**MINUTES of DECISIONS MADE – April – May 2020**

**GREAT MAPLESTEAD PARISH COUNCIL**

**Covid 19 Lockdown**

Due to the Covid 19 emergency measures introduced by the UK government in response to the Covid 19 virus, normal council proceedings were suspended from 23 March 2020.

In accordance with government guidance, emergency Standing Orders were adopted by the council on 20th April 2020, these may be viewed on the parish council’s website.

The council has elected to conduct business via e-mail, unless the Clerk or 2 or more Councillors call for a public debate. A formal meeting and public debate will be hosted via a video conference call, in accordance with government and NALC guidelines and subject to restricted broadband reception within Great Maplestead. Copies of email decisions will be retained by the Clerk and decisions minuted.

1. **Business Decisions**

* 20th April 2020 – Emergency Standing Orders adopted, to ensure continued council operation during lockdown restrictions. Vote in favour – Unanimous
* Review and renewal of annual council insurance with BHIB at £209.25. A minimal increase and the agreement also allows free subscription to Parish Online. The council’s experience with BHIB in past 12 months has been favourable, following claim for replacement defibrillator. Vote in favour to renew with BHIB – Unanimous
* To appoint a new internal auditor, with sector specific experience and good understanding of the AGAR process. Review of locally available expertise undertaken in collaboration with the Clerks of Castle Hedingham & Little Maplestead parish councils. Mike Letch of Letchwood, known to all 3 Clerks and considered to have a good understanding of small councils. Mike Letch has also worked with the Clerk on specific training areas in the past. Cost per annum £125.00. Vote in favour – Unanimous
* Parishioner request to lay a decorated stone line along the telegraph pole border to the village playing field car park. The council considered the proposed location unsafe but worked with the applicant to secure an alternative, safer and mutually agreed site at the Village Hall.

1. **Financial Report**
   1. **Current bank balances:-**

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| --- | --- | --- | --- |
| Current account: | £65.73 | Reserve account: | £9588.34 |

* 1. **Noting of sums received:-**

|  |  |  |
| --- | --- | --- |
| NWB Interest Paid March to May 2020 |  | £3.60 |
| BACS Braintree District Council - | Precept 1st instalment | £4111.00 |
|  |  |  |

* 1. **Ratification of payments made:-**

|  |  |
| --- | --- |
| SO Mrs Ann Crisp – Salary | £1270.10 |
| OB Mr M Elms – Invoice paid to Mrs C Walters – Clerk deputisation  (*Paid in absence of Clerk)* | £58.40 |
| DD E-On – Quarterly Street Lighting | £28.30 |
| OB EALC – Annual affiliation fees for EALC & NALC  OB BHIB – Annual insurance renewal  OB Mortimer Contracts Limited – Spring verge cut | £124.31  £209.25  £624.00 |
| **Transfers** |  |
| TF From Reserve Account to Current Account | £120.00 |
| TF From Reserve Account to Current Account | £1270.00 |
| TF From Reserve Account to Current Account  TF From Reserve Account to Current Account  TF From Reserve Account to Current Account | £200.00  £50.00  £850.00 |
| **Other Financial-** |  |

Annual Return – AGAR – timeframe extended by 2 months, due to national Covid 19 measures

1. **Planning**
   1. **Application Decisions**

*20/00206/FUL Orchard House Dynes Hall Road. Change of use from garden to equestrian*

*ménage and addition of new stable blocks.* Granted 3 4 2020

* 1. **Applications Received**

*20/00659/PLD The Maples Toldis Hall Road. Certificate of lawfulness for a Proposed Use or Development. Notification only – consultation not invited.*

1. **Correspondence**

**Parishioner Correspondence** – 2 x parishioner concerns raised regarding alleged breaches of social distancing within the village. Both correspondents advised that parish council have no powers to act and to refer to the appropriate authorised authority, in this case Essex Police, should they consider the alleged breaches to be of a serious nature.

E-mail enquiry received regarding the cutting of the grass verge from Mill Farm through to Hampers Lane junction, specifically was it necessary to continue to cut verges as BDC had launched an initiative to reduce Spring cuts this year, and concern the verge had been cut too harshly. Correspondent advised that the BDC initiative is pilot project and not available for all parishes/towns to participate in at present time. The council will monitor how the scheme works in the pilot areas and take into consideration, alongside usual safety and litter deliberations when reviewing the verge cutting contract in 2021.Note the area in question falls within both Great & Little Maplestead so LMPC copied in for reference.

1. **Items for the Next Agenda**

* Wildflower planting at the Village Playing Field or other location
* VETS x2 scheme

1. **Date of next meeting**

Currently scheduled for 8th July 2020 – subject to national guidelines

Minutes Prepare by Mrs Ann Crisp, Clerk 31May2020