

EAST HANNINGFIELD PARISH COUNCIL

Clerk and Responsible Financial Officer: Miss Lucy White, CiLCA, BA(Hons)

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AGENDA

ANNUAL MEETING OF THE PARISH COUNCIL

29th May 2024

8.00pm

Meeting to be held at:

First Floor Meeting Room, East Hanningfield Village Hall

Councillors: You are hereby summoned to attend the Meeting of the Parish Council to be held at the First Floor Meeting Room, East Hanningfield Village Hall on the 29th May 2024 at 8.00pm for the purpose of transacting the business itemised below.

Members of the Public: In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded by resolution whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Lucy White - Clerk

22nd May 2024

1. Election of Chairman

2. Election of Vice Chairman

3. Declaration of Interests

At this point, all Members will be reminded that they must disclose any interests they know they have in items of business on the meeting's agenda. (They may also disclose the interest at any point during the meeting). They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified him / her about it.

4. Recording of Meetings

Councillors and Members of the Public to be asked if they have any intention of recording the meeting. They are also reminded they must advise the Chairman if they choose to record any part of the meeting whilst the meeting is in progress.

5. Apologies

Clerk to note apologies and a vote taken.

6. Public Forum

On the motion of the Chairman the meeting will be adjourned for 15 minutes for members of the public/press to address the Council.

7. Admission of the Public

In accordance with The Public Bodies (Admission to Meetings) Act 1960, Members to consider and resolve if any agenda items should be discussed in private.

8. Minutes

The minutes of the 25th April 2024 to be approved.

9. Report from Chelmsford City Council

Cllr Dobson / Cllr Taylor to report.

10. Clerk's Action Log

To be circulated to Members.

11. Planning

The following applications to reviewed and comments agreed:

Retrospective application for change of use of redundant agricultural building to light industrial (Class E(g)(iii)) and storage use (Class B8)
Essex Bi-fold Door Company Unit 12 Highlands Farm Southend Road East Hanningfield
Chelmsford Essex
Ref. No: 24/00697/FUL

Members to discuss the Review of the Chelmsford Local Plan and consider / agree comments.

12. Policies

The following to be re-adopted with amendments:

- Standing Orders
- Financial Regulations

13. Finance

The following payments to be noted / approved:

UNITY BANK ACCOUNT

Date	Payee	Cost Centre	Gross
03/05/2024	East Hanningfield Village Hall	Hall Hire	£17.00
03/05/2024	East Hanningfield Village Hall	Hall Hire	£37.50
03/05/2024	Keith's Grass Cutting	Strimming	£60.00
03/05/2024	Mr JM Sewell	Hedge Cutting	£425.00
10/05/2024	Keith's Grass Cutting	Strimming	£60.00
10/05/2024	Keith's Grass Cutting	Churchyard Maintenance	£35.00
10/05/2024	DW Maintenance	Mowing & Strimming	£435.00
10/05/2024	Xerox	Toner	£111.47
20/05/2024	Miss L White	Clerk's Salary	not public information
20/05/2024	HMRC	PAYE	Not public information
22/05/2024	Mr JM Sewell	Hedge Cutting	£80.00
22/05/2024	Chelmsford City Council	Play in The Park	£300.00
VAT totals £0.00.			

Members to note the following income:

22/04/2024	Just Pampered Limited	Newsletter Advertisement	£108.00
29/04/2024	A Taylor	Newsletter Advertisement	£14.00
30/04/2024	Billericay Fuel Services	Newsletter Advertisement	£56.00
10/05/2024	Chelmsford City Council	CIL	£43,258.10
16/05/2024	HMRC	VAT Return	£1,049.26

- Members to approve the Clerk as Responsible Financial Officer for 2024-2025.
- Members to approve subscriptions to EALC and NALC
- Members to review of the Council's expenditure incurred under s137 of the Local Government Act 1972 or the general power of competence.

Annual Governance and Accountability Return 2023-2024

Members to note / agree the following:

- a) Bank Reconciliation to the 31st March 2024 (Signed at the 25th April 2024 meeting)
- b) Detailed report from the Internal Auditor, Heelis & Lodge
- c) Annual Internal Audit Report 2023/24 (AGAR)
- d) AGAR Section One – Annual Governance Statement 2023/24
- e) AGAR Section Two – Accounting Statements 2023/24
- f) Variance Report 2023-2024
- g) Confirmation of the Notice of the Exercise of Public Rights 2023/24

14. Works to Tye Footpath

Members to consider procurement procedure for the works and agree how to proceed with works.

15. Insurance

Confirmation of arrangements for insurance cover in respect of all insurable risks.

16. Neighbourhood Watch

The Clerk to report.

17. Community Speedwatch

The Clerk to report.

18. Hanna's Field Charity

The Clerk / Cllr Thomas to report.

19. Catherine Close Play Area

The Clerk to report and present play area inspection.

20. Members Invited to Share Any Other Business (No Resolutions)