

# MARGARET RODING PARISH COUNCIL

*Clerk to the Council – Allison Ward*

**Peartree Cottage, Slough Road, High Easter, Essex CM1 4RD**  
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Councillors are hereby summoned to attend the Annual meeting of Margaret Roding Parish Council which will be held at Marks Hall Farmhouse on **Tuesday 16<sup>th</sup> May 2017 at 7.45pm or immediately following the Annual Village Meeting** for the purpose of transacting the business set out on the agenda below.

**SIGNED (CLERK):**

**DATE 13<sup>th</sup> May 2017**

*THE PRESS & PUBLIC ARE CORDIALLY INVITED TO ATTEND*

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## AGENDA

1. ELECTION OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN to be signed by Chairman, s.83(4) Local Government Act 1976.
2. ELECTION OF VICE-CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. DECLARATION OF INTERESTS FOR THIS MEETING, Disclosable Pecuniary, Other Pecuniary or Non-Pecuniary Interests
5. PUBLIC FORUM – There will be 15 minutes available for the Public to speak on issues relating to this agenda or any issue of local concern.
6. MINUTES OF PARISH COUNCIL MEETING 21<sup>st</sup> March 2017 for approval and signature
7. DISTRICT AND COUNTY COUNCILLORS REPORT
8. CLERK’S PROGRESS UPDATE
  - 8.1. Essex Police are contacting Parish Councils to seek support for Essex Police’s Active Citizen Scheme which seeks to help improve community engagement in rural areas. They are looking for community volunteers to become Active Citizens, their role would be assisting to reduce crime and the fear of crime by interacting with the public on behalf of the Police and Community Safety Partners, including the District and Parish Councils. Requirements are that you know the area well, are willing to spend some time speaking to local residents, running “Beat Surgeries”, taking part in organised events in the area. This is a non-confrontational role and supported by your Community Policing Team. Volunteers must be 18 or over.
  - 8.2. Village defibrillator
  - 8.3. Village map
9. COUNCILLOR’S UPDATES
10. PLANNING
  - 10.1. Applications

Application No	UTT/17/0865/HHF
Location	10 The Gossetts
Development	Single storey side extension

Application No	UTT/17/1021/CLP
Location	1 Ongar Road
Development	Detached garage

This application is for a certificate of lawfulness and therefore is not open to general comment.

10.2. Decisions

Application No	UTT/17/0502/HHF
Development	Proposed demolition of existing garage and erection of double and single storey extension and replacement garage
Location	1 Ongar Road
Decision	Conditional Approval

11. REVIEW OF PARISH COUNCIL INSURANCE

The Parish Council is insured with Zurich under a small council package. The price paid in 2016/17 was £214.07, the price offered for 2017/18 is £206.08; this is after taking into account an increase in insurance premiums. Parish Council to confirm policy for 2017/18.

The Parish Council to approve the fixed asset register as at end March 2017, the only change for this year is the addition of two highway flood signs.

12. BATTLES OVER NOVEMBER 2018

To consider plans for lighting a beacon as part of the national celebrations on 11<sup>th</sup> November 2018.

13. GRANT APPLICATIONS

- 13.1. Update on request from village group wanting to produce Christmas Hampers for the elderly in the village. Further details at the meeting.
- 13.2. Request received from St Clare Hospice, based in Hastingwood for a grant. St Clare Hospice is the leading provider of specialist palliative care for people living with a terminal or life-limiting illness in the whole of West Essex and the borders of East Hertfordshire. Every year we provide a range of specialist services for 1,500 completely free of charge. These include an Inpatient Unit, Day Therapy Services, Community Care and Hospice at Home, and a Patient and Family Support Service. Parish Council to consider request.

14. APPROVAL OF ANNUAL RETURN & ACCOUNTS

- 14.1. The Parish Council to consider its internal controls including bank signatories, quarterly reporting of finances including updating budgets and bank reconciliations and the annual review of insurance. The annual internal audit is completed by the Clerk at High Roding Parish Council. Parish Council to approve the Annual Governance Statements for Margaret Roding for the year ending 31 March 2017.
- 14.2. The Parish Council to consider the annual statements for the year ending 31 March 2017, and to approve that the annual statements represent the true financial position of Margaret Roding Parish Council and that its income and expenditure has been properly receipted. Clerk to issue annual accounts in advance of the meeting.
- 14.3. To receive and approve the following yearend financial statements for the year 2016/17
  - a. Fixed Asset Register,
  - b. Bank reconciliation, closing cash balance £7,603.

15. CLERKS SALARY

The Clerk is paid in accordance with the national Clerk’s payscale. A 1% pay increase has been agreed with effect from 1<sup>st</sup> April 2017, and the annual impact of this increase for Margaret Roding is £7.72. Parish Council to agree to the increase.

16. HIGHWAYS, FOOTPATHS and TRANSPORT

16.1. There is no progress on outstanding Highway logs which all remain with low priority.

16.2. Any new concerns.

17. FINANCE

17.1 Cheques for approval at this meeting

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward (Parish Clerk for April and May 2017)	tbc
Parish Council Insurance (see agenda item 11)	£206.08
Essex Association of Local Councils (Annual Subs)	£63.10

17.2 Precept for the first half of 2017/18 has been received and the VAT return for 2016/17 (£20.22) has been submitted.

18. ITEMS FOR NEXT AGENDA

19. DATE OF NEXT MEETING Tuesday 11<sup>th</sup> July 2017

20. TIME AND CLOSE OF MEETING