

STOW MARIES PARISH COUNCIL

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Mrs. S.E. Sayer
Clerk to the Council
16 Buttercup Way,
Southminster,
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Telephone No: 07780 737283

14th May 2019

Dear Councillor,

You are summoned to attend the **STOW MARIES PARISH COUNCIL MEETING** to be held at the **THE SMYTHE HALL, CHURCH LANE, STOW MARIES**, on **Monday 20th May 2019** commencing at **7.00p.m.** when the following business is proposed to be transacted.

Yours sincerely,
Sarah Sayer
Parish Clerk/RFO

Chairman: Cllr. Simon Hollington

Vice Chairman:

Councillors: Cllrs Rita Chappel, Neil Gilmore & Matthew Cooper

All newly elected members, must prior to sitting down at the Parish Council Meeting, sign a new declaration of acceptance of office, which will be provided by the Parish Clerk upon arrival.

AGENDA

19/69 ELECTION OF CHAIR

- a) Members to Elect a Chair
- b) Newly elected Chair to sign Acceptance of Office as Chair.

19/70 ELECTION OF VICE CHAIR

- a) Members to Elect a Chair
- b) Newly elected Chair to sign Acceptance of Office as Chair.

19/71 ELECTION OF REPRESENTATIVES

- a) Finance
- b) Transport
- c) Dengie Hundred Group of Parish Councils
- d) Highways
- e) PROW
- f) Police Liaison
- g) The Smythe Hall Management Committee

19/72 MEMBERS ATTENDING, APOLOGIES FOR ABSENCE AND OTHER ATTENDEES

19/73 DECLARATIONS OF INTEREST

- a) To receive any declarations of interest for any agenda items.
- b) To remind members it is their responsibility to check that their Register of Interests are up to date i.e. if any changes occur that they are updated within 28 days on the MDC website.

19/74 MINUTES OF PREVIOUS PARISH COUNCIL MEETING – 15/04/2019

- a) To receive, review amendments, approve and sign the minutes of the Parish Council meeting held on Monday 15th April 2019

19/75 QUESTIONS FROM THE PRESS AND PUBLIC

An opportunity for members of the public to speak and raise issues

Code of Conduct consistent with “Nolan Principles” set out in Appendix 1 and the provisions of S29(1) Localism Act 2011 to be followed, copy of these are on the Parish council website.

19/76 CO-OPTION OF PARISH COUNCILLOR

- a) There is still a vacancy on the Parish Council that can be filled by Co-option.

19/77 HIGHWAY & PUBLIC RIGHTS OF WAY ISSUES

To receive updates on outstanding highways issues *and* an opportunity for members to raise any new highways issues and make decisions accordingly.

- a) Hagg Hill Pothole and road surface issues – ref: 2613144

19/78 PLANNING MATTERS

No planning applications to review at the time of writing.

- a) Planning correspondence received over the course of the month and circulated via e-mail:
 - i. List of planning applications 16/17/18/19
 - ii. List of planning decisions and appeals 16/17/18/19
- b) Consider any update regarding the Stow Maries Great War Aerodrome and make any decisions necessary.
- c) Update regarding response regarding Chelmsford Local Plan in relation to the lack of input Stow Maries Parish Council was afforded during the consultation period.
- d) Update regarding letter sent to Planning and Cllrs White and Archer in relation to Planning Applications in Purleigh, but possibly affecting Stow Maries, that are not consulted on.

19/79 FINANCE

- a) To receive financial information, review and sign off reconciliation to end of April 2019.
- b) To review and decide on appointment of internal auditor from a company called Auditing Solutions who I have worked with for many years. The cost of the audit will be £130 plus VAT or if all three of the PC's the Clerk works for it will reduce to £100 plus VAT.
- c) To approve payments for May 2019 – list of payments to be handed out at the meeting.
- d) To note that the Annual Governance and Accountability Return will be presented at the June meeting by which time the internal audit would have been carried out and all the relevant details will be completed. The deadline date for the external auditor is 1st July 2019.

19/80 DEFIBRILLATOR TRAINING

- a) To receive an update on how the training evening.

19/81 REPORT FROM DISTRICT COUNCILLOR

- a) To receive any reports from the District Councillor.

19/82 REPORT FROM COUNTY COUNCILLOR

- a) To receive any reports from the County Councillor.

19/83 CORRESPONDENCE

List will be provided on the evening of the meeting if any correspondence received in addition to what has previously been circulated via email and is not an agenda item.

19/84 EXTERNAL MEETINGS

To receive reports on any external meeting attended by Councillors or Clerk.

19/85 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT MEETING

An opportunity for members to raise any items they wish to be included on the agenda for the next meeting.

19/86 DATE OF NEXT MEETING –

- a) **Monday 17th June 2019 at 7.30 p.m.**