

# Minutes of the Annual Parish Council Meeting and May Ordinary Meeting held online via Zoom on 6<sup>th</sup> May 2021 at 8pm

## Present:

Councillor K Hornett (Outgoing Chairman), Councillor Armstrong (Incoming Chairman), Councillor C Knapman, Councillor R Collins, Councillor L Kane, Clerk, 1 member of the public.

## 21/1 Election of the Chairman

Councillor Hornett stepped down as Chairman and was thanked for his time in office. Councillor Armstrong was duly elected as Chairman.

## 21/2 To receive the Chairman's Declaration of Acceptance of Office

Councillor Armstrong signed the Declaration of Acceptance of Office.

## 21/3 Election of the Vice Chairman

Councillor Collins was duly elected as Vice Chairman.

## 21/4 Apologies for Absence

None received.

## 21/5 Minutes of the Parish Council Meeting

The minutes of the meeting held on 11<sup>th</sup> March 2021 were agreed as a correct record by the Chairman. The minutes will be physically signed as soon as practically possible.

## 21/6 Declarations of Interest

None.

## 21/7 Bank account signatories

All Councillors agreed to continue as bank account signatories.

## 21/8 Resignation of the Internal Auditor

The resignation of the Internal Auditor was noted.

## 21/9 Standing Orders

**It was resolved that** the Parish Council to adopt the Standing Orders following minor amendments by the National Association of Local Councils (NALC).

## 21/10 Financial Regulations

**It was resolved that** the Parish Council to adopt the Financial Regulations (no amendments).

## 21/11 Financial Risk Assessment 2021/22

**It was resolved that** the Parish Council to approve the Financial Risk Assessment for 2021/22.

## 21/12 Maldon District Councillor Update

District Councillor Siddall sent his apologies.

## 21/13 Public Participation Session

One member of the public raised the following:

- Planning enforcement concerns in Lea Lane.
- A12 consultation – concerns regarding the potential closure of Junction 22 and its impact on Great and Little Braxted.
- Jubilee celebrations – provisional date of 3<sup>rd</sup> June 2022 at the Pavilion.

## 21/14 Planning

**14.1** The Parish Council's 'no objection' response (made outside of a meeting) to the following application was noted: 21/00246/HOUSE – Single storey rear extension and other works at Holly Tree Cottage, Bung Row, Great Braxted.

**14.2** The Parish Council's 'no objection' response (made outside of a meeting) to the following application was noted: 21/00253/HOUSE – Proposed two storey extension, single storey front and rear extension at Rosemary Cottage, Bung Row, Great Braxted.

## 21/15 Finance and Audit

**15.1 It was resolved that** the Parish Council receives the Internal Audit Report for 2020/21.

**15.2 It was resolved that** the Parish Council approves the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2020/21.

**15.3 It was resolved that** the Parish Council approves the Accounting Statements (Section 2) of the AGAR for 2020/21.

**15.4** The dates of the period of public rights from 14<sup>th</sup> June to 23<sup>rd</sup> July 2021 were noted.

**15.5 It was resolved that** the Parish Council agrees the annual insurance quote of £221.75 from Zurich.

**15.6 It was resolved that** the Parish Council authorises the Clerk to pay HMRC payments on a quarterly basis, potentially outside of the meeting schedule.

**15.7** Funding printing costs of the Braxted Bulletin was considered. Further information will be sought with consideration at the September meeting.

## 21/16 Accounts for Payment

**It was resolved that** the accounts for payment between 12<sup>th</sup> March and 5<sup>th</sup> May 2021 be approved as follows:

Staff costs	£212.00
HMRC	£52.80
Office expenses	£45.23
Zurich	£221.75
Maldon District Council	£267.12
Councillor Knapman (expenses)	£67.20
Essex Association of Local Councils	£115.18
Nancy Powell-Davies (Auditor)	£150.00

## 21/17 Meeting Dates

The following dates were agreed:

Thursday 8<sup>th</sup> July, Thursday 9<sup>th</sup> September and Thursday 11<sup>th</sup> November 2021.

## 21/18 General Announcements

The following matters were raised:

- Container at Pavilion is untidy.
- Village sign in need of repair.
- Playground fund – the Landfill Community Grant has been confirmed – net £19,800.
- Playground fund – Braxted Park Trust donation of £1,000.
- Trucam – branches obscuring visibility have been removed.
- Trucam – resident query regarding chosen locations.

Meeting closed at 10.30pm