

GREAT YELDHAM PARISH COUNCIL**Minutes of the Annual Parish Council Meeting held on Thursday 11th May 2023 at 7.30pm, Reading Room, Gt Yeldham**

Present: Cllr Philip Rawlinson (Chairman)
 Cllr John Marks (Vice-Chairman)
 Cllr Anne Burrows
 Cllr Phil King
 Cllr Mark Lovell
 Cllr Bikaram Singh
 Cllr Gary Theobald

In attendance: Tracy Wigmore (Parish Clerk). 1 member of the public.

23/070 Welcome and apologies for absence.

Apologies received from Cllr Burr.

23/071 Election of Chairman to the Parish Council 2023/24.

It was proposed by Cllr Marks that Cllr Rawlinson should be elected as Chairman to the Parish Council for 2023/24. Cllr Rawlinson accepted the nomination.

RESOLVED that Cllr Rawlinson was duly appointed as Chairman for 2023/24.

Proposed: Cllr Marks. Seconded: Cllr Singh. All in favour.

The Acceptance of Office was signed by the duly elected Chairman

23/072 Election of Vice Chairman to the Parish Council 2023/24.

It was proposed by Cllr Lovell that Cllr Marks should be elected as Vice Chairman to the Parish Council for 2023/24. Cllr Marks accepted the nomination.

RESOLVED that Cllr Marks was duly appointed as Chairman for 2023/24.

Proposed: Cllr Lovell. Seconded: Cllr Rawlinson. All in favour.

The Acceptance of Office was signed by the duly elected Vice Chairman

23/073 Declarations of Interest. None received.**23/074 To approve the minutes of the Parish Council**

RESOLVED that the minutes of meeting held on 13th April 2023 were a correct record. All in favour. Chairman signed the minutes.

23/075 Public Participation Session with respect to items on the agenda and other matters of mutual interest.

Julia Allen, the independent candidate for the Yeldham Ward, passed on her thanks to those electors who took time out and voted for her at the elections held on the 4th May, which she missed by 30 votes. Thank you.

23/076 Invitation to Cllr Peter Schwier, Essex County Council (ECC) and Cllr Richard van Dulken, Braintree District Council (BDC) to address the meeting on matters of mutual interest.

Cllr Van Dulken,

Apologies received; written report submitted.

- Extremely pleased to have been re-elected as the Yeldham Ward member for the third time, and as always look forward to working with the parish and the wider community for another term.
- No updates on the enforcement actions at The Slipe and the Fishing Lakes.

- Weathersfield Airfield – BDC intend to lodge an appeal (in conjunction with Lincolnshire Council where RAF Scampton is located) against the High Court refusal to grant BDC request for an injunction against setting up a migrant centre at Wethersfield airfield.
- Gt Yeldham Men's Shed. Fully aware of the local disappointment at the turning down of the retrospective Planning Applications for the Men's Shed and have made feelings of great disappointment known in the appropriate procedure. Hoping for some kind of compromise and a satisfactory outcome for the community.

Cllr Peter Schwier
Apologies received.

