



SHALFORD PARISH COUNCIL

Members of the Council are hereby summoned to attend a meeting to be held at Shalford Village Hall on Wednesday, 20th April 2022 commencing at 7:30pm for the purpose of transacting the following business:

The meeting will be open to the public unless the Council directs otherwise.

AGENDA

1. **Apologies for Absence.**
2. **To receive member's declarations of interest and dispensations in items on the agenda.**
Dispensations should be requested from the Clerk up to the day before the meeting.
3. **Minutes:** Acceptance of the minutes of the Meeting of the Parish Council on the 16th of March 2022
4. **Public participation session with respect to items on the agenda and other matters that are of mutual interest or local concern:** A maximum of 15 minutes shall be allowed for public question time and it is requested each member of the public speak for a maximum of 3 minutes.
5. **Report from the Clerk:** An update on any matters arising from the last meeting (Appendix I)
6. **District and/or County Councillor:** To receive a report
7. **Planning: To consider and make comments to Braintree District Council on the following application/s:**

22/00892/HH - Constables Shalford Green

Alterations to roof comprising the insertion of 3 No. dormers.

22/00889/HH - Constables Shalford Green Shalford

Erection of garden store

22/00887/FUL - Land Opposite Roadside Church End

Demolish existing garage and erect new detached 1 bedroom bungalow

8. **Wethersfield Airbase Proposals:**
 - i. To receive an update from the representatives.
 - ii. To agree to contribute £2240 towards the work of the WASC committee.
9. **Platinum Jubilee:** To agree a grant towards costs for the jubilee celebrations.
(Appendix II)
10. **Parish Magazine:** To approve a contribution towards printing costs of £196 for Jan - Mar 2022.
11. **Clifffield Bus Stop:** To agree to engage the parish ranger to complete the works agreed in July - FC26-21/22.
12. **Re~cycle bikes for Africa opportunity:** Presentation by Cllr Merryweather
13. **Tour de France Signs:** To agree to purchase 3 signs at a cost of £223.47 exc VAT.
14. **Litter Picking:** To agree a date and plans for a litter picking event.
15. **Policies:** To approve the training policy.
16. **Annual Parish Meeting:** To agree to spend up to £500 on the event.
17. **Finance:**
 - i. To receive the financial report and approve payments (Appendix III)
 - ii. To receive the year end budget report. (Appendix IV)
18. **Items from Councillors to be added to the next agenda.**
19. **Next Parish Council Meeting:** The next meeting of the Parish Council will be held on the 11th of May 2022



Michelle Baker
Clerk to Shalford Parish Council

12th April 2022

Appendix I

REPORT FROM THE CLERK

STREET FURNITURE

The new bin for the Clifffield bus stop has arrived.

GRANTS

The Parish Council was rejected for a grant to support village mementos for the Jubilee.

FINANCE

The documents have been prepared for audit and is being audited by the internal auditor on the 20th of March.

FOOTPATH MARKERS

Footpath markers were installed on several fingerposts in the Parish.

Update on Planning Applications Listed in the Previous Minutes:

21/02953/FUL- Goldsticks Farm Braintree Road Shalford

Change of use of agricultural building to 1no. residential dwellinghouse

PENDING DECISION

Appendix II

Grant request item breakdown:

Item	Cost
Craft Table Prize	£ 10.00
Flyers	£ 50.00
Plastic Containers	£ 90.00
Raspberries	£ 12.00
Best Decorated Garden Prize	£ 20.00
45 metres cotton tape	£ 19.98
Balloon Pump	£ 5.99
White String	£ 4.99
White Balloons	£ 4.49
Red Balloons	£ 4.49
Blue Balloons	£ 4.49
Union Jack Ribbon	£ 7.64
Bamboo Sticks	£ 2.99
Thread	£ 9.25
Blue Ribbon	£ 2.59
Red Ribbon	£ 2.59
White Ribbon	£ 2.59
Hessian Ribbon	£ 6.99
Treasure Hunting Leaflet Printing	£ 100.00
Petanque Flyers Printing	£ 50.00
Solar Lantern	£ 8.99
Rounders Prize	£ 20.00
Table Cloth	£ 65.98
Saturday Refreshments	£ 13.14
Food Hygiene Course	£ 60.00
Pimm's	£ 302.58
Prosecco	£ 240.00
Weekend Schedules	£ 100.00
Dog Rosettes	£ 73.27
Kong Prize	£ 9.00
Alcohol Licence	£ 21.00
Total	£ 1,325.03

