**MINUTES**

**GREAT MAPLESTEAD PARISH COUNCIL**

**Parish Council Annual Meeting held at the Village Hall on Wednesday 23rd May 2018**

**Present** Cllr.D.Turner (Chairman). Cllr.J.Newton. Cllr.S.Harris. Cllr.M.Elms. Cllr.I.Johnson. Cllr.P.Maile. Mrs.A.Crisp – Clerk. Members of the Public – 17.

1. **Election of Chairman** – The Clerk invited nominations for the role of Council Chairman for the forthcoming year, 1 nomination received. Cllr.Johnson proposed Cllr.Turner as Chairman, seconded Cllr.Harris. Vote in favour – Unanimous.
2. **Election of Vice Chairman** – Cllr.Turner proposed Cllr.Elms as Vice Chairman, seconded Cllr.Harris. No other nominations were received. Vote in favour – Unanimous.
3. **Apologies and reasons for absence** – Cllr.Haylock on holiday.
4. **Allocation of Officer Responsibilities** – Cllr.Turner proposed that the current allocation of responsibilities within the council remains unchanged. No alternative was suggested. Carried.
5. **Meeting Dates for 2018/19**

11th July, 29th August, 17th October, 28th November 2018, 16th January, 13th March 2019

**6. Minutes of previous meeting –** The minutes of the Parish Council meeting held on the 28th

March 2018, were accepted as a true and accurate account of proceedings of the meeting.

Proposed by Cllr.Elms, seconded Cllr.Newton.

**7. Declarations of Interest** Cllr.Newton declared a Non-Precuniary Interest in relation to

 County Broadband (agenda item 16 Superfast Essex broadband reference)

1. **County and District Matters** *–* District Cllr.J.O’Reilly-Cicconi advised that BDC had lost a

recent Planning Appeal decision, which he advised will have an impact on potential future developments in rural communities. Specifics of the case were not provided but the appeal related to whether a new build with a close proximity to, but not within a development boundary, could be classed as an isolated home in the countryside. The appeal ruled that such a development could be allowed, provided that all other statutory planning regulations were met.

*Cllr.O’Reilly-Cicconi left the meeting at this time.*

1. **Policies & Standing Orders -** Amendments and adoption of policies and Standing Orders

 for 2018/19.

* Standing Orders – Revised to accommodate changes to Data Protection regulation, and Financial Reporting procedures. Cllr.Turner proposed adoption, seconded By Cllr.Elms. Vote in favour - Unanimous.
* Complaints Procedure – Revised to accommodate recent procedural advice. Cllr.Turner proposed adoption, seconded Cllr.Harris. Vote in favour – Unanimous.
* Publications Policy – No change to existing policy. Cllr.Turner proposed adoption, seconded by Cllr. Harris. Vote in favour – Unanimous.
* Grant Awarding Policy
* Financial Regulations
* General Data Protection Regulation – Subject Access Requests Policy (New)

All 3 policies proposed for adoption by Cllr.Turner, seconded by Cllr.Elms. Vote in favour – Unanimous.

1. **Officers Reports & Information Exchange –**

**Cllr.Turner – Village Playing Field** – Replacement chains have been fixed to the children’s climbing frame. S106 authorisation for the new play equipment is awaited.

**Cllr.Johnson – Neighbourhood Watch** – Warnings extended to parishioners to be vigilant during hot weather, when leaving windows open. Handbag thefts and pick-pockets continue to be a problem in local towns and villages.

**Cllr.Elms – Highways** – The proposition for drainage improvements in Lucking Street remains in the current financial year for ECC. Road plainings have been requested from ECC for the bye-way leading past Rangers & Hosden’s Farm, no response received from ECC to date. **Litter Pick** – Interim clearance has been made on an individual basis in recent weeks. The next organised Task Force litter pick will take place after the Spring verge cut.

**Cllr**.**Maile** – No report.

**Cllr.Harris** – Report pre-circulated. See Appx.1 **Village of the Year** – judging took place on 22nd May and feedback received at the time had been very positive.

1. **Public question time** Q. Parishioner comment was read out regarding concerns of noise pollution created by use if the bottle banks at the village playing field. Additional comment was made in relation to reports of anti-social behaviour at the village playing field. The Council referred to previous correspondence with parishioners and re-iterated advice given with regards to involvement of appropriate monitoring/regulating authorities.

Q. Concerns were raised regarding potholes at the bottom of Church Street, on the corner adjacent to Long Fen? The Council advised that the holes had been reported to ECC 4 times but had been assessed as “not requiring repair at present”.

