

MINUTES

GREAT MAPLESTEAD PARISH COUNCIL

Parish Council Annual Meeting held on Wednesday 4th May 2022 Present Cllr.M.Elms (Chairman). Cllr.S.Last.Cllr.P.Haylock.Cllr.I.Johnson.Cllr.J.Newton. Cllr.S.Harris.Cllr.Maile Mrs.A.Crisp – Clerk. Members of the Public – 3.

1. Election of Chairman

Cllr. Johnson proposed Cllr.Elms to be Chairman for forthcoming council year, seconded Cllr.Last. Vote in favour – Unanimous.

2. Election of Vice Chairman

Cllr.Elms proposed Cllr.Harris to be Vice-Chair for forthcoming council year, seconded Cllr.Johnson. Vote in favour-Unanimous

3. Apologies and reasons for absence- None

4. Allocation of Officer Responsibilities- Cllr.Elms proposed all officer roles responsibilities remain as before, and as published on council website, seconded Cllr.Johnson. Vote in favour-Unanimous

5. Meeting Dates for 2022/23

Cllr.Elms proposed the council's scheduled meeting dates for the forthcoming council year will be:-29th June, 7th September, 9th November 2022, 11th January, 15th March 2023
Seconded Cllr.Harris. Vote in favour-Unanimous

6. Minutes of previous meeting – The minutes of the parish council meeting held on the 16th March 2022 were accepted as a true and accurate account of proceedings. Proposed by Cllr.Haylock, seconded by Cllr.Last. Vote in favour-Unanimous

7. Declarations of Interest (existence and nature) with regard to items on the agenda.
None

8. County and District Matters – *Updates and notifications to be received.*

Cllr.Schwier extended his apologies and pre-circulated a report from Braintree District Council. Annual reports from both Essex CC & Braintree DC were delivered to the recent parish assembly and are displayed on the council's website.

9. Policies & Standing Orders - Amendments and adoption of policies and Standing Orders for 2022/23.

- Standing Orders; Code of Conduct
- Complaints Procedure; Publications Policy
- General Data Protection Regulation – Subject Access Requests Policy
- Retention, Storage & Destruction of Documents Policy
- Financial Regulations – to include a temporary suspension of para6.20 to allow payment of £93.90 to Cllr.Elms in respect of parish assembly costs paid for on a personal credit card, in the absence of a council card. Cllr.Haylock proposed the council agree to the temporary suspension, as per advice taken from internal auditor. Seconded Cllr.Harris. Vote in favour-Unanimous

Cllr.Harris proposed the council adopt all polices en-bloc, seconded Cllr.Haylock. Vote in favour-Unanimous.

10. Officers Reports & Information Exchange – *No business decisions may be made.*

Cllr.Last – Village Playing Field – Crowdfunding exercise launched to run alongside bike ride challenge, aimed at raising additional funds for the playing field project - £2443 raised to date, against a target of £5k. It is hoped that external bodies linked to Crowdfunder may double funds raised although no guarantee this will happen. Leaflet

drop to all households this week, to promote the latest fundraising initiative & will also send a press release to Halstead Gazette. Lottery application still ongoing, tender now live on Contracts Finder and has generated a number of enquiries thus far.

Cllr.Harris – See Officer Reports. Cllr.Elms advised that the footbridge in the slype was in need of some repair to the wooden boards which are coming loose in the middle.

Cllr.Newton – See agenda item 13.2

Cllr.Maile – None

Cllr.Haylock – See agenda item 15

Cllr.Johnson – Neighbourhood Watch – Warning to parishioners that thieves are following oil & parcel deliveries and once delivery drivers have departed items are being stolen if left at property unattended. Incidents of this nature have not been reported in Maplestead but all should be aware.

Cllr.Elms – Highways- Road speed signs are now complete, following a re-visit from ECC to improve work of original visit. Further conversations have taken place with Seven Developments at Treeways/Highview, requesting repair to damaged grass verges in Monks Lodge Road & Church Street. Additionally, the road surface at the entrance to Treeways/Church Street does not comply with planning permission conditions which state *no unbound material shall be used in the surface finish of the driveway within 6 metres of the highway boundary of the site*. Cllr.Elms advised if not addressed this would be an enforcement issue. Developers confirmed all matters would be attended to as appropriate. Clerk to send a letter to Seven Developments confirming details of discussion.