Appendix III

Shalford Parish Council Finance			
12th April 2022			
		Cash Book Balance From 16/03/2022	£ 24,117.80
Payments Made			
Date	Payee	Description	Amount
28/03/2022	Salaries	Salaries, PAYE, Pension	£ 628.90
Payments Received			
Date	Payee	Description	Amount
			£ 23,488.90
Bank Balances on 12/04/2022			
	Barclays Community Account	£ 5,015.18	
	Barclays Premium Account	£ 18,473.72	
			£ 23,488.90
Less Unpresented Cheques/Direct Debits			
		£ -	
	Adjustment		£ -
	Reconciled Total		£ 23,488.90
Date	Payee	Description	Amount
20/04/2022	Shalford Magazine	Contribution	£ 1,000.00
20/04/2022	BALC	Subscription	£ 40.00
20/04/2022	Glasdon	Clifffield Bin	£ 154.59
20/04/2022	B Keen	Bins March	£ 65.00
		Cash Book Balance After Payments	£ 22,229.31

Appendix IV

Shalford Parish Council

Year End Budget Report 2021/22

INCOME								
			Actual	Actual	Actual	Budget	Variance	Budget
			31st March 2020	31st March 2021	31st March 2022	31st March 2022		2022-23
Precept			19600	21500	22395	22395	0%	22726
Distribution of Surplus Funds			185	261	299	300	0%	0
ECC verges and paths			448.64	457.61	797	800	0%	0
Clerks Bursary				576.44	0	0	100%	0
Investment Income			36.11	9.04	3	0	100%	0
VAT Repayment			668	4430	673	0	100%	
West of Braintree			20783					0
Street Cleansing					463	0		300
Grants								
106 Monies								17500
TOTAL			41721	27234	24630	23495	1135	40526
EXPENDITURE								
Street Lighting			165	209	764	200	282%	250
Public Rights of Way			182	924	124	500	-75%	3000
Grass Cutting			1235	1204	997	2000	-50%	1500
Audit Fees			250	275	315	400	-21%	350
Hall Hire			530	0	514	500	3%	500
Insurances			338.4	347.05	360	350	3%	500
Salaries			3711	3822	6151	3750	64%	5600
Clerks Expenses			309	289	315	500	-37%	290
Stationery, Postage & Printing			1293	582	243	550	-56%	750
Subscriptions			619.97	145.75	326	450	-28%	450
Street Cleansing			780	780	797	1000	-20%	1000
Website			0	122	538	100	438%	200
Defibrillator								380
Village Improvements			320	158	1441	2000	-28%	3900
Election Costs			738	0	0	100	-100%	
Training			660	225	863	1000	-14%	1000
Planters			45	518.81	0	500	-100%	2000
Chairmans Allowance			25	50	26	100	-74%	100
Vehicle Activated Sign					0	300	-100%	
Christmas			100	200	200	200	0%	300
Grants			6000	4000	4940	6000	-18%	8000
Parish Ranger					184	1500	-88%	1500
S106					8733	0	100%	17500
WASC Contributions					2150	0	100%	2240
West of Braintree			21520					
Bus Shelter								2000
Uttlesford Local Plan Response								300
Jubilee								1500
Parish Magazine								2000
Stoneleigh Park								1500
Annual Parish Meeting								500
Misc			195					
TOTAL			39017	13852	29981	22000	7981	59110
Surplus /Deficit			2704	13383	-5350	1495	Budget Deficit	-18584
Balance in Accounts			#REF!	28865	23515	30360	-6845	4931
						Earmarked Reserves		11200