1. **Progress Updates** – **GDPR**  - Changes in regulation come into effect on 25th May 2018, new privacy policies have been introduced for public and members of staff and Councillors. New consent forms have been circulated to parishioners currently in receipt of regular e-mail communication. There remains historic paperwork and data to be destroyed, which is ongoing. **Village of the Year Competition 2018 –** Thanks extended to Cllr.Harris & Mary Elms for hosting judges at short notice. A 2nd round of judging will follow if entry is successful.

**13. Business Items**

13.1 **Poo Bins & Dog Mess on Footpaths –** An annual reminder will be circulated within the parish news regarding cleaning up after dogs.

13.2 **Parishioner Adoption of Street Furniture** – Only one parishioner has volunteered. Motion removed.

13.3 **Change of Insurance Broker & Insurer** – Approval to continue with BHIB who acquired AON during 2017 and at renewal switch policy to Aviva Insurance Ltd. Proposed by Cllr.Turner, seconded Cllr.Newton. Vote in favour - Unanimous.

13.4 **Local Council Award Accreditation** – To decide whether to reapply for accreditation prior to expiry of Foundation Award in December 2018. Cllr.Newton proposed the council pursues re-accreditation in November 2018, seconded by Cllr.Johnson. Vote in favour – Unanimous.

**14. Financial Report**

14.1 **Current bank balances:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Current account: | £ 75.30 |  | Reserve account: | £6810.03 |

14.2 **Noting of sums received:-**

|  |  |
| --- | --- |
|  NatWest Bank Interest Paid Mar-Apr 2018 | 33p |
|  BACS – BDC 1st Precept Payment BACS – BDC Local Support Grant  BACS – BDC One off Council Tax Balancing Payment 2018/19 BACS – ECC Verge Cutting Autumn Cut 2017 Reimbursement | 2452.00322.0077.00 899.64 |

14.3 **Ratification of payments made:-**

DD – E-ON Quarterly Electricity 1 Jan – 31 Mar 2018 £19.94

 **Payment(s) to be made requiring approval:-**

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |  |
| --- | --- |
|  Cheque – EALC Affiliation Fees  | £109.38 |

 |  |
|  Bank Transfer – BHIB Insurance Brokers– Annual Insurance Renewal £200.62 Payment proposed by Cllr.Turner, seconded by Cllr.Harris – Vote in favour – Unanimous. |  |

14.4 **Other Finance matters:-**

14.4.1 **Annual Internal Audit** - Cllr.Turner proposed adoption of the internal report, seconded by

 Cllr.Harris.Vote in favour – Unanimous.

14.4.2 **Annual Governance & Accountability Return 2017/18 –** Cllr.Turner proposed approval

 of the annual governance statement confirming there is a sound system of internal control,

 including preparation of the accounting statements for the year ended 31 March 2018.

 Seconded by Cllr.Harris. Vote in favour - Unanimous.

14.4.3 **Annual Governance & Accountability Return 2017/18** – Cllr.Turner proposed that for the year ended 31 March 2018 the accounting statements in the Annual Governance & Accountability Return present fairly the financial position of Great Maplestead Parish Council and its properly present receipts and payments. Seconded by Cllr.Elms. Vote in favour – Unanimous.

14.4.4 **Clerk Salary, Changes to National Pay Scales –**  Cllr.Turner proposed the council adopt the statutory revised level of £9.341 per hour, with effect from 1st April 2018. Seconded Cllr.Harris. Vote in favour – Unanimous.

**15. Planning**

15.1 **Application Decisions**

 *None*

15.2 **Applications Received**

 *18/00629/FUL & 18/00630/LBC –**Hulls Mill Barn, Hulls Mill Lane. Proposed replacement of existing modern garage/outbuilding to provide a 2 storey 2 bed annexe.* Cllr.Turner advised parishioner comments noted regarding concerns of potential use as a holiday rental, council response “no comments, no objections.”

**16. Correspondence – *For notification***

**Annual Request from Maplestead Youth Club to Use Village Playing Field on First Wednesday of month in May, June & July** – Permission authorised.

 **Parishioner Correspondence Regarding Use of Bottle Banks & Use of Playing Field** – Concerns raised regarding disturbance from use of bottle banks & from evening users of the village playing field

 **Superfast Essex Broadband** – Update confirming that County Broadband will be the provider of Superfast Broadband services in Great Maplestead and public funding will therefore not be available for Superfast Broadband.

**17. Content for E-newsletter** Superfast Essex Broadband; Repairs to Village Noticeboards & Children’s Play Equipment; PC Meeting dates for 2018/19. Parishioner Consents for Receipt of future Communications.

**18. Items for the Next Agenda**

 Please note that 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**: **Parish Council Meeting 11th July 2018** **at 7.30pm**

 Meeting Closed 8.54pm

 Signed………TRUE COPY…………………………………………. Date 11th July 2018