11. Public question time

Q. Agenda item 13.7 – Is the proposed new poo bin in addition the bin which has been erected on Toldish Hall Rd, near Shoulderstick Hall this week? Cllr.Elms advised the new bin had been installed without the council's knowledge and no decision had yet been made as to whether a new bin would be appropriate. The only possible site considered but not yet agreed, was at the footpath junction on Toldish Hall Road beside the red brick wall at St Marys, so the new bin was also not in the correct place. Enquiries had been made of BDC to ascertain cost and whether the St Mary's location was suitable in terms of waste collection. Agenda item 13.7 was discussed and motion moved at this time.

Q. What has the council done with regards to the flooding in Toldish Hall Road, which is also causing potholes and no longer easily navigable in car? It was confirmed that the issue had again been reported to Essex Highways for attention, with the help of Cty.Cllr Schwier. The problem is due to a drain which sits proud of the highway, allowing surface and land water to bypass the drainage system and continue downhill causing flooding.

Q. Has the council considered the vulnerability of old council records, which should be stored and retained for historical purposes? Cllr.Haylock advised that old council minutes were stored in a fire proof safe. The council agreed to look into how records may be transferred to a national archive in the future, to be added to the council's action plan.

- 12. Progress Updates** – Clerk advised that the annual audit and internal audit had been completed since the last meeting. A review of the council's insurance and risk assessment log had also been completed.

13. Business Items

13.1 BDC Annual Street Cleaning Agreement - Cllr.Elms proposed the council accepts the annual agreement which includes a BDC street cleaning grant of £847.56 to be paid to the parish. Seconded Cllr.Harris. Vote in favour – Unanimous.

13.2 Village Playing Field Drainage – 3 Quotes had been pre-circulated for consideration from AWE £10,255 + VAT, Miles Drainage £14,481(inc.VAT) & Hugh Pearl (Land Drainage) Ltd £6913 + VAT. Cllr.Newton proposed the council accept the quotation from Hugh Pearl, and proceed with work in June 2022, after the Jubilee celebrations. Seconded Cllr.Harris. Vote in favour-Unanimous.

- 13.3 Review & Renewal of Parish Council Insurance Policy** – The Clerk recommended continuation of policy with BHIB Insurers. Premium increased to £253.72. It was confirmed that the policy provided adequate cover for the council, but once new playground equipment is installed the policy will need to be reviewed again. Cllr.Maile proposed the council continue with BHIB insurance as recommended, seconded Cllr.Johnson. Vote in favour – Unanimous.
- 13.4 Annual Internal Audit** – The Clerk confirmed the council had a positive review by Mike Letch, Letchwood consultants on 29th April 2022. The internal audit report for AGAR had been signed off without comment. Cllr.Johnson proposed the council note receipt of the internal auditors report, seconded Cllr.Haylock, Vote in favour- Unanimous.
- 13.5 Annual Governance Statement 2021/22** – The council approved the annual governance statement confirming there is a sound system of internal control, including arrangements for the preparation of the accounting statements for the year ending 31 March 2022. Proposed by Cllr.Elms, seconded by Cllr.Harris.Vote in favour- Unanimous.
- 13.6 Annual Accounting Statements 2021/22** – The council certified that for the year ended 31 March 2022 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 – a Practitioners’ Guide to Proper Practices and presented fairly the financial position of Great Maplestead Parish Council. Proposed by Cllr.Johnson, seconded by Cllr.Harris.Vote in favour-Unanimous.
- 13.7 Poo Bins** – (See also Agenda item11) Cllr.Elms advised that investigative enquiries had been made of BDC with regards to a possible new poo bin, subject to council approval. Cost of new bin would be £200 + VAT. Cllr.Elms proposed the council did not acquire a new bin as there was no evidence to suggest additional bin would reduce the level of dog waste left unattended & there was already more than adequate provision within the parish. The recently installed bin should be removed whether or not there was a fee. Seconded Cllr.Last. Vote in favour - 2, Vote against – 5. Motion not carried. Cllr.Newton proposed the council request BDC to move the newly installed bin to the footpath crossroads on Toldish Hall Rd by St Marys, but if this were not possible then the bin would not be required anywhere else. Seconded by Cllr.Harris. Vote in favour – 4, vote against – 1, Abstention – 2. Motion carried.
- 13.8 Footpath Map** – Cllr.Harris pre-circulated details of a village footpath brochure to cover both Great & Little Maplestead, similar to those already in circulation within Castle & Sible Hedingham. Costs may be slightly reduced as a template is already in place for neighbouring parishes. Little Maplestead PC has already committed funds to the project estimated at £500-£700 each parish. Cllr.Harris proposed the council proceed with the brochure alongside LMPC. Seconded Cllr.Maile. Vote in favour – 2, vote against 5. Motion not carried.

