



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 14th May 2025 at 7.30pm for the purpose of transacting the business set out on the attached agenda.

Signed:

Date:

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 2025/26

Wednesday 16 th July	7.30pm	Ordinary Meeting	Great Maplestead Village Hall
Wednesday 17 th September	7.30pm	Ordinary Meeting	Great Maplestead Village Hall
Wednesday 19 th November	7.30pm	Ordinary Meeting	Great Maplestead Village Hall
Wednesday 14 th January 2026	7.30pm	Ordinary Meeting	Great Maplestead Village Hall
Wednesday 11 th March 2026	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 12th March 2025 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 2025/26. As per Appendix 1

10. OFFICER REPORTS & INFORMATION EXCHANGE

No business decisions may be made.

11. CORRESPONDENCE

For notification

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 12th March 2025 meeting

14. BUSINESS ITEMS

- 14.1. **To Review & Consider Continued Use of the Village Playing Field by Halstead Under 9's Football Team-** Findings of trial period and consideration of future use.
- 14.2. **Review & Renewal of Parish Council Insurance Policy** – Recommendation to continue with existing provider Clear Councils at an annual premium of £460.56.
- 14.3. **Annual Internal Audit** – To note receipt and consider findings of the annual internal report from Heelis & Lodge.
- 14.4. **Annual Governance Statement 2024/25** - 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 2025.
- 14.5. **Annual Accounting Statements 2024/25** - To certify that for the year ended 31 March 2025 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.
- 14.6. **Council Action Plan for 2025/26** – To review and agree actions and priorities for forthcoming year
- 14.7. **Annual Street Cleansing Contract** – To confirm agreement to contract for 2025/26. Grant £872.99
Rural Community Council of Essex (RCCE) – To confirm agreement of annual membership at a cost of £61.80
- 14.8 **Staff Vacancy** – Report and recommendation from Personnel Committee following completion of recruitment and interview process for the role of Parish Clerk/RFO.
- 14.9 **Essex Masters Annual Clay Pigeon Shoot at Hepworth Hall** – To consider writing to organisers following further parishioner complaints received during recent shoot.

15. PLANNING

15.1. Decisions

- 24/02402/TPO – Laundry Cottage, Monks Lodge Road.* Notice of intent to carry out works to trees protected by TPO – 1/98. Part refused/part granted. Decision 7 3 25
25/00141/ELD – Monks Lodge Farm House, Gestingthorpe Rd – Application for Cert. of Lawfulness for an existing use. Change of use of land to residential garden. Granted. Decision 21 3 25
25/00302/HH – Easedale, Lucking St – Proposed two storey rear extension and single storey extension to outbuilding. Granted. Decision 11 4 25
25/00341/FUL – 1 Langthorne Cottages – Change of use of land to form an extension to domestic garden. Application withdrawn

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 2025/26**

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 16th July 2025, 7.30pm

APPENDIX 1

Policies Reviewed & Adopted 2025/26

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