- 23/077** **Planning Applications – Received as at 04/05/23**
23/00975/TPOCON | Tree Works. The Old Rectory , Church Road, Gt Yeldham
RESOLVED: 'No comments'
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- 23/078** **Planning Decisions as at 04/05/23**
22/00552/HH Retention of 1.8m boundary fence adjacent to highway. Canie Hall, Toppesfield Road. **PENDING**
22/01781/HH Retention of single storey rear extension to outbuilding | Canie Hall Toppesfield Road. **PENDING**
22/02812/TPOCON Notice of intent to carry out works to trees in a conservation Area: Yew (T1) Crown reduction of 1.5 metres. Oak House, Church Rd. **PENDING**
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- 23/079** **Street Cleansing Contract 2023/24** (rpt circu)
RESOLVED: that the Parish Council approve the Street Cleaning Agreement for 2023/24. Proposed Cllr Theobald. Seconded. Cllr Marks. All in favour
- 23/080** **To Review the Appointment of Representatives for 2023/24 to outside bodies:**
- Education Foundation (current: Cllrs: Burr, Burrows, Marks, Theobald) 4 Trustees
 - United Charities (current: Cllrs Burrows, King, Marks and Rawlinson, 1 vacant) 5 Trustees. **Add Cllr Singh**
 - Sports & Recreation Ground Management Committee (current: Burrows, Burr, Lovell, Rawlinson, Theobald and Mr Dunn - Treasurer) 6 Trustees
 - Reading Room (current: Cllrs Burr, Rawlinson, King, Marks and Sargeant) 5 Trustees. **Delete Sargeant add Cllr Theobald**
- RESOLVED: that the above nominations for the Appointment of Representatives to outside bodies be approved for 2023/24.**
- 23/081** **To Review the Committee Membership for 2023/24:**
- Personnel Committee (Current: Marks (as Vice-Chairman), Sargeant and Burr, 1 vacant) Membership 4. **Delete Sargeant. Add Theobald and Lovell.**
- RESOLVED: that the above nominations to the Personnel Committee be approved for 2023/24.**
- 23/082** **To Review the Parish Council Working Groups for 2023/24**
- Burial Grounds: Cllrs Burrows, Marks, Theobald and Mr Cornwell.
 - ICT/Communication (4VM, Broadband, Website/Facebook/Notice Board): Cllr Marks (lead 4VM), Cllrs Lovell, Theobald and Clerk (lead Website/Noticeboard/ Facebook).
 - Emergency Planning: Cllr Rawlinson as Chairman, Cllrs Burrows, Sargeant and Theobald. **Delete Sargeant add Cllr King.**
 - Environment Amenities, Footpaths and Open Spaces: Cllrs Burr, Burrows, King and Lovell.

- Finance & General Purposes: Cllrs Rawlinson, King, Marks and Burr.
- People/Families/Vulnerable People: Cllrs Burr, King, Lovell, Rawlinson and Clerk **add Cllr Singh**.

Bowtells Meadow: Cllrs Burr, Burrows, Marks, Singh and Theobald. **Add Cllr King**
RESOLVED: that the above nominations to the Working Groups be approved for 2023/24

- 23/083 To Review Standing Orders and Financial Regulations** (rpt circu).
 To review Standing Orders adopted on 17th May 2018 and Financial Regulations adopted on 5th July 2018 Last Review date 5th May 2022.
RESOLVED: that no amendments required
- 23/084 To Review the Asset Register for 2023/24** (rpt circu).
 To review the inventory of land and assets including buildings and office equipment. A Buildings Condition/Reinstatement Cost Assessment is required for the Brick Shed (Sports Ground), Pavilion, Cemetery Shelter. Cllr Rawlinson to contact Mr Sargeant to make enquiries.
RESOLVED: That the Asset Register for 2023/24 be approved
- 23/085 Parish Council Annual Insurance Policy 2023/24**
 To review the Parish Council's insurance policy (schedule circu). A 5 year LTA agreement was approved at the meeting held on the 5th May 2022.
RESOLVED: That that annual Insurance Policy circulated for 2023/24 be approved
- 23/086 Risk Management Policy and Risk Register** (rpt circu)
 To review the internal control and risk management procedures, requirement of the Annual Audit Return. Last Review date 5th May 2022. Clerk advised that it would be prudent for the Council to adopt a Health & Safety Policy and Safeguarding Policy. Cllr Rawlinson to review and to report at a future meeting.
RESOLVED That the Risk Management Policy and Procedures for 2023/24 be approved. Clerk to review quarterly to ensure risks are being monitored.
- 23/087 Standing Orders and Direct Debits** (rpt circu).
 To agree the list of Standing Orders and Direct Debits for the year 2023/24.
RESOLVED: That that list of Standing Orders and Direct Debits for the year 2023/24 be approved.
- 23/088 Code of conduct Policy** (circu).
 To review the Code of Conduct Policy. **RESOLVED: that no amendments required.**
- 23/089 Complaints Procedure** (circu).
 To review the Complaints Procedure. **RESOLVED: that no amendments required.**
- 23/090 Document Retention Policy** (circu).
 To review the Document Retention Policy. **RESOLVED: that no amendments required.**
- 23/091 Disciplinary Procedure and Grievance Policies** (circu).
 To review the Disciplinary Procedure and Grievance Policies.
RESOLVED: that no amendments required.
- 23/092 Freedom of Information Policy and Publication Scheme** (circu).
 To review the Freedom of Information Policy and Publication Scheme.
RESOLVED: that no amendments required.

