



# Great Maplestead Parish Council



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## NOTICE OF MEETING

Members of the Great Maplestead Parish Council you are hereby summoned to attend the Annual meeting of Great Maplestead Parish Council at the Village Hall, Great Maplestead on Wednesday 15<sup>th</sup> May 2024 at 7.30pm for the purpose of transacting the business set out on the attached agenda.

Signed:

Date: 9.5.2024

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 2024/25

Wednesday 10 <sup>th</sup> July	7.30pm	Ordinary Meeting	Great Maplestead Village Hall
Wednesday 4 <sup>th</sup> September	7.30pm	Ordinary Meeting	Great Maplestead Village Hall
Wednesday 6 <sup>th</sup> November	7.30pm	Ordinary Meeting	Great Maplestead Village Hall
Wednesday 8 <sup>th</sup> January 2025	7.30pm	Ordinary Meeting	Great Maplestead Village Hall
Wednesday 12 <sup>th</sup> March 2025	7.30pm	Ordinary Meeting	Great Maplestead Village Hall

## 6. MINUTES OF PREVIOUS MEETING

Councillors are asked to agree the minutes of the Parish Council meeting held on 13<sup>th</sup> March 2024 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 2024/25. As per Appendix 1

## 10. OFFICER REPORTS & INFORMATION EXCHANGE

*No business decisions may be made.*

## 11. CORRESPONDENCE

*For notification*

- 11.1. **BDC Local Plan Review Call for Sites.** New development sites can be submitted for consideration up until 24<sup>th</sup> May 2024. Further details can be found at <https://www.braintree.gov.uk/planning-building-control/local-plan-review>

- 11.2. Notification of graffiti on private fence neighbouring village playing field.** Council has agreed, as a one-off, good-will gesture, to organise and pay for cost of removal at £192.34, via BDC Street Cleansing Team.
- 11.3 Notification of failed Wig-Wag Lights in Lucking Street.** Quotes for repair acquired from Solagen, original installation contractor. Enquiry raised with ECC Highways regarding financial responsibility as lights originally installed as a Highways initiative.

## 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 13<sup>th</sup> March 2024 meeting*

## 14. BUSINESS ITEMS

- 14.1. Review & Renewal of Parish Council Insurance Policy – Recommended continuation of policy with BHIB Insurers.** Premium increased to £403.68
- 14.2. Annual Internal Audit** – To note receipt and consider findings of the annual internal report from Heelis & Lodge.
- 14.3. Annual Governance Statement 2023/24** - 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 2024.
- 14.4. Annual Accounting Statements 2023/24** - To certify that for the year ended 31 March 2024 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.
- 14.5. Council Vacancy** – To exercise the power of Co-option to fill current vacancy of 1, and agree process, should an election for the vacancy not be demanded by 5pm, 17<sup>th</sup> May 2024.
- 14.6. Council Action Plan for 2024/25** – To review and agree actions and priorities for forthcoming year
- 14.7. Annual Street Cleansing Contract** – To review and agree to contract for 2024/25
- 14.8. EV Charging Point** – To agree whether to proceed to householder survey to determine community demand for facility
- 14.9. Car Park Surfacing** - To review costs, select supplier or grid-lock system and agree how to fund project
- 14.10. D Day80 Beacon Lighting** – To agree financial contribution towards Beacon lighting event
- 14.11. Rural Community Council of Essex (RCCE)** – To agree annual membership at a cost of £36.75

## 15. PLANNING

### 15.1. Decisions

**15.1.1. 24/00340/FUL Chifneys Lucking Street.** Conversion of existing barn to form 1 x 3 bedroom residential dwelling. Granted 24 4 2024

### 15.2. Applications

None

## 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 2024/25**

## 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

**Ordinary Council Meeting Wednesday 10<sup>th</sup> July 2024, 7.30pm**