



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 5th May 2021 at 6.30pm** for the purpose of transacting the following business: *(To be held via Zoom, please contact the Clerk for login details)*

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 2020/21**
14th July, 8th September, 17th November 2021, 12th January, 16th March 2022
 6. **Minutes of previous meeting** – Councillors are asked to agree the minutes of the Parish Council meeting held on the 17th March 2021 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 2021/22.
 - Standing Orders; Code of Conduct
 - Complaints Procedure; Publications 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 17th March 2021 meeting.*

13. Business Items

- 13.1 **Parishioner Request to Support New Application for Parking Restrictions in Church Street** – Request received as part of formal request to North Essex Parking Partnership. Application for restrictions in lower Church Street to ease parking difficulties.
- 13.2 **BDC Annual Street Cleaning Agreement** - Annual agreement for approval, £ 822.86 will be paid to the parish from BDC for 2020/21
- 13.3 **Working Party - Village Playing Field** – Report on initial assessment and proposal for Working Party to pursue applications to possible funding sources and to raise awareness of initial plans.
- 13.4 **Working Party – Grass Verges** - Proposal for verge cutting beyond Spring 2021 and allowing for plans to introduce wild flower verge area(s).
- 13.5 **Annual Action Plan** – To review and amend for forthcoming year.
- 13.6 **Review & Renewal of Parish Council Insurance Policy** – Recommended continuation of policy with BHIB Insurers. Premium increased to £230.17,

14. Financial Report

14.1 **Current bank balances:-**

Current account: £38.79

Reserve account: £10,017.04

14.2 **Noting of sums received:-**

NatWest Bank Interest Paid Mar 2021

£.10p

BACS – HMR&C VAT Reclaim 2020/21

£464.25

14.3 **Ratification of payments made:-**

DD – E-ON Quarterly Electricity 1 Jan – 31 Mar 2021

£27.98

SO -Mrs A Crisp -Quarterly Salary March 2021

£1624.80

OB – Zoom Monthly Subscription Mar-Apr

£28.78

Payment(s) to be made requiring approval:-

OB – EALC Affiliation Fees

£128.75

OB – BHIB Insurers, Annual Premium

£230.17

Bank Transfers

From Reserve Account to Current Account

£1500.00

15. Planning

15.1 **Applications Received**

- 15.1.1 *21/00865/NMA Highview, Treeways, Church Street. Non-Material amendment to permission 15/00914/FUL for minor amendments to windows, external doors and external materials. For noting.*

16. Correspondence – For notification

Request to Host a Weekly Yoga Class on the Village Playing Field – Classes to begin on 7th May, 9.45-11am and in term time only. Permission granted.

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 14th July 2021 at 7.30pm (at the village hall, subject to government Covid guidelines)**



Ann Crisp – Clerk

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