



GOOD EASTER PARISH COUNCIL

AGENDA

ANNUAL MEETING OF THE PARISH COUNCIL – 26th May 2022 at 7.00pm
Meeting to be held at Good Easter Village Hall

Councillors: You are hereby summoned to attend the Meeting of the Parish Council to be held at Good Easter Village Hall on the 26th May 2022 at 7.00pm 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

1. **Election of a Chairman**
2. **Chairman to sign Declaration of Acceptance of Office as Chairman**
3. **Election of Vice Chairman**
4. **Apologies**
Clerk to note apologies and a vote taken.
5. **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.
6. **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.
7. **Minutes**
The Minutes of the Parish Council Meetings of the 31st March and 27th January 2022 to be approved.

8. 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.

9. 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.

10. Community Led Housing

Cllr Balin to report.

Presentation to be given by Laura Atkinson from Eastern Community Homes.

Members to agree to conduct a Housing Needs Survey and associated costs.

11. Report from Chelmsford City Council

Cllr N Chambers to report.

12. Report from Essex County Council

Cllr M Steel to report.

13. Annual Governance & Accountability Return

Members to approve the Certificate of Exemption AGAR 2021/22 Form 2

Members to approve the Annual Governance Statement 2021-2022 (Section one).

Members to approve the Accounting Statements 2021-2022 (Section two).

Members to agree the Notice of Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority).

Members agree the bank reconciliation to the 31st March and it be signed by a member who is neither the Chairman nor a signatory.

Members to note and a member to sign the Explanation of Variances.

14. Committees / Representatives

Members to agree the following:

- a. Personnel Committee
- b. Planning Representative
- c. Newsletter Editor
- d. Footpaths Representative

15. Policies

Members to approve the following policies

- a. Code of Conduct
- b. Complaints Procedure
- c. Delegated Powers Policy
- d. Disciplinary & Grievance Procedure
- e. Disposal & Retention Policy
- f. Equality & Diversity Policy

- g. Freedom of Information Policy
- h. GDPR Privacy Policy
- i. GDPR Data Protection Policy
- j. GDPR Document Retention Policy
- k. Grant Awarding Policy
- l. Health & Safety Policy
- m. Publications Scheme
- n. Reserves Policy
- o. Transparency Code for Smaller Authorities
- p. Vexatious Policy
- q. Code of Conduct
- r. Standing Orders
- s. Financial Regulations

Members to resolve not to adopt the Remote Meeting Policy

16. Website

Members to consider and agree quotation and contract from Eyelid Productions for a new website.

17. Climate Change

Members to appoint a Climate Change Lead
Cllr Balin to report.

18. Finance

- a. The following payments to be approved / noted:
(All figures gross)

31/03/2022	DR	Unity Trust Bank	Service Charge	£18.00
13/04/2022	DD	Ionos	Website	£7.19
20/04/2022	DD	Eon	Sportsfield Electricity	£51.12
25/04/2022	BACS	EALC	Affiliation Fees	£132.16
25/04/2022	BACS	Miss L White	Clerk's Salary	Confidential
25/04/2022	BACS	Miss L White	Stationary	£2.99
12/05/2022	DD	Ionos	Website	£7.19
14/05/2022	BACS	BHF	Defibrillator	£2,011.99
14/05/2022	BACS	Miss L White	Stationary	£8.55
14/05/2022	BACS	Miss L White	Stationary	£2.99
14/05/2022	BACS	JCM Services	Grass Cutting	£715.80
25/05/2022	BACS	Miss L White	Clerk's Salary	Confidential

VAT on above transactions - £460.46

- b. Income to be noted:

25/04/2022	CR	C'ford City Council	CIL Payment	£3,742.32
16/05/2022	CR	C'ford City Council	50% Precept	£5,355.00

- c. Members to note bank balance as at 22nd May 2022 and resolve to agree the bank reconciliation to be signed by a Cllr who is neither a signatory, nor the Chairman.
- d. Members to consider / agree a grant application from the Sportsfield Association.
- e. Members to appoint Heelis & Lodge as internal auditor to audit financial years 2021/22 and 2022/23.
- f. Members to appoint the clerk as RFO for the financial year 2022/23.

19. Planning Matters

Members agree comments for the following applications:

- a. **Reference:** 22/05539/CAT
Address: Theobalds House Mill Road Good Easter Chelmsford Essex CM1 4RR
Description of works: 1x - European Larch - Fell and remove - Reason: Tree is now heavy leaning towards decorative wall/shed and swimming pool/neighbours fence. Due to previous high winds, root system pulling out of ground..

Members to report any other planning related issues.

20. Report from the Village Hall Working Party

Members to discuss the current plan and agree formation of new body to take the project forward.

21. Sportsfield Association

Cllr Watkins to report.

22. Village Hall Management Committee

Cllr West to report.

23. Footpaths

Cllr Balin to report

24. Jubilee Celebrations

Cllr Stephenson to give an update.

25. Meeting Dates

Members to agree meeting dates for 2022/23

Clerk: Miss Lucy White
Coronation Cottage, The Street, Woodham Ferrers, Chelmsford, CM3 8RQ
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