



# Great Maplestead Parish Council



Mrs Denise Ellison (Parish Clerk)  
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## NOTICE OF MEETING

Members of the Great Maplestead Parish Council you are hereby summoned to attend a meeting the Annual meeting of the Great Maplestead Parish Council at the Village Hall, Great Maplestead on Wednesday 13<sup>th</sup> May 2026 at 7.30pm for the purpose of transacting the business set out on the attached agenda.

Signed: D Ellison

Date: 5th May 2026

Clerk to the Council

**THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO ATTEND**

## AGENDA

### 1. ELECTION OF CHAIRMAN

### 2. ELECTION OF VICE CHAIRMAN

### 3. APOLOGIES & REASONS FOR ABSENCE

### 4. ALLOCATION OF OFFICER RESPONSIBILITIES

### 5. MEETING DATES FOR 2026-2027

### 6. MINUTES OF PREVIOUS MEETING

Councillors are asked to agree the minutes of the Parish Council meeting held on 11<sup>th</sup> March 2026, as a true and accurate account of proceedings of the meeting.

### 7. DECLARATIONS OF INTEREST

With regard to items on the agenda. Members of the Council are advised to declare the existence and nature of any 'Disclosable Pecuniary', 'Non-Pecuniary' or 'Other Pecuniary' interests relating to items on the agenda.

### 8. COUNTY & DISTRICT MATTERS

Updates and notifications to be received

### 9. POLICIES & STANDING ORDERS

Amendments and adoption of policies and Standing Orders for 2026/2027, as reported on the <https://greatmaplestead-pc.gov.uk> website.

### 10. OFFICERS REPORTS & INFORMATION EXCHANGE

No business decisions may be made

### 11. CORRESPONDENCE

### 12. PUBLIC QUESTION TIME

*With respect to items on the agenda and other matters of mutual interest*

**Note:** The **maximum time allowed** for public question time is **10 minutes** or at the Chairman's discretion. A member of the public shall not speak for longer than **3 minutes** or at the Chairman's discretion.

### 13. PROGRESS UPDATES

Clerk to report on actions from 11<sup>th</sup> March 2026 meeting

### 14. BUSINESS ITEMS

**14.1 Review & Renewal of Parish Council insurance policy.**

**14.2 Annual Internal Audit –** To note audit findings of the annual internal audit report by Jan Stobart.

**14.3 Annual Governance Statement 2025/2026-** To approve annual governance statement confirming there is a sound system of internal control, including arrangements for the preparation of the accounting statements for year ending 31<sup>st</sup> March 2026

**14.4 Annual Accounting Statements 2025/2026-** To certify that for the year ended 31<sup>st</sup> March 2026, the accounting statements in the Annual Governance & Accountability Return had been prepared on a receipt and payments basis, following guidance in Governance & Accountability for Smaller Authorities and presented fairly, the financial position of Great Maplestead Parish Council.

**14.5 Council Action Plan for 2025/2026-** To review and agree actions and priorities for the forthcoming year.

**14.6 Council Financial & Reputational Risk Assessment 2025/2026-** To review and agree risk areas and actions to address/mitigate

**14.7 Transfer of Council data management and financial reporting from Rialtas to Scribe-** To agree the implantation of Scribe based on long term financial benefits due to change in costing model.

**14.8 Website and compliance-** To formally acknowledge the new compliant website <https://greatmaplestead-pc.gov.uk>. All future Parish Council information will be recorded on this website.

There will be a period of transition before the previous website will be made dormant.

**14.8 Seeking approval for new noticeboard in Lucking Street –** current noticeboard requires replacing

**14.9 Reflect & Review the parking arrangements for teachers and visitors to St Giles School**

### 15. PLANNING

#### 15.1. Decisions

Ref	Address	Details
26/00672/TPO	Eastcote Church Street Great Maplestead Essex CO9 2RG	Application to carry out works to trees protected by Tree Preservation Order 6/88 - T1-Lime -Re-reduce back down to previous pruning points
26/00499/LBC	Walnut Tree Cottage Church Street Great Maplestead Essex CO9 2RH	Replacement front entrance door.

#### 15.2. Applications

Ref	Address	Details
26/00897/VAR	1 Toldish Hall Cottages Toldish Hall Road Great Maplestead Essex CO9 2RB	Variation of condition 2 (Approved Plans), 3 (Materials) and 4 (Privacy Screen Details) of approved application 25/00831/HH granted 09/04/2025 for: Proposed single-storey front and rear extension with roof terrace to rear elevation. Variation will allow: location of privacy screen
26/00596/FUL	Chelmsloe Lodge Monks Lodge Road Great Maplestead Essex CO9 2RL	Change of use of agricultural building (Sui Generis) to light industrial unit (Class E) & alterations to fenestration.
26/00850/DAC	Barn At Purls Hill Farm House Purls Hill Great Maplestead Essex CO9 2QT	Discharge of condition 5 (Timber Frame Repairs) & 6 (Brick Plinth Repairs) of 25/00334/FUL

## **16. FINANCE**

**16.1. Current Bank Balances**

**16.2. Reconciled Receipts & Payments**

**16.3. Payments & Receipts for Authorisation**

**16.4. Bank Transfers Made**

**16.5. To approve Regular Payments Schedule for 2026/2027**

## **17. CONTENT FOR e-NEWSLETTER**

## **18. ITEMS FOR NEXT AGENDA**

**Note:** 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**

**Full Council meeting 15<sup>th</sup> July 2026**