



# Great Maplestead Parish Council

Mrs Ann Crisp (Parish Clerk)  
New House, St Giles Close, Great Maplestead CO9 2RW  
Tel: 01787 460216  
e-mail: anncrisp@greatmaplesteadpc.co.uk



## MINUTES OF A MEETING OF GREAT MAPLESTEAD PARISH COUNCIL, HELD ON 15<sup>th</sup> MAY 7.30PM AT GREAT MAPLESTEAD VILLAGE HALL

**Present:** Cllrs.S.Harris; I.Johnson; S.Last; J.Newton; D.Weight; & B.Vincent

**Chair:** Agenda Item 1 – Cllr.S.Harris From agenda item 2 - Cllr.S.Harris

**Clerk:** Mrs A Crisp

**Also Present:** Members of public 2

Prior to the start of the meeting Cllr.M.Eldred Vice Chair of EALC, awarded the council a certificate for achieving Foundation Status. He also awarded long-service certificates to Cllr.J.Newton (37 years) & Cllr.I.Johnson (33 years).

### 1. ELECTION OF CHAIRMAN

Cllr.Harris nominated

**Proposed:** Cllr.Newton                      **Seconded:** Cllr.Johnson                      Agreed unanimously

### 2. ELECTION OF VICE CHAIRMAN

Cllr.Last nominated

**Proposed:** Cllr.Harris                      **Seconded:** Cllr.Vincent                      Agreed unanimously

### 3. APOLOGIES & REASONS FOR ABSENCE

None

### 4. ALLOCATION OF OFFICER RESPONSIBILITIES

To be finalised following Co-option process

### 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

The minutes of the Parish Council meeting held on the 13<sup>th</sup> March 2024 were accepted as a true and accurate account of proceedings of the meeting.

**Proposed:** Cllr.Harris                      **Seconded:** Cllr.Last                      Agreed unanimously

### 7. DECLARATIONS OF INTEREST

None

### 8. COUNTY & DISTRICT MATTERS

Apologies received from Cllr.P.Schwieger – reports as per those supplied for the Annual Parish Assembly

### 9. POLICIES & STANDING ORDERS

Adoption of all policies listed in Appendix 1.The Code of Conduct to be updated as per the new template adopted by BDC. The new Financial Regulations policy will be reviewed for adoption at the July meeting.

**Proposed:**Cllr.Harris                      **Seconded:**Cllr.Weight                      Agreed unanimously

### 10. OFFICER REPORTS & INFORMATION EXCHANGE

**Cllr.Newton** – Refer agenda item 14.9

**Cllr.Weight** – Mindfulness Garden – Trees and shrubs have now been planted, the eventual produce from fruit trees will be for the benefit of the whole community. Wet weather has delayed the start to any hardscaping.

**Cllr.Johnson** – Neighbourhood Watch – No specific incidents reported within the village. Caution for mobile phone users to be aware of thieves stealing phones when aware users have entered access codes/passwords.

**Cllr.Vincent** – St Giles PCC – The tower room will remain open for general use, each day 9am-5pm

**Cllr.Harris** – See Officer Reports.

## 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.
- 11.4 Stansted Airport Night Flight Review Consultation** – Proposal to keep existing flight limits in place for period 2025-2028 subject to further review for beyond this timeframe. Consultation closes 22<sup>nd</sup> May 2024. Full details at [Night flight restrictions: Heathrow, Gatwick and Stansted airports from October 2025 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/night-flight-restrictions-heathrow-gatwick-and-stansted-airports-from-october-2025)

## 12. PUBLIC QUESTION TIME

None

## 13. PROGRESS UPDATES

Clerks report pre-circulated. Confirmed 74 people have pre-order food for the D-Day 80 Beacon Lighting event. Essex Fire brigade & Police have been notified of the event. A TENS license is in place. Village of the Year 2024 – An entry has been submitted to the RCCE.

