

ANNUAL PARISH COUNCIL MEETING AND ANNUAL ASSEMBLY OF THE PARISH

AGENDA AND SUMMONS

All members of the Council are summoned to attend the Annual Meeting of **GREAT EASTON & TILTY PARISH COUNCIL**, to be held in Great Easton Village Hall on **Wednesday 17 May 2023 at 7.00pm** for the transaction of business as set out below.

Meetings and the Public

Members of the public and press are warmly welcomed to attend but in relation to the parish council meeting are requested to advise the Clerk of their attendance in advance if possible on parish.clerk@greateastonparishcouncil.co.uk or 01371 404220.

You are permitted to ask questions at the meetings, during the allotted time in the Public Forum. Please raise your hand to speak and address questions and statements to the Chairman.

If the Council needs to deal with sensitive or confidential issues it may decide by a resolution to exclude the press and public for the period of the discussion.

Signed

Tristan Martens, Chairman

Agenda and summons prepared by *Kate Rixson*, the Clerk to the Parish Council, and issued on 5 May 2023

	Welcome to the annual meeting of the parish council which is combined with the annual assembly of the parish. The retiring chairman will preside until the chair has been elected
1	Election of the chair of the council and declaration of acceptance of office
2	Councillors' Declarations of acceptance of office To resolve that any outstanding declarations shall be signed at the next appropriate meeting of the Council.
3	Election of the vice-chair to the council
4	Apologies for absence. If accepted, the reasons for absence to be approved by resolution.
5	Declarations of interest Members to declare pecuniary and non-pecuniary interests on agenda items.
6	Consider candidates for co-option to the council to fill one vacancy following the elections Candidates to be proposed and co-opted by resolution, and to make a declaration of acceptance of office. If the declaration is not signed immediately, the council to resolve that it should be made at the next appropriate meeting.
7	Public participation session This provides an opportunity for: - members of the public to raise questions relating to the items on the agenda and for inclusion on a future agenda, and

	<p>- members of the public and councillors declaring an interest to address the meeting in relation to the business to be transacted at the meeting.</p> <p>The Chairman will at his discretion decide whether he is able to answer any question(s) or propose to put the item on the agenda for the next meeting. Time for this session is limited to 15 minutes (3 minutes per person per item). See Standing Order 3d.</p>
8	District and County Councillors' Reports
9	<p>Minutes of previous meetings</p> <p>To receive, consider, approve and sign as a correct record the minutes of the meeting held on Thursday 30 March 2023</p>
10	<p>Chair's report and to receive reports on progress on action points from previous meetings, including:</p> <ul style="list-style-type: none"> • Highways: hedge overhanging pavement and vegetation on pavement on B184 (Snow Hill to Duton Hill) • Preventing damage to Village Green from traffic – lawful options • Parking next to Tilty church • Bus service including location of stops • Airport representative for council (Chairman) • Work at Laundry Lane sports field (Chairman)
11	<p>Clerk's report on items not listed separately on the agenda</p> <p>To be circulated before the meeting and taken as read (copies will be available).</p>
12	<p>To consider the Annual Governance and Accounting Report 2022/23 and publication</p> <ol style="list-style-type: none"> 1. To receive and note the internal audit report 2. To approve the Annual Governance Statement on Form 3 Section 1 3. To approve the Annual Accounting Statements on Form 3 Section 2 4. To approve the period of 5 June to 14 July 2023 for the exercise of public rights relating to the annual accounts and confirm that a Notice of Public Rights in the prescribed form shall be published by 4 June 2023.
13	<p>Monthly Finance report – Parish council account</p> <ul style="list-style-type: none"> • To note receipts and payments since last meeting and note balance (a list and summary will be available at the meeting, or beforehand on request). • To approve payments (including by direct debit) of annual subscriptions and regular payments under contracts or other obligations as they fall due in the financial year 2023-24 as follows: Annual: Payroll service fee £300; Essex Association of Local Councils £343.64; anti-malware software £29.99; Society of local Council Clerks approx £80; Parish Online mapping service £85 approx; Rural Community Council of Essex £73 approx; garden waste skip £1,880 approx; Uttlesford Association of Local Councils up to £25. Monthly: Essex Wildlife Trust for use of field £50 (direct debit); Steve's Gardening Services (grass-cutting) up to 16 cuts per year at £563.43 per cut; Gigaclear currently £36 (direct debit); Microsoft email and cloud services approx £32; clerk's salary (variable); Essex Pension Fund (variable); electricity supply to Burns playing field pavilion (variable direct debit) Quarterly: HMRC for PAYE on salary (variable direct debit) • To approve other payments as circulated before or at the meeting including; to buy replacement defibrillator pads and bag for the Great Easton defibrillator and a replacement battery for the Duton Hill defibrillator at the best prices obtainable; and to confirm the decisions to cut grass on the EWT field at a cost of £50 in April and to engage Astley Digital to develop the website at a fee of £495.
14	<p>Insurance</p> <p>To decide insurer. To approve policy and payment of premium (amount to be notified in meeting).</p>

15	<p>Work on riverbank on common land owned by the Parish Council To approve shoring-up work following the collapse of the bank, at a cost to be reported in the meeting.</p>
16	<p>Work on buildings at Laundry Lane playing field To consider quote(s) and choose contractor</p>
17	<p>Village Hall Fund charity financial report and decisions to be taken as trustee</p> <ul style="list-style-type: none"> • To note income and outgoings, and bookings. • To approve payment of £105 for advert in parish magazine and £25 for removal of ivy from wall. • To approve the signature by two councillors of an information form for the Churches, Charities and Local Authorities (CCLA) Investment account.
18	<p>Planning applications, decisions and progress on planning matters - to include applications notified after agenda is published. UTT/23/0986/HHF - Little Brocks, The Endway – amendments to extension and new vehicular access (variation to plan approved under ref 199/0638). UTT/23/1081/FUL – Ayletts, Mill End Green – new house/carport/garden/parking/landscaping. A written report on the outcome and progress of previous applications will be available.</p>
19	<p>Receive representatives' reports (for items not shown separately on the agenda)</p> <ul style="list-style-type: none"> • Open spaces (to include playing fields and play areas) • Footpaths, road safety and highways • River interests • Airport • Community activities and events • DUFC • IT, website and communications
20	<p>Items for inclusion on next meeting's agenda or in the Five Parishes Magazine</p>
21	<p>Date of next meeting to be confirmed – Thursday 29 June 2023 at 7 pm.</p>
	<p>Chairman to close meeting</p>