

# MINUTES

## GREAT MAPLESTEAD PARISH COUNCIL

Parish Council Meeting held via Zoom video conference on Wednesday 5<sup>th</sup> May 2021

**Present:** Cllr.M.Elms(Chairman). Cllr.S.Harris. Cllr.P.Haylock. Cllr.I.Johnson. Cllr.J.Newton. Cllr.P.Maile. Cllr.S.Last. Mrs.A.Crisp – Clerk. Members of the Public – 4.

1. **Election of Chairman** - Cllr.Johnson proposed Cllr.Elms as Chairman, seconded Cllr.Haylock. Vote in favour – Unanimous.
2. **Election of Vice Chairman** – Cllr.Elms proposed Cllr.Harris as Vice-Chairman, seconded Cllr.Johnson. Vote in favour – Unanimous
3. **Apologies and reasons for absence**–None
4. **Allocation of Officer Responsibilities** – Officer responsibilities to remain as per previous year.
5. **Meeting Dates for 2020/21**  
14<sup>th</sup> July, 8<sup>th</sup> September, 17<sup>th</sup> November 2021; 12<sup>th</sup> January, 16<sup>th</sup> March 2022
6. **Minutes of previous meeting** –The minutes of the Parish Council meeting held on the 17<sup>th</sup> March 2021 were accepted as a true and accurate account of proceedings of the meeting. Proposed by Cllr.Harris, seconded Cllr.Haylock. Vote in favour- Unanimous.
7. **Declarations of Interest** - None
8. **County and District Matters** –  
**Essex County Council** – Cty.Cllr.Finch promised to circulate his full report to all councils later this week. Headline summary – ECC in top 10 most effective English councils; Funding increased to Local Highways Panels of £200kpa; maintain 3500k grant to Essex Police; £1m allocated to community Climate Change initiatives; Essex Children’s Service remains “outstanding” as assessed by Ofsted; 90% of Essex schools are “good” or “outstanding”; grant of £1.5m allocated to education sector following effects of Covid; More cycleways introduced. Questions taken from attendees. Cllr.Elms extended thanks on behalf of the Parish to Cllr.Finch for all his help during time in role and wished him best wishes upon his retirement.  
**Braintree District Council** – Dist.Cllr.Schwier provided a brief update to his annual report which was published in March 2021. Covid 19 test kits are available at Halstead, Witham & Braintree libraries; Braintree town has been selected for an e-scooter trial, which has proved successful in other urban areas; re-development in Braintree town centre is on-going but is a couple of weeks behind schedule due to problems with previous contractors; Eastlite Homes have agreed to purchase new homes for rental and shared ownership in Braintree; Virtual street markets have been held for Braintree businesses to help boost on-line business; information regarding the voting process at forthcoming elections may be found on the BDC website; Cllr.Sue Wilson is the new BDC Chair with Cllr.Andrew Thomson Vice-Chair. Questions:Cllr.Haylock enquired if BDC were aware of any updates regarding the proposed mobile phone mast in Toldishall Road (pre-planning consultation in 2020)? Cllr.Schwier advised he was unaware of any further contact or associated planning applications. He went on to advise of the recent government announcement relaxing some planning requirements and allowing for masts to be up to 5 metres higher to encourage providers to share facilities. Cllr.Elms extended thanks to Cllr.Schwier.

9. **Policies & Standing Orders** - Amendments and adoption of policies and Standing Orders for 2021/22. No amendments were proposed, Cllr.Elms proposed all policies and standing orders were adopted en-bloc, seconded Cllr.Harris. Vote in favour – Unanimous.
- 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
  - Traveller Policy; Grievance Policy; Freedom of Information Policy
10. **Officers Reports & Information Exchange** –
- Cllr.Elms – Highways** – has been unable to obtain any updates from ECC due to pre-election purdah rules.
- Cllr.Johnson** – Nothing to report
- Cllr.Last** – Playground Working Party have met twice and are getting some early structure to task and identifying potential funding sources. See agenda item 13.3
- Cllr.Maile** – See agenda item 13.4
- Cllr.Harris** – Refer to separate report
- Cllr.Haylock** – To be covered under Planning
- Cllr.Newton** – *Zoom connection failed, no report*
11. **Public question time** No questions raised
12. **Progress Updates** – Clerk advised work on annual audit was on course with internal audit scheduled for Monday 10<sup>th</sup> May.
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. Cllr.Haylock proposed the council reject the resident NEPP application for parking restrictions, in favour of the council supporting the applicant making an approach to Eastlite Community Housing to provide adequate parking for tenants at Foxes Croft, Church Street. Seconded Cllr.Harris. Vote in favour-Unanimous. Clerk to provide a copy of this minute to applicant.
- 13.2 **BDC Annual Street Cleaning Agreement** - Cllr. Harris proposed the council approve the annual agreement which includes £ 822.86 to be paid to the parish from BDC for 2020/21. Seconded Cllr.Elms. Vote in favour – Unanimous.
- 13.3 **Working Party - Village Playing Field** – Cllr.Last proposed the Working Party hosts an open day for parishioners on 22<sup>nd</sup> May, to present initial thoughts/plans and capture fundraising ideas. In addition to attract potential funders and show parish commitment to project the council uses £2k of reserves to allow professional installation of boules pitch to be completed asap. Reserve spend to be recouped from Precept in future years. Seconded Cllr.Johnson. Vote in favour – Unanimous.
- 13.4 **Working Party – Grass Verges** – Cllr.Maile explained the benefits of a twice yearly cut but with the first cut taking place much earlier in the year – Feb/March, she proposed that the Autumn cut 2021 should take place as before, with revisions to cutting made in 2022. Seconded Cllr.Harris. Vote in favour – Unanimous. Clerk to issue further contract to Mortimer Contracts Limited.
- 13.5 **Annual Action Plan** – Deferred to July meeting.
- 13.6 **Review & Renewal of Parish Council Insurance Policy** – Recommended continuation of policy with BHIB Insurers. Premium increased to £230.17, an increase of £23 an is index linked. Cllr.Elms proposed the council renew insurance as quoted, seconded Cllr.Last. Vote in favour – Unanimous.

## 14. Financial Report

### 14.1 **Current bank balances:-**

Current account: £38.79 Fundraiser account £7.50 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

Cllr.Elms proposed authorisation,seconded Cllr.Haylock.Vote in favour-Unanimous

### **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. Cllr.Haylock advised the application had been rejected by BDC and applicant either needed to re-new planning application if extant or apply for a Material Amendment.

## 16. Correspondence – For notification

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

**Request to Host Pizza Van Takeaway Sales on Village Playing Field** – To take place Saturday 15<sup>th</sup> May 5-7pm in the playing field car park. Permission granted.

17. Content for E-newsletter - Village Playing Field Project; Half Term Council Report; Planning; Forthcoming Events; Thanks to Cty.Cllr.David Finch.

## 18. Items for the Next Agenda

- Annual Action Plan
- Update on Braintree Association of Local Councils

19. Date of next meeting: **Parish Council Meeting 14<sup>th</sup> July 2021 at 7.30pm** (at the village hall, subject to government Covid guidelines)

MEETING CLOSED 8.36pm

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

Dated 14<sup>th</sup> July 2021