14. Financial Report

14.1 Current bank balances:-

Current account: £22.34 Fundraising account: £16959.44 Reserve account: £6807.04

14.2 Noting of sums received:-

NWB Interest Paid – Mar 2022	.21p
Donation – Great Maplestead WI towards playing field	£250.00
Donation – (Anonymous) Towards playing field project	£10.00
Grant – BDC Councillors Community Grant – Towards playing field drainage	£400.00

14.3 Ratification of payments made:-

DD N-Power Street Lighting Jan 2022	£17.25
DD N-Power Street Lighting Feb 2022	£14.91
DD N-Power Street Lighting Mar 2022	£15.61
OB EALC – Annual Affiliation Fees (EALC £98.21, NALC £22.02)	£120.23
SO Mrs A Crisp – Clerk Salary Jan-Mar 2022	£1624.80

Other Financial:-

The Clerk explained that the council's annual audit for 2021/22 will attract a £200 external auditor (PKF Littlejohn) fee, as the fundraising and donations received towards the playing field project have pushed the annual income above the £25k exemption certification criteria.

14.4 Bank Transfers made:

From Reserve Account to Current Account	£1650.00
From Reserve Account to Current Account	£120.00

15. Planning

15.1 Application Decisions

15.1.1 21/03072/COUPA Byham Hall, Gestingthorpe Rd. Prior approval for the change of agricultural building to a dwellinghouse (class 3) & for associated operational development –

change of use to 5 x residential dwellings. Planning permission required.

Decision date 31 1 22

15.1.2 21/03606/HH 7 Stone Cottages, Church Street. Erection of two-storey rear extension, demolition of existing single-storey rear extension to serve as annex. Replacement front porch. Granted 16 3 22

15.1.3 21/03045/FUL Lynwood, Toldish Hall Rd. Demolition of existing detached dwelling & erection of 2 x residential dwellings, landscaping & associated parking. Granted 17 3 22

15.2 Applications Received

For information only

15.2.1 22/01037/NMA 7 Stone Cottages, Church Street. Non-Material Amendment to permission 21/03606/HH. Reduction in size of annex by removal of gable to front and amended access; increase in width of single-storey link by 300mm

Notification received after issue of agenda

22/01125/HH & 22/01126/LBC Old Timbers, Church Street. Erection of single storey extension. The council asked the Clerk to respond in line with delegated powers of "No objection, no comment" as application not considered controversial or in need of public debate. Proposed Cllr.Harris, seconded Cllr.Haylock. Vote in favour-Unanimous.

16. Correspondence – None

17. Content for E-newsletter - Playing Field Update; Bike ride Crowdfunder; Poo bins; Meeting dates; Planning news, BDC/County News; Forthcoming Events

18. Items for the Next Agenda

Policy Review & Adoption – Reserves; Disciplinary; Traveller; Grievance

Review of Council Risk Assessment & Adoption

Review of Council Asset Register

19. Date of next meeting: Parish Council Meeting 29th June 2022 at 7.30pm

MEETING CLOSED at 8.46pm

Signed.....TRUE COPY.....

Dated 29th June 2022