



Great Maplestead Parish Council

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MINUTES OF A MEETING OF GREAT MAPLESTEAD PARISH COUNCIL, HELD ON 17th MAY 7.30PM AT GREAT MAPLESTEAD VILLAGE HALL

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

Chair: Agenda Item 1 – Cllr.M.Elms (outgoing Chairman); From agenda item 2 - Cllr.S.Harris

Clerk: Mrs A Crisp

Also Present: Members of public 4; PCSO's 2

Prior to the start of the meeting Cllr.Newton, presented ex-councillor Peter Haylock with a personal gift from members, in recognition of Peter's nearly 35-year service to Great Maplestead Parish Council either as a clerk, councillor or chairman.

1. ELECTION OF CHAIRMAN

Cllr.Harris nominated

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

2. ELECTION OF VICE CHAIRMAN

Cllr.Last nominated

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

3. APOLOGIES & REASONS FOR ABSENCE

None

4. ALLOCATION OF OFFICER RESPONSIBILITIES

To be finalised following Co-option process

5. MEETING DATES FOR 2023/24

Wednesday 26 th July	7.30pm	Ordinary Meeting	Great Maplestead Village Hall
Wednesday 27 th September	7.30pm	Ordinary Meeting	Great Maplestead Village Hall
Wednesday 22 nd November	7.30pm	Ordinary Meeting	Great Maplestead Village Hall
Wednesday 19 th January 2024	7.30pm	Ordinary Meeting	Great Maplestead Village Hall
Wednesday 16 th March 2024	7.30pm	Ordinary Meeting	Great Maplestead Village Hall

6. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council meeting held on the 15th March 2023 were accepted as a true and accurate account of proceedings of the meeting.

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

7. DECLARATIONS OF INTEREST

Cllr.J.Newton Agenda Item 15.2 Non-Pecuniary Interest, owns neighbouring land

Cllr.D.Pike Agenda Item 15.2 Disclosable Pecuniary Interest

8. COUNTY & DISTRICT MATTERS

Updates and notifications to be received

9. POLICIES & STANDING ORDERS

Adoption of all policies listed in Appendix 1, subject to review of monetary values in Standing Orders & Financial Regulations.

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

10. OFFICER REPORTS & INFORMATION EXCHANGE

Cllr.Harris – Please see Officer Reports

Cllr. Johnson – Nothing to report on Neighbourhood Watch. Request made that letter is sent to owner of land at Kofali Farm to address impeachment of vegetation overgrowth on roadside & neighbouring ditchlines.

Cllr. Last – Village Playing Field – Playground opened at Coronation weekend, following successful ROSPA inspection. Repairs to field surface ongoing, wet weather has hampered recent attempt at repairs by playground contractor. Under the guidance of Cllr. Newton further repairs will now be done at a local level, when conditions are favourable. The final instalment due to contractor will be reduced to reflect the further work to be done. New pathway scheduled for installation week beginning 19th June.

Cllr. Newton – Village Playing Field – Dead oak tree on roadside edge to be removed. Quote requested from John Self, local tree surgeon.

11. PUBLIC QUESTION TIME

None

12. PROGRESS UPDATES

Clerks report pre-circulated. Internal audit held on Friday 12th May completed successfully.

13. BUSINESS ITEMS

13.1. Review & Renewal of Parish Council Insurance Policy.

Approved continuation of policy with BHIB insurers at an annual premium of £327.46

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

13.2. Annual Internal Audit

Receipt of report and findings confirmed

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

13.3. Annual Governance Statement 2022/23

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 2023.

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

13.4. Annual Accounting Statements 2022/23

Certified that for the year ended 31 March 2023 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.Johnson Agreed unanimously

13.5. Council Vacancy

The council agreed to advertise the position in the Parish News and on the council website, requesting written applications sent to Clerk no later than 2 weeks prior to next meeting. A decision on the vacancy will be made at the July meeting.

13.6. Council Action Plan for 2023/24

Document to be updated and circulated to all for reference

13.7. Annual Footpath Maintenance Contract

Appointment of Mortimer Contracts Limited for cutting/mowing of parish footpaths – as reported by Cllr.Harris at March meeting.

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

14. FINANCE

14.1. Current Bank Balances

Current account: £70.73 Fundraising account: £30690.54 Reserve account: £11746.75

14.2. Noting of Sums Received

NWB Interest Paid Mar- Apr 2023	£51.55
BACS HMRC VAT Reimbursement (February)	£2368.51
BACS HMRC VAT Reimbursement (March)	£4550.84
BACS Braintree Council Precept – 1 st instalment	£5500.00
BACS Village Quiz Fundraising – Playing Field	£131.50
BACS National Lottery Grant Drawdown	£5286.00

14.3. Ratification of Payments Made

DD N-Power Street Lighting February 2023	£9.26
DD N-Power Street Lighting March 2023	£10.20
OB EALC – Annual Affiliation Fees (EALC £98.21, NALC £22.02)	£120.23
OB Mrs A Crisp – Clerk National Pay increase backdated to Apr 2023	£435.60

OB Trustees of Great Maplestead Village Hall. Hall hire 2022/23	£98.00
OB Mr M Elms – Parish Assembly Expenses Reimbursement	£76.86
SO Mrs A Crisp – Clerk Salary Jan-Mar 2023	£1770.00
OB EALC – Annual subscription to EALC & NALC	£161.04
OB Raptor Pest Control – Playing Field	£130.00
14.4. Payments to be Made	
Rialtas Business Solutions Annual Software Support & Maintenance	£174.31
BHIB Insurance Annual Insurance Renewal	£327.46
14.5. Bank Transfers made	
From Reserve Account to Current Account	£500.00
From Reserve Account to Current Account	£1900.00
From Reserve Account to Fundraising Account	£4526.40
From Reserve Account to Current Account	£200.00
From Reserve Account to Current Account	£100.00
14.6. Other	
Approval of regular payment schedule for 2023/24 (including Direct Debit, Standing Order & On-Line Banking)	
Signed: Cllr.Harris	Signed: Cllr.Last

15. PLANNING

15.1. Application Decisions

None

15.2. Applications Received

Cllr.Pike left the meeting room at this time

23/00978/FUL Hopwells Farm, Hedingham Road. Creation of 3 ponds to provide new habitats for great crested newts. **Council response:** No comments, no objections.

Proposed:Cllr.Harris

Seconded:Cllr.Newton

Agreed unanimously

Cllr.Pike returned to the meeting room

16. CORRESPONDENCE

16.1. Consultation - To designate Finchingfield and Wethersfield parishes as a single Neighbourhood Plan Area. Consultation period Thursday 11th May to 4:00pm on Friday 30th June 2023.

17. CONTENT FOR e-NEWSLETTER

Finchingfield & Wethersfield Neighbourhood Plan; Update on Village Playing Field; Coronation Celebrations; Planning; New Council; Events

18. ITEMS FOR NEXT AGENDA

Review of Risk Assessment Policy
 Review of Fixed Asset Register
 Reapplication to Local Council Award Scheme

19. DATE OF NEXT MEETING

Ordinary Council Meeting Wednesday 26th July 2023, 7.30pm, at Great Maplestead Village Hall

Meeting closed at 9.05pm

Signed (Chairman).....TRUE COPY.....

Date: 26th July 2023