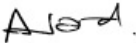


GREAT CANFIELD PARISH COUNCIL

Clerk to the Council – Allison Ward
Peartree Cottage, Slough Road, High Easter, Essex CM1 4RD
Telephone 01245 231798 E-mail allison.ward@tiscali.co.uk

Councillors are hereby summoned to attend the **Annual Parish Council meeting** which will be held in High Easter Village Hall immediately following the Annual Village Meeting which starts at 8.00pm, on **MONDAY 13th May 2024** for the purpose of transacting the business set out on the agenda below.

The press and public are cordially invited to attend.

Signed 

Allison Ward, Clerk/RFO
8th May 2024

MEETING AGENDA

PART 1 – Public Meeting

1. ELECTION OF CHAIRMAN

For the civic year 2024-25 and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN to be signed by Chairman, s.83(4) Local Government Act 1976.

2. APPOINTMENT OF VICE CHAIRMAN

For the civic year 2024-25 if members require.

3. APOLOGIES FOR ABSENCE

Elected members who are unable to attend the meeting are requested to email the Clerk with their apologies ahead of the meeting.

4. DECLARATION OF INTERESTS FOR THIS MEETING

Members to declare interests for items on the agenda.

5. PUBLIC FORUM (Maximum 15 minutes)

Public questions or comments on items on this agenda or of local concern.

6. MINUTES OF ORDINARY PARISH COUNCIL MEETING 8th April 2024 for approval

7. COUNTY AND DISTRICT CLLRS REPORT

8. MEETING DATES 2024/25

Proposed as 2nd Monday of the month except for August 2024 when no meeting will be held. All meetings start at 8pm and will be held in the village hall. Note clerk is unavailable for 2nd Monday in June.

9. CLLR TRAINING AND RESPONSIBILITIES

To note, Essex Association of Local Councils provide a range of training throughout the year for Cllrs and Clerks.

Cllrs have shared responsibilities in the last year as detailed below, meeting to agree responsibilities for year 2024/25

Footpaths/Greens – Keir Donald
Planning – Jenny Jewell, Ginny Barlow
VDS and Local Plan - Jenny Jewell, Ginny Barlow
Tree Warden – Michael Knight
Crime Prevention – Richard Stratton
Highways & Road Safety – Harry Anderson
Waste/Minerals Local Plans - Michael Knight
Village Hall Committee – Magnus Mildwater (including health and safety), Ginny Barlow

10. CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

Correspondence with Kemi Badenoch MP on the situation at Crumps Farm which includes a response from ECC, a further response from the Environment Agency is pending.

Invitation to briefing on proposals for Norwich to Tilbury the UK Networks project to upgrade current infrastructure and support net zero targets, circulated to Cllrs.

To note ongoing correspondence with Uttlesford re changes to historic street names and how to correct these on various local authority and commercial systems.

11. PLANNING

11.1. New Applications - None

11.2. Decisions – For Information Only

Application No	UTT/24/0063/OP
Location	Land North Of 7 Ashfields Farm Cuckoo Lane
Development	Outline application with all matters reserved except access for the erection of 1 no. dwelling and associated work
Decision	Conditional Approval

11.3. To consider an application to Uttlesford for a premises licence at Ashfields on 13 July from 11am to 9pm for the Dunmow Foodie festival. License to allow playing of live and recorded music and sale of alcohol. Parish Council to consider any response, deadline 20 May.

12. APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

Further to item 14 of the April 2024 meeting,

12.1 Parish Council to note the change to reported receipts from £21,400 to £21,415, chair to re-sign the AGAR exemption certificate.

12.2 To receive and consider the report from the internal auditor.

12.3 To review and approve the Annual Governance statement 2024/25, to be signed by the Chair and Clerk/RFO.

12.4 To review and approve the Annual Accounting Statement 2024/25, to be signed by the Chair and Clerk/RFO.

12.5 To note the dates, 3rd June to 12th July, during which electors and interested persons may exercise rights relating to the annual accounts.

13. PARISH COUNCIL INSURANCE

To agree renewal on 1 June 2024. Current providers Zurich have quoted a renewal fee of £304.19 (same as last year).

14. REPRESENTATIVES REPORTS

To receive reports on the following from lead Cllrs.

14.1. Footpaths, Byways, Bridleways and Greens

14.2. Highways/Road Safety

14.2.1. To record Cllr Jewell, District Cllr Reeve and the Clerk attended an on-site meeting with Kemi Badenoch MP re byways in mid-April. In response the clerk has provided further information confirming the parish councils position is to support a process that allows byways to be downgraded to bridleways in residential areas where they are not necessary for access to property by the general public.

14.2.2. To note correspondence with Essex Highways confirming they will not give approval for the parish council to clear drains and gullies, however they will send a jetting team to clear reported logs. Clerk has supplied the information.

14.3. Crime Prevention/Neighbourhood Watch

14.4. Tree Warden – Cllr Knight

15. PARISH COUNCIL PROJECT UPDATES

16. VILLAGE HALL

16.1. To note receipt of village hall committee minutes of 3rd April 2024, and any matters arising.

16.2. To receive a report on the Bingo night, net proceeds £566.62.

16.3. To consider a quote of £425 from the village hall committee to improve the storage racking in the store cupboard.

16.4. To receive and consider the general risk assessment for the village hall.

16.5. To receive and consider the risk assessment for the D-Day events, to including lighting the beacon which is a parish council responsibility.

16.6. To record village hall payments for as set out below which have been made between meetings as they are direct debits.

PAYMENT TO	METHOD	VALUE
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity	Direct Debit	£ 439.69

16.7. Village hall payments for approval at this meeting.

PAYMENT TO	VALUE
Alison Clarke Cleaning – 16 th and 1 st May	£ 60.00
Great Canfield PCC – As set out in lease, Water April to March 2025	£ 91.42

16.8. To record the receipts received in April 2024 of £35 from hall hire.

17. FINANCE

17.1. To authorise payments at this meeting other than stated above.

PAYMENT TO	VALUE
Allison Ward – Parish Clerk April 2024	£ 219.74
Hundred Parishes Society – Annual subscription	£ 10.00
Parish Council Insurance	£ tbc
K Weare - Internal Audit	£ tbc

17.2. To record receipts in April 2024 of £4,200, the first instalment of precept.

17.3. To receive an update from the clerk on progress with resolving bank mandate and savings account issues.

18. ITEMS TO NOTE FOR THE NEXT MEETING

19. DATE OF NEXT MEETING tbc.

PART 2

In accordance with Paragraph 3 of Schedule 12A of the Local Government Act 1972, parish council to pass a motion to exclude the press and public from the meeting in order to consider an easement.

TIME AND CLOSE OF MEETING