologies and reasons for absence:** None.
- Minutes of the previous meeting:** The minutes of the Parish Council meeting held on Tuesday 20th March 2018 were approved as a correct record of events.
Proposed: Cllr Piper. Seconded: Cllr Crudgington
- Declarations of Interest:** None.
- County/District Matters:** Verbal reports were given by both the County Councillor and the District Councillor at the Annual Parish Meeting held at 7pm on Tuesday 29th May 2018 and are included in the minutes of that meeting.
- Councillor Vacancy:** Mrs Jenny Bishop's resignation from the Council was accepted by the Councillors. There is therefore a Councillor vacancy on the Parish Council and the Clerk will advise Braintree District Council of this.
- Councillors' Responsibilities:** Cllr Piper advised the meeting that he plans to review the present allocation of responsibilities and will then email suggestions to each Councillor in advance of the next Parish Council meeting.
- Councillors' Reports:**
Cllr Crudgington will propose a plan for the playing field hedge and gate to the next Parish Council Meeting and the Clerk will forward to Cllr Crudgington the latest quotation received for this work and also the 2017 ROSPA report.



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Cllr Holloway reported that there is now an objection to the proposed siting of the mobile telephone mast and so she now plans to approach Braintree District Council (BDC) for planning advice on this.

Cllr Holloway has advised the parishioner who contacted the Council about the Hogweed that BDC advice is that no action needs to be taken about this.

Cllr Holloway will also investigate responsibility for footpath maintenance.

Cllr Alton will investigate the restrictions on the Sudbury Road land ownership with the land registry.

10. **Clerk's Report:**

- 10.1 **GDPR:** Most parishioners have now accepted the terms of the Consent Form which means that the Council may continue to hold their contact details on file. The Clerk is still receiving these forms/email acceptances and so far there are no objections from parishioners. The Clerk will submit a full report to the next Parish Council Meeting.
- 10.2 **Financial Regulations:** This document was issued to the Councillors for approval. Proposed: Cllr Piper Seconded: Cllr Crudgington. Approved unanimously
The form will now be published on the Parish Council website. The Clerk noted that the next formal document that need Council approval is the Complaints Procedure, a draft of which will be issued for consideration by Councillors asap.
- 10.3 **Parish Council Insurance:** The Clerk reported that this will be renewed from 1st June with the existing insurer and without the application of the £50 admin fee. This is now a three year arrangement with controls in place regarding year-on-year premium increase
- 10.4 **Payroll Arrangements:** Payment and tax arrangements for the Clerk are now being administered by J&M Payroll Services as suggested by the EALC. The Council noted that the hourly rate of pay for the Clerk established by the EALC has increased from £10.099 to £10.301 with effect from 1st April 2018
- 10.5 **Street Cleaning Agreement:** This will be signed and returned to BDC with invoice for £784.44.
- 10.6 **Grass Cutting Agreement:** This will now be signed and returned to Essex County Council with an invoice for £1,295.26
- 10.07 **Internal Audit:** The Internal Auditor (Roger Humphries) has approved and signed the Statement of Accounts as prepared by the Clerk, which will now be forwarded to the External Auditor. The period for the Public Review of the Accounts (through posting on the Notice Board and website) will start on Friday 29th June and continue for a period of 30 consecutive working days.
- 10.08 **Budget Update:** The Clerk reported that an updated 2018/9 budget showing planned and actual spend will be prepared for consideration at the next Parish Council meeting.

11. **Public Forum:** No matters were raised.



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12. Financial Report

12.1 **Current Bank Balance:** Held in current account at Lloyds at 27th April 2018: **£16,162.56**
(includes 12.2 and 12.3 below)

12.2 Sums Received:

Closure of and Transfer from Unity Trust Bank: **£14,974.60**

ECC Grant (Notice Board): **£1,000.00**

Braintree Payments: **£2,045.00**

Transparency Fund: **£733.40**

12.3 Payments Authorised:

Stour Valley (Notice Board): **£1,221.60**

EALC Membership: **£81.67**

J&M Payroll: **£1,287.17**

12.4 **Other Finance Matters:** Black Rock and Natwest Accounts: Cllr Piper reported that, although there has been some progress, he is still awaiting confirmation of the revised signatory and account address arrangements from the Nat West Bank. Once this has been received the Clerk will arrange for the current balance held in the Black Rock account to be transferred to this Nat West account and for the Black Rock account to be closed. The Clerk also reported that she had received a cheque for £100 from Black Rock made out to her personally as an acknowledgement of and apology for the poor service she received when trying to resolve issues on this account. This amount will be paid into the Little Maplestead Parish Council account held at Lloyds Bank.

13. Planning:

13.1 Application Decisions:

None

13.2 Applications Received:

None

14. **Annual Litter Pick:** Saturday 2nd June

15. **Correspondence:** Nothing received

16. Items for Next Meeting Agenda:

Note that no decisions can be lawfully made under this item: LGA 1972 Section 12 10(2) (b) states that business must be specified, so Councillors cannot lawfully raise matters for decision.

17. **Date of Next Meeting:** Wednesday 11th July at School Farm Cottage

Signed: _____
(Bill Piper Chairman)

Date: _____