- 23/093** **General Data Protection Regulation (GDPR) Policy** (circa).
To review the General Data Protection Regulation (GDPR) Policy.
RESOLVED: that no amendments required.
- 23/094** **Training and Staff Development Policy** (circa).
To review the Training and Staff Development Policy.
RESOLVED: that no amendments required.
- 23/095** **Annual Governance and Accountability Return (AGAR) Year Ended 31st March 2023 - Section 1** (rpt circa).
RESOLVED: That the Parish Council approve and sign Section 1 of the Annual Governance Statement year ended 31 March 2023. All in favour. Chairman signed Section 1.
- 23/096** **Annual Governance and Accountability Return (AGAR) Year Ended 31st March 2023 – Section 2** (rpt circa).
RESOLVED: That the Parish Council approve and sign Section 2 of the Accounting Statements year ended 31 March 2023. All in favour. Chairman signed Section 2.
- 23/097** **To approve the monthly invoices and accounts due for payment.** (rpt circa).
The Clerk presented the list of payments. **RESOLVED: that payments be approved of £9250.19. All in favour.** Cllrs Rawlinson and Burrows signed the Accounts for Payment.
- 23/098** **Receipts and Payments for the period ending 30th April 2023** (rpt circa).
The Clerk presented the Receipts and Payments report. There were no queries or comments **RESOLVED: That the report is approved. All in favour**
- 23/099** **Gt Yeldham Men’s Shed**
Update Report. A Pre Planning Advice meeting was attended by the Chairman and the Clerk with Officers from the Local Planning Authority (LPA) on 15th May to discuss options for resolution. Planning appeals can take up to 6 months for a decision therefore it may be quicker to resubmit a new application. A discussion was held on the type of development that would meet planning regs but was advised that the LPA can only advise on proposals put forward rather than give recommendations. Mutual agreement that the Parish Council would submit revised drawings and plans to officers for feedback until the new proposal meet with planning regulations and ready for a new application. Cllr Rawlinson to contact Mr Sargeant regarding Architects that may work on a Pro Bono basis to prepare new designs.
RESOLVED: That a new planning application is submitted.
- 23/100** **Information Exchange/Communication Received/Next Agenda Items Only**
- **Coronation Big Lunch. Successful event with over 320 people in attendance.**
Thanks to everyone who helped at the event and the generous donations received from Nisa Express/Gable Stores for the raffle prizes, cup cakes and the vegan/Free from Menu BBQ items.
 - **CCTV cameras.** Cllr Lovell to prepare a report for the next meeting. Cllr Rawlinson to contact **Braintree Community Police Officer to enquire if there are any restrictions on CCTV placement.**
 - **Bowtells Meadow.** Next Steps

23/101 Parish Council Meetings

To approve the list of dates and times for Parish Council meetings for 2023/24. Meetings to commence at 7.30 pm

- Thursday 1st June 2023 change to **8th June 2023.**
- Thursday 6th July 2023
- August 2023 – no meeting
- Thursday 7th September 2023
- Thursday 5th October 2023
- Thursday 2nd November 2023
- Thursday 7th December 2023
- January 2024 - no meeting (unless required to set the precept)
- Thursday 1st February 2024
- Thursday 7th March 2024

23/102 Date and time of next meeting

The next meeting of the Parish Council will be held on 8th June 2023 at 7.30 pm.

Meeting closed at 8.35pm