



SHALFORD PARISH COUNCIL

Members of the Council are hereby summoned to attend a meeting to be held at Shalford Village Hall on Wednesday, 17th May 2023 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. **Election of Chairman.**
2. **Election of Vice-Chairman.**
3. **Apologies for Absence.**
4. **Receive the following completed forms from elected Council Members:**
 - Declarations of Acceptances of Office
 - Registers of Interests
 - Return of Election Expenditure
5. **Minutes:**

Acceptance of the minutes of the Meeting of the Parish Council on the 15th of March 2023
6. **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
7. **Policies:**
 - I. To Review the Standing Orders
 - II. To Review the Financial Regulations
 - III. To Review the Code of Conduct
8. **Finance:**
 - I. To receive and approve the Annual Internal Auditors report 2023/24
 - II. To receive and approve the Annual Governance Statement 2023/24
 - III. To receive and approve the Accounting Statements 2023/24
 - IV. To receive and approve the notice period for the exercise of public rights.
 - V. To receive and approve the Bank Reconciliation 2022/23.
 - VI. To receive and approve the Explanations of Variances 2022/23.
 - VII. To receive and approve the Asset Register 2022/23.
 - VIII. To agree to pay salaries and associated costs on 28th of every month.
 - IX. To agree and renew our insurance with Zurich Insurance for 2023/24 £396 incl of VAT.
 - X. To agree to pay Clerks membership to SLCC at a cost of £149
 - XI. To receive the finance report and approve payments (Appendix I)
 - XII. To receive the year end budget report and approve budget relocations for 2023/24 (Appendix II)

9. **Co-option:**
To consider any candidates present for co-option and complete the co-option process to fill our present councillor vacancies.
10. **New Councillors requested to complete the following forms:**
 - Declaration of Acceptance of Office
 - Register of Interests
11. **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.
12. **District and/or County Councillor:** To receive a report.
13. **Village Magazine:** To discuss and agree our actions regarding the Village Magazine and their recent Grant Application. A representative from the Village Magazine will be attending, please see financial information supplied (Appendix III & IV)

I have checked and we can agree financial support using the following power:
Local Government Act 1972 Section 142:
'Power to publish information about the council, its services and the services provided in the councils area by other local authorities, government departments, charities and other voluntary organisations'
14. **Report from the Clerk:** An update on matters arising since the last meeting (Appendix V)
15. **Planning:** To agree a response to the following applications:

23/00973/HH & 23/00974/LBC The Granary, Jaspers Green, Shalford
Conversion of roof space in existing garage to habitable accommodation, including repositioning of rooflights and gable window.
Expiry Date: 17th May 2023

23/00918/FUL – Lones Garden, Lones Hole Lane, Shalford CM7 5JB
Single storey side extension linking main building to existing outbuilding. Conversion of Existing garage to habitable accommodation with first floor extension over.
Expiry Date: 11th May 2023
PENDING DECISION
16. **Annual Parish Meeting 24th May 2023:**
To discuss attendance and details and to agree the distribution of the Annual Reports.
17. **Shalford Village Fete 10th June 2023:**
To agree a rota for the Councils attendance at the Shalford Village Fete.
18. **Defibrillators:**
To agree to appoint a MOP Adrian Gurnett to look after the Village Defibrillators on behalf of Shalford Parish Council.
19. **Ranger – Strimmer:**
To agree for the clerk to investigate the cost of purchasing a Heavy-Duty Strimmer for the Ranger to enable him to keep our paths and walkways clear.

20. **Finance:**
- i. To receive the financial report and approve payments (Appendix II)
 - ii. To agree further internet banking payment authorisers.
21. **Items from Councillors to be added to the next agenda.**
22. **Next Parish Council Meeting:**
To agree the date of the next Parish Council Meeting.

