

HADSTOCK PARISH COUNCIL



Minutes of Hadstock Parish Council Meeting

Held on

Thursday 15 June 2023

at 7.30pm in the Village Hall Hadstock.

Present: Parish Councillors: Keith Nuttall, Jude Hannam, David Johnson & Parish Clerk Sara Beckett.
1 member of the public.

1. The Chair welcomed all to the meeting, reminded Councillors of the fire safety procedure and announced that proceedings may be filmed or recorded.
2. Apologies from Cllr J Lockton were received and approved **RESOLVED 23/06/02** Cllr Wells arrived after the meeting had closed but the clerk was aware of a possible late arrival. Apologies were received from Essex County Councillor Martin Foley and District Councillor John Moran
3. Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to receive any Members' Dispensations ~ none received
4. The Minutes of the Annual Parish Council Meeting held on **18 May 2023** were accepted and approved. **RESOLVED 23/06/04.** The Chair signed them as a true record.
5. **Public participation** ~ A member of the public spoke about issues related to increased litter on the recreation ground and suggested that the bin which had been removed should be reinstated. To be reviewed depending on the weather as the ground will need to be prepared and currently the ground would be too hard. It was also reported that Len's Path had been mowed but there are areas of the hedge that might require attention. **ACTION** To review organising a voluntary working party.
6. To receive and note any report from County Councillor Foley ~ no further news since last meeting
7. To receive and note any report from District Councillor Moran ~ no further news since last meeting. **ACTION** Cllr Nuttall will report to Cllr Moran re potholes
8. **Action points and matters arising from previous meetings:** Updates for information only. (no resolutions will be made) to include update of training and Parish Forum
 - a. Report from Clerk. ~ Lottery Funding is a possibility for replacement of fencing on Linton Road which the Clerk has commenced. Government have also announced funding which the Parish Council might like to consider related to assets. This is match funding 80%/20%.
The Clerk reported on a NALC planning survey & wondered whether the work carried out by Cllr Hannam related to input to the Local Plan would be appropriate to include
 - b. Report from Councillors. ~ collating pothole reports from residents, letter written for welcome bags
 - c. Opportunity for Councillors to update with information, report concerns from residents, item for next agenda ~ Cllr Nuttall reported that strimming of Linton Road had revealed the need for replacement of fencing in parts and the possibility of gaining funding. The ownership of the fence needs to be addressed and quotes obtained. To consider further with a view to carrying out necessary work in the autumn when the ground might not be so hard for preparing the areas.
Councillors had found the planning training arranged by UDC very helpful
Cllr Johnson had concerns about refuse trucks causing damage to curbs and other HGV's causing damage to vegetation locally.
9. **Planning Application/s** - none

10. Decisions made by UDC on planning application/since the last meeting were noted: UTT/23/1010/HHF | Installation of 64 solar PV panels on the existing hardcourt tennis court situated in the back garden of the property | Hawthorns Bartlow Road Hadstock Essex CB21 4PF **APPROVED**

11. The Winter Salt Bag scheme operated by Essex County Council Highways was discussed and it was agreed to participate in the scheme and to request the supply of salt. **RESOLVED 23/06/11.** The salt should be delivered to the area on Bilberry End where a salt bin is located. A member of the public kindly agreed to assist, in order for delivery to be made appropriately

12. Essex Community Initiative funding was discussed ~ councillors to consider projects that would be appropriate to make an application.

13. Governance ~ The Clerk/ RFO explained to Council the reason and processes of the Annual Governance and Accountability Return (AGAR)

[a] The Hadstock Parish Council Policy Statement of Internal Control was reviewed and approved.

RESOLVED 23/06/13a

[b] The Hadstock Parish Council Internal control statement for year end March 2023 was approved & signed by the chair & clerk/RFO. **RESOLVED 23/06/13b**

[c] The end of year accounts 2022/23 and reconciliation with bank account for Hadstock Parish Council were reviewed and approved **RESOLVED 23/06/13c**

[d] The Internal Audit Report forming part of the requirement for the Annual Governance and Accountability Return (AGAR) was discussed and approved **RESOLVED 23/06/13d**

[e] Section 1, Annual Governance Statement 2022/23 of AGAR was discussed in detail and approved **RESOLVED 23/06/13e**

[f] Section 2, Accounting Statements 2022/23, of AGAR previously prepared and signed by the Clerk/RFO was discussed and approved **RESOLVED 23/06/13f**

[g] The Exemption Certificate & accompanying bank reconciliation which demonstrated that Hadstock Parish Council had income/expenditure below £25000 was approved **RESOLVED 23/06/13g**

[h] Date for public rights of inspection will be noted from Tuesday 20 June 2023 to Monday 31 July 2023 inclusive being 30 working days **RESOLVED 23/06/13h.** The notice will be published accordingly

All the above items were presented by the Clerk /RFO with explanations given. Councillors had previously been sent all documentation enabling Hadstock Parish Council to make an informed decision to approve. Relevant signatures were duly obtained.

