



SHALFORD PARISH COUNCIL

Members of the Council are hereby summoned to attend a meeting to be held at Shalford Village Hall on Wednesday, 17th January 2024 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 before the meeting).
3. **Minutes:** Acceptance of the following minutes:
 - Ordinary Meeting of the Parish Council held on 20th December 2023
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. **District and/or County Councillor:** To receive District and County reports
6. **VAS Project:** To receive an update on the progression of the licence.
7. **Clerks Report:** To receive a report from the Clerk.
8. **Stores Cottages Update:** To receive an update on the Store Cottage road flooding issue.
9. **Neighbourhood Plan:** To receive a progress update and agree any further steps that need to be taken before our next PC meeting in February.
10. **Letter to Suregreen re HGV Weight Limit Flouting & Church End Residents:**
To agree to send a letter to Suregreen on behalf of the Shalford residents.
11. **Christmas Light Switch-On 2024:** To agree a date for this event.
12. **Finance:**
 - i. To receive the financial report and approve payments (Appendix I)
 - ii. To agree the Neighbourhood Plan Grant Expenditure (Appendix II)

13. **Planning:** To review and agree a response to any planning applications that have arisen since the agenda was prepared.

Update on Planning Applications Listed in the Previous Minutes:

23/02404/FUL 1 Cliff Cottages The Street Shalford Essex CM7 5HN
Erection of 1 No. Dwelling.
- Pending Consideration.

23/02966/FUL Old Shalford Green Chapel Shalford Green Shalford Essex
Retrospective Change of use of disused public worship or religious instruction (Use Class F1(f) to 1no. dwelling house (Use Class C3)
- Pending Consideration.

23/02844/TPO 2 White Court Shalford Essex CM7 5FY
Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 4/2017
T1-Medium Ash, deadwood removed and shaped on the sides by 0.5-1m T2-Medium Oak crown reduced by 1.5-2m, lower branches lifted and ivy severed at base T3-Robinia reduced in height by approx. 2.5m, lower branches removed.
- Pending Consideration.

14. **Items for the next agenda:**

15. **Chair to Close Meeting:**

Time Closed:

16. **Next Parish Council Meeting:**

21st