J Boot

Jill Boot
Clerk to Shalford Parish Council
21st June 2023

Appendix II

Shalford Parish Council Finance			
10th May 2023			
	Cash Book Balance From 31/03/2023		£ 29,834.35
Payments Made			
Date	Payee	Description	Amount
28/04/2023	Salaries	Salaries	£ 1,591.73
28/04/2023	B. Keen	Street Cleaning	£ 65.00
28/04/2023	Npower	Street Lighting Oct22-Mar23	£ 72.80
25/04/2023	J. Boot	Arnold Baker Local Council Book	£ 148.50
25/04/2023	Stripe	BrightPay Payroll Package	£ 82.80
28/04/2023	Bendlowes	Village Fete Grant re First Aiders	£ 150.00
Payments Received			
Date	Payee	Description	Amount
27/04/2023	BDC	Precept 50%	£ 11,215.00
04/05/2023	BDC	S106	£ 14,277.65
Cash Book Balance on 10/05/2023			£ 53,216.17
Bank Balances on 10/05/2023			
	Barclays Community Account	£ -	
	Unity Current Account	£ 15,163.33	
	Unity Reserves	£ 37,687.84	
	Petty Cash	£ 65.00	
	Equals Card	£ 300.00	
			£ 53,216.17
Less Unpresented Cheques/Direct Debits			
		£ -	
	Adjustment		£ -
	Reconciled Total		£ 53,216.17
Payments for Approval			
Date	Payee	Description	Amount
17/05/2023	Equals	Pre-Loaded Debit Card Charge	£ 24.00
17/05/2023	EALC	Inv 16691 (M&A/SO/Planning)	£ 270.00
17/05/2023	EALC	Inv 16514 (Good Councillor Guides)	£ 29.94
17/05/2023	EALC	2023/24 Affiliation Fees	£ 270.18
17/05/2023	Zurich Insurance	Parish Council Insurance	£ 396.00
28/05/2023	B Keen	Bins	£ 65.00
28/05/2023	Salaries	Salaries, PAYE, Pensions	£ 1,015.28
17/05/2023	SLCC	Clerk Membership	£ 139.00
17/05/2023	BDC	Printing	£ 144.00
		Cash Book Balance After Payments	£ 50,862.77

Appendix V REPORT FROM THE CLERK

Courses Attended since last meeting:

- Minutes & Agendas 25.04.23
- Introduction to Planning 11.05.23
- Code of Conduct 15.05.23
- Standing Orders 16.05.23

Bendlowes Meet & Greet Visit: I was invited to pop along to the Bendlowes Meet & Greet this month and it was lovely to meet Mel Fray, Alice Cox and their team of helpers along with PCSO Terrie Johnson. I had a few lovely chats with some of our parishioners and I was so impressed with how warm and welcoming they all were.

Audit: I can confirm that after many hours of extra work, I was able to take our audit reports & accounts to our Auditor who has informed me that everything is in order and now ready to be signed and sent to the External Auditor. So all done and complete for another year!

Annual Parish Meeting: Sandwiches have been ordered and invites have been sent to our local organisations and I am hoping for a lovely turn out on Wednesday 24th March. Unfortunately, as you are probably aware, we have lost our General Power of Competence as a council and we now therefore have to find a power to support any payment/expenditure we make which means I don't have a power to purchase the wine! After many checks and chats, I have decided that we can purchase the refreshments due to the decision being granted whilst still holding our GPC. As you can probably imagine, spending this year will be a little more difficult so please bear with me.

Annual Parish Report: With thanks to Cllr Batt, we have produced a lovely Annual Parish Report and it is now printed just awaiting distribution.

Speeding/traffic Assessment: Our local community team police sergeant PS Matt Green and his team are doing some speeding/traffic work in our local area on 23rd May from 10.30 and have requested a representative of the council to attend.

MUGA: The MUGA and Play Equipment has now been installed and we have received the S106 monies.

Website: The website is now updated with all the missing minutes and agendas and I have now added the PC's meeting dates for 2023. Please let me know if anything else needs amending.

Misc for Next Agenda:

Cloud backup storage	/ Clerks Review	/ Tree Wardens
Tree Planting at Stoneley	/ Internet Banking Review	/ Appoint Auditor
Council Committees	/ Kings Coronation Plaque	/ Verge Cutting

Kings Coronation Bookmarks
Finchingfield & Wethersfield Neighbourhood Plan Consultation ends 30th June

Update on Planning Applications Listed in the Previous Minutes:

22/02625/FUL – Shalford Hall Farm, The Street, Shalford CM7 5HH: Replacement of redundant agricultural barns with a new dwelling house including associated private garden and garage.

APPLICATION GRANTED

23/00381/HH – Ancells in The Hole, Braintree Road, Shalford CM7 4QT: Proposed works to existing domestic outbuilding and garaging. Proposed removal of modern later additions and enclosures. Full building restoration and refurbishment together with erection of forward single storey extension and infilling with associated operational development and landscaping. **PENDING DECISION**

22/03263/FUL - Parsonage Cottage Garretts Lane Shalford: Retention of gravel access track and replacement of 5-bar field gate. Retention of storage containers **PENDING DECISION**