[i]Following communication from Gallaghers Insurance Hadstock Parish Council were asked to confirm the period of Insurance for the council being one year or fixed 3-year term. Following a discussion and presentation of correspondence from the insurers it was further **RESOLVED 23/06/13i** to maintain the 1-year contract

[j]Website ~ deferred

14. FINANCE 2023/2024

[a] The Clerk presented the Scribe Finance report and bank reconciliation for 2023/24 to 30 May 2023. The Chair acknowledged the Councils wish to note this and signed both documents

[b] The payments listed below were agreed and approved which included * as per [c] **RESOLVED 23/06/14b**

[c] Agree and approve appropriate invoices received after Agenda issued. **RESOLVED 23/06/14c**

Cheque	Payee	Description	Net amount	VAT	Total
101437	ClearTax	Annual payroll	150.00	30.00	180.00
101438	*Ash Tree Services	Tree surgery	650.00		650.00

[d] It was **RESOLVED23/06/14d** to discuss and review Clerks salary following CiLCA qualification in public exempt.

15. Highways ~ highway concerns remain the same as previously reported **ACTION** Cllr Nuttall will write to Essex Country Councillor Foley and District Councillor Moran.

[a] Highways ~ Cllr Nuttall reported that no action is being undertaken by Essex Highways following reports being submitted with reference road surfaces and potholes noting that other counties are undertaking work. ACTION Cllr Nuttall to write to Cllrs Foley & Moran

[b] Speed watch~ Cllr Nuttall reported that speed watch continues

16. Recreation Ground Report ~

[a]To receive an interim report following the Annual Playground Inspection ~ Cllr Johnson reported that the risks identified were low. The goal posts were discussed identifying the need and reasons to retain them.

[b] Cllr Johnson reported concerns that some small repairs are needed which were discussed in detail and it was noted that Cllr Johnson has some palings for the playground fencing but would need some rust resistant screws. It was **RESOLVED 23/06/16b** that Cllr Johnson could purchase some suitable screws (40m) up to a value of £20.00

[c] Cllr Johnson reported that all play equipment had been visually checked and was 90% useable taking into consideration the items of low risk that will receive attention. **ACTION** Clerk to contact Ian Blackman to obtain quotes for repairs

17. Parish Land Report & PRoW's ~ Cllr Johnson had noted that some areas required strimming. Cllr Nuttall and Cllr Johnson will liaise to provide strimmer and fuel enabling Cllr Johnson to strim areas identified by him. Cllr Nuttall to purchase fuel **RESOLVED 23/06/17**

18. Village Hall Report ~ Cllr Hannam gave a report on the initiatives for increasing regular users and therefore securing financial support which is always needed but there are currently bookings of a healthy nature. Cllr Nuttall reported that the entrance area had recently been painted.

19. Emergency Planning ~ deferred to next meeting. It was noted that the plan has been uploaded to the website.

20. Items for next agenda were noted throughout the meeting.

Cllr Hannam requested to discuss a Neighbourhood Plan for the Village. **ACTION** Clerk to prepare a report for a future meeting.

Attendance at Making the Planning System Work for Local Councils 22 November 2023 was requested Providing outdoor gym equipment recognising the expense. ~ **ACTION** Cllr Hannam will research

21. The next ordinary meeting of Hadstock Parish Council will be **Thursday 27 July 2023 @7:30pm** in the Village Hall

22. Following the resolution at item 14d Hadstock Parish Council **RESOLVED 23/06/22** that according to Public Bodies (Admission to Meetings) Act 1960, publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and therefore the public are to withdraw from the meeting. The public left the meeting.

Following a discussion, it was **RESOLVED 23/06/22a** that the Clerk should notify ClearTax of the agreed increased pay scale of the Clerk /RFO to SCP6 from 01 May 2023 as per the employment contract for obtaining the Certificate in Local Council Administration. Clerk to prepare a report for consideration related to salary review & continual professional development

23. The Chairman closed the meeting @ 21.21pm

..... **Chairman.**

Signed as a true record and RESOLVE to approve on 27 July 2023