



Great Maplestead Parish Council

Members of the Great Maplestead Parish Council you are hereby summonsed to attend the **ANNUAL PARISH COUNCIL MEETING** of Great Maplestead Parish Council at the **Village Hall, Great Maplestead** on **Wednesday 15th May 2019 at 7.30pm** for the purpose of transacting the following business:

AGENDA

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Apologies and reasons for absence**
4. **Allocation of Officer Responsibilities**
5. **Meeting Dates for 2019/20**
3rd July, 28th August, 2nd October, 27th November 2019, 22nd January, 11th March 2020
6. **Minutes of previous meeting** – Councillors are asked to agree the minutes of the Parish Council meeting held on the 13th March 2019 as a true and accurate account of proceedings of the meeting.
7. **Declarations of Interest** (existence and nature) with regard to items on the agenda. Members of the Council are advised to declare the existence and nature of any 'Disclosable Pecuniary', 'Other Pecuniary' or 'Non-Pecuniary' interests relating to items on the agenda.
8. **County and District Matters** – *Updates and notifications to be received.*
9. **Policies & Standing Orders** - Amendments and adoption of policies and Standing Orders for 2019/20.
 - Standing Orders
 - Complaints Procedure
 - Publications Policy
 - Grant Awarding Policy
 - Financial Regulations
 - General Data Protection Regulation – Subject Access Requests Policy
 - Retention, Storage & Destruction of Documents Policy
10. **Officers Reports & Information Exchange** – *No business decisions may be made.*
11. **Public question time** with respect to items on the agenda and other matters of mutual interest.

Note: When the Council starts to discuss any item on the agenda where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure and leave the meeting where appropriate. The **maximum time allowed** for public question time is **10 minutes** or at the Chairman's discretion. At the close of this item members of the public will no longer be able to address the Council except at the invitation of the Chairman;

members with Disclosable or Other Pecuniary interests will not be allowed to speak or address the Council on those interests unless a dispensation has been approved.

12. Progress Updates – Clerk to report on actions from the 13th March 2019 meeting.

13. Business Items

- 13.1 **Poo Bins & Dog Mess on Footpaths** – Annual review of facilities and cleanliness
- 13.2 **BDC Annual Street Cleaning Agreement** - Annual agreement for approval, £800.13 will be paid to the parish from BDC for 2019/20
- 13.3 **NALC Digital Mapping Service** – Proposal carried forward from March 2019 meeting, to sign up to service for 1 year at a cost of £50+VAT.
- 13.4 **Environmental Projects** – Carried forward from March 2019 meeting.
- 13.5 **Annual Action Plan** – To review and amend for forthcoming year.

14. Financial Report

14.1 Current bank balances:-

Current account:	£ 13.44	Reserve account:	£8236.74
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14.2 Noting of sums received:-

NatWest Bank Interest Paid Mar-Apr 2019	£2.04
BACS – BDC 1 st Precept Payment	£2902.00
BACS – BDC One off Council Tax Balancing Payment 2019/20	50.00

14.3 Ratification of payments made:-

DD – E-ON Quarterly Electricity 1 Jan – 31 Mar 2019	£26.81
On-Line Banking – EALC Local Council Award Scheme, Accreditation	£60.00

Payment(s) to be made requiring approval:-

On-Line Banking – EALC Affiliation Fees	£109.57
On-Line Banking – BHIB Insurance Brokers– Annual Insurance Renewal	£207.80
On-Line Banking – Wicksteed Leisure Ltd – Delivery & Installation of New Spring Rockers and Play Surface	£3959.99

Bank Transfers

From Reserve Account to Current Account	£50.00
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14.4 Other Finance matters:-

- 14.4.1 **Annual Internal Audit** - To note receipt of and consider the findings of the annual internal report
- 14.4.2 **Annual Governance & Accountability Return 2019/20** – To approve the annual governance statement confirming there is a sound system of internal control, including arrangements for the preparation of the accounting statements.
- 14.4.3 **Annual Governance & Accountability Return 2019/20** - To certify that for the year ended 31 March 2019 the accounting statements in the Annual Governance & Accountability Return have been prepared on an income and expenditure basis, following guidance in Governance & Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of Great Maplestead Parish Council.
- 14.4.4 **Clerk Salary, Changes to National Pay Scales** – To adopt revised level of £9.77 per hour, with effect from 1st April 2019.

15. Planning

15.1 Application Decisions

None

15.2 Applications Received

15.2.2 19/00094/TPO Henstooth, Toldish Hall Road. Works to be carried out on tree covered by TPO.

15.2.3 19/000707/HH Es Cana, Lucking Street. Erection of single storey side extension and detached cart lodge.

16. Correspondence – For notification

Letter from EALC confirming successful Foundation Award accreditation.

CPR & Defibrillator Training Morning/Afternoon – scheduled for Saturday 22nd June 2019.

17. Content for E-newsletter

18. Items for the Next Agenda

Please note that no decisions can lawfully be made under this item, LGA 1972 section 12 10(2)(b) states that business must be specified, therefore the Council cannot lawfully raise matters for decision.

19. Date of next meeting: Parish Council Meeting 3rd July 2019 at 7.30pm



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