



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 17th May 2023 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 2023/24**
26th July, 27th September, 22nd November 2023, 19th January, 16th March 2024
 6. **Minutes of previous meeting** – Councillors are asked to agree the minutes of the Parish Council meeting held on the 15th March 2023 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 2023/24. As per Appendix 1
 10. **Officers Reports & Information Exchange** – *No business decisions may be made.*
To include update from Village Playing Field Working Party
 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 15th March 2023 meeting.*
 13. **Business Items**
 - 13.1 **Review & Renewal of Parish Council Insurance Policy** – Recommended continuation of policy with BHIB Insurers. Premium increased to £327.46.

- 13.2 Annual Internal Audit** – To note receipt and consider the findings of the annual internal report.
- 13.3 Annual Governance Statement 2022/23** – To approve 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 2023.
- 13.4 Annual Accounting Statements 2022/23** – To certify that for the year ended 31 March 2023 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.
- 13.5 Council Vacancy** – To exercise the Power of Co-option to fill current council vacancy of 1, and agree process.
- 13.6 Council Action Plan for 2023/24** – To review and agree actions and priorities for forthcoming year.
- 13.7 Annual Footpath Maintenance Contract** – To confirm the appointment of Mortimer Contracts Ltd for the cutting/mowing of parish footpaths.

14. Financial Report

14.1 Current bank balances:-

Current account: £70.73 Fundraising account: £30690.54 Reserve account: £11746.75

14.2 Noting of sums received:-

NWB Interest Paid Mar- Apr 2023	£51.55
BACS HMRC VAT Reimbursement (February)	£2368.51
BACS HMRC VAT Reimbursement (March)	£4550.84
BACS Braintree Council Precept – 1 st instalment	£5500.00
BACS Village Quiz Fundraising – Playing Field	£131.50
BACS National Lottery Grant Drawdown	£5286.00

14.3 Ratification of payments made:-

DD N-Power Street Lighting February 2023	£9.26
DD N-Power Street Lighting March 2023	£10.20
OB EALC – Annual Affiliation Fees (EALC £98.21, NALC £22.02)	£120.23
OB Mrs A Crisp – Clerk National Pay increase backdated to Apr 2023	£435.60
OB Trustees of Great Maplestead Village Hall. Hall hire 2022/23	£98.00
OB Mr M Elms – Parish Assembly Expenses Reimbursement	£76.86
SO Mrs A Crisp – Clerk Salary Jan-Mar 2023	£1770.00
OB EALC – Annual subscription to EALC & NALC	£161.04
OB Raptor Pest Control – Playing Field	£130.00

14.4 Payments to be made:-

Rialtas Business Solutions Annual Software Support & Maintenance	£174.31
BHIB Insurance Annual Insurance Renewal	£327.46

14.5 Bank Transfers made:

From Reserve Account to Current Account	£500.00
From Reserve Account to Current Account	£1900.00
From Reserve Account to Fundraising Account	£4526.40
From Reserve Account to Current Account	£200.00
From Reserve Account to Current Account	£100.00

14.6 Other:

To approve regular payment schedule for 2023/24 (including Direct Debit, Standing Order & On-Line Banking)

15. Planning

15.1 Application Decisions

None

15.2 Applications Received

15.2.1 23/00978/FUL Hopwells Farm, Hedingham Road. Creation of 3 ponds to provide new habitats for great crested newts.

16. Correspondence – For notification

Consultation - To designate Finchingham and Wethersfield parishes as a single Neighbourhood Plan Area. Consultation period Thursday 11th May to 4:00pm on Friday 30th June 2023.

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 26th July 2023 at 7.30pm



Ann Crisp – Clerk

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APPENDIX 1

Policies to be Reviewed & Adopted 2023/24

1. Code of Conduct
2. Complaints Procedure
3. Disciplinary Policy
4. Document Retention/Destruction
5. Financial Regulations
6. Grievance Policy
7. Privacy Policy/GDPR Consent Form
8. Publication Scheme
9. Reserves Policy
10. Safeguarding
11. Standing Orders
12. Unauthorised Encampment Policy
13. Whistleblowing