## 14. BUSINESS ITEMS

- 14.1. Review & Renewal of Parish Council Insurance Policy**  
Approved continuation of policy with BHIB insurers at an annual premium of £403.68  
**Proposed:** Cllr.Weight                      **Seconded:** Cllr.Harris                      Agreed unanimously
- 14.2. Annual Internal Audit**  
Reviewed and noted report from Heelis & Lodge  
**Proposed:** Cllr.Harris                      **Seconded:** Cllr.Last                      Agreed unanimously
- 14.3. Annual Governance Statement 2023/24**  
Approval 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.  
**Proposed:** Cllr.Harris                      **Seconded:** Cllr.Last                      Agreed unanimously
- 14.4. Annual Accounting Statements 2023/24**  
Certified that for the year ended 31 March 2024 the accounting statements in the Annual Governance & Accountability Return had been prepared on a receipt and payment 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  
**Proposed:** Cllr.Harris                      **Seconded:** Cllr.Last                      Agreed unanimously
- 14.5. Council Vacancy**  
The council agreed to exercise the power of Co-option, should an election for the current vacancy not be requested by 17<sup>th</sup> May 2024. The position will be advertised in the Parish News, social media and on the council website. A decision on the vacancy will be made at the July meeting.  
**Proposed:** Cllr.Harris                      **Seconded:** Cllr.Last                      Agreed unanimously
- 14.6. Council Action Plan for 2024/25**  
Amendments discussed and plan to be adopted. Revised version to be circulated.  
**Proposed:** Cllr.Harris                      **Seconded:** Cllr.Newton                      Agreed unanimously

#### 14.7. Annual Street Cleansing Contract 2024/25

Contract reviewed and agreed. BDC grant £847.56 as per previous year.

**Proposed:** Cllr.Harris

**Seconded:** Cllr.Johnson

Agreed unanimously

#### 14.8. EV Charging Point

The council felt there were insufficient benefits to the whole parish, and uncertainties regarding the future of the electric vehicle market. Predominantly negative feedback had been received from parishioners at the Parish Assembly. The council proposed not to pursue the possible introduction of an EV charging point at this time.

**Proposed:** Cllr.Newton **Seconded:** Cllr.Johnson **Vote in Favour:** 4 **Vote Against:** 1 **Abstention:** 1  
Motion carried.

#### 14.9. Car Park Surfacing

Cllr.Newton has filled in some immediate areas of concern and still has some planings if further work required as an interim measure. Quotes obtained for 20 tonnes sand and 40 tonnes 20mm angular gravel:-

R.P.B(Bareham) Sand £490 + Gravel £1080 = **£1570**; Silverton Sand £439 + Gravel £1398 = **£1837**;  
St.Annes Sand £750 + Gravel £1680 = **£2430**

Original Quotes for plastic grid system:-

Gridforce at **£8064.00net**, X-Grid at **£7325.64net** & TrueGrid (True Products) at **£6703.00net**.

Reserves from playing field project stand at £4500, these monies were originally ear-marked for re-installation of spring rockers and new tyre scramble. Council proposed to re-allocate these funds to the car park surface as a priority area and explore additional funding options, including a possible loan/grant from the Village Hall Committee. Item carried forward to July meeting.

**Proposed:** Cllr.Harris

**Seconded:** Cllr.Johnson

Agreed unanimously

#### 14.10. D-Day 80 Beacon Lighting

The council proposed a commitment of £200 towards the cost of hosting the event. Funds will be utilised to cover TENS license, subsidising cost of food and contribution to a free glass of fizz to all present.

**Proposed:** Cllr.Last

**Seconded:** Cllr.Harris

Agreed unanimously

#### 14.11. Rural Community Council of Essex (RCCE)

The council agreed to renew membership for a further year at the reduced cost £36.75.

**Proposed:** Cllr.Harris

**Seconded:** Cllr.Johnson

Agreed unanimously

### 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 Signed by Cllrs.Weight & Newton

#### 16.4. Bank Transfers Made

#### 16.5. To Approve Regular Payments Schedule for 2024/25 Signed by Cllrs.Last & Johnson

### 17. CONTENT FOR e-NEWSLETTER

Foundation Award; Council Vacancy; D-Day80; Car Park Surfacing; Bus Withdrawal; ECC Eco Upgrade Initiative

### 18. ITEMS FOR NEXT AGENDA

Review of Risk Assessment Policy; Fixed Asset Register; Financial Regulations; Car Park Surfacing

### 19. DATE OF NEXT MEETING

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

Meeting closed at 9.42pm

Signed (Chairman) **TRUE COPY**

Date: 10<sup>th</sup> July 2024

## **APPENDIX 1**

### **Policies Reviewed & Adopted 2024/25**

1. Code of Conduct (new model)
2. Complaints Procedure
3. Disciplinary Policy
4. Document Retention/Destruction
5. Financial Regulations (existing version)
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