

## 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 **Thursday 30 May 2024 at 7.00pm** for the transaction of business as set out below.

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#### 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](mailto: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 20 May 2024

	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	<b>Election of the chair of the council and declaration of acceptance of office</b>
2	<b>Election of the vice-chair to the council</b>
3	<b>Apologies for absence from the Annual Parish Council Meeting.</b> If accepted, the reasons for absence to be approved by resolution.
4	<b>Declarations of interest</b> Members to declare pecuniary and non-pecuniary interests on agenda items.
5	<b>Minutes of previous meetings</b> To receive, consider, approve and sign as a correct record the minutes of the meeting held on Thursday 28 March 2024.
6	<b>Public participation session</b> Members of the public and, in particular, people who are on the electoral register in the parish of Great Easton (including Duton Hill) may raise any issue for discussion, as this is the parish of Great Easton's Annual Assembly of electors. The chair will exercise his discretion in managing the session. The council's standing orders will apply to the annual parish council meeting. Members of the public may raise questions relating to the items on the agenda and for inclusion on a future agenda. 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. The 15-minute time limit for this session (3 minutes per person per item) applies to the parish council agenda only. See Standing Order 3d.
7	<b>District and County Councillors' Reports if councillors are present</b>

8	<p><b>Minutes of previous meetings</b> To receive, consider, approve and sign as a correct record the minutes of the meeting held on Thursday 30 March 2023</p>
9	<p><b>Chair's report and to receive reports on progress on action points from previous meetings, including:</b></p> <ul style="list-style-type: none"> <li>• Village Green – progress on repairs to verge</li> <li>• Parking next to Tilty church</li> <li>• Tree surgery – progress to be reviewed</li> <li>• Pavilion at Burns Playing Field – repairs and future use as community shed</li> </ul>
10	<p><b>Clerk's report on items not listed separately on the agenda</b> To be circulated before the meeting and taken as read (copies will be available).</p>
11	<p><b>Neighbourhood Plan</b> Report on progress and decisions on next steps.</p>
12	<p><b>To consider the internal audit, Annual Governance and Accounting Report 2023/24 and publication of accounts</b></p> <ol style="list-style-type: none"> <li>1. To receive and note the internal audit report</li> <li>2. To consider the questions in the Annual Governance Statement on Form 3 Section 1 and respond</li> <li>3. To consider and agree the Annual Accounting Statements figures on Form 3 Section 2</li> <li>4. To note the Statement of Variance and Register of Assets provided to the external auditor</li> <li>5. To approve the period of 6 June 2024 to 17 July 2024 or another period of 30 working days which include the first two weeks of July, for the exercise of public rights relating to the annual accounts. To confirm that a Notice of Public Rights in the prescribed form shall be published by at latest the day before the beginning of the period.</li> </ol>
13	<p><b>Parish Council financial reports and Decisions</b> Details will be available at the meeting and beforehand if requested from the clerk</p> <ul style="list-style-type: none"> <li>• To note the bank statements (reviewed by councillors), the receipts and payments since last meeting and in the year to date, bank reconciliation and balances/reserve.</li> <li>• To approve in advance payments (including by direct debit and continuing authority on debit card) of annual subscriptions and regular payments under contracts or other obligations as they fall due in the financial year 2024-25 as follows: Contractual: <ul style="list-style-type: none"> <li>○ Payroll service fee £300 approx (annual);</li> <li>○ Clerk's salary (monthly);</li> <li>○ Essex Pension Fund contributions (monthly);</li> <li>○ Clerk's mobile phone £4.50 approx (monthly);</li> <li>○ Clerk's training costs if training session approved;</li> <li>○ Accounts software package £350 approx (annual);</li> <li>○ Parish Online mapping service £85 approx (annual);</li> <li>○ Garden waste skip from UDC, as budgeted (annual);</li> <li>○ Grass-cutting on parish land as agreed with contractor;</li> <li>○ Electricity supply at Burns Playing Field pavilion (monthly direct debit);</li> <li>○ Gigaclear broadband £68 approx (monthly direct debit);</li> <li>○ Microsoft email and cloud services approx £32 (monthly).</li> </ul> Annual subscriptions: <ul style="list-style-type: none"> <li>○ Essex Association of Local Councils pro rata to electorate;</li> <li>○ Society of local Council Clerks pro rata to salary;</li> <li>○ Rural Community Council of Essex approx £80;</li> <li>○ Uttlesford Association of Local Councils approx. £25.</li> </ul> Statutory: <ul style="list-style-type: none"> <li>○ Information Commissioner's Office registration approx. £35 (annual direct debit);</li> <li>○ HMRC PAYE tax and National Insurance;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ External auditor's fee £220 approx, annually</li> <li>○ Costs of election if needed, payable to Uttlesford District Council</li> </ul> <p>Other obligations:</p> <ul style="list-style-type: none"> <li>○ Essex Wildlife Trust £50 (monthly direct debit)</li> <li>● To approve or ratify other payments as circulated before or at the meeting including: <ul style="list-style-type: none"> <li>○ £50 for grass-cutting at Duton Hill EWT site 29 April 2024</li> <li>○ £118.40 including VAT for toner cartridge (cost to be shared with Broxted Parish Council pro rata to hours worked by K Rixson as clerk) ordered 19 May 2024.</li> <li>○ £1,809.94 to renew insurance with Clear Insurance (formerly BHIB) for 2024-25 by 31 May 2024</li> </ul> </li> </ul>
14	<b>Village Hall report</b> - to note income and outgoings, bookings and maintenance.
15	<b>To consider a proposal to apply for a grant for the restoration of the War Memorial from the War Memorials Trust and take associated steps</b> Such steps to include obtaining quotations from suitable contractors and liaise with the Great Easton Community Association to raise match-funding.
16	<b>Planning applications, decisions and progress on planning matters</b> - to include applications notified after agenda is published. <b>To consider commenting on applications and appeals notified:</b> <b>Application: UTT/24/1281/HHF – Barnards Farm, Snow Hill</b> – retrospective application for an extension – deadline 14 June for comments <b>Appeals:</b> <b>UTT/23/2927/LB and 23/2926/FUL - Grange Green Barn, Tilty</b> – two single-storey extensions (refused Jan 2024) - appeal refs /3339955 and /3339952 – additional comments can be made before 5 June 2024 <b>UTT/23/2564/FUL – Barn at Old Forge, Duton Hill</b> – conversion and extension of barn to form one dwelling (refused Jan 2024) - appeal ref/3340687 – additional comments can be made before 17 June 2024.
17	<b>Receive representatives' reports (for items not shown separately on the agenda)</b> <ul style="list-style-type: none"> <li>● Open spaces (to include playing fields and play areas)</li> <li>● Footpaths, road safety and highways</li> <li>● River interests</li> <li>● Airport</li> <li>● Community activities and events</li> <li>● DUFC</li> <li>● IT, website and communications</li> </ul>
18	<b>Items for inclusion on next meeting's agenda or in the Five Parishes Magazine</b>
19	<b>Date of next meeting to be confirmed – Thursday 27 June 2024 at 7 pm.</b>
	<b>Chairman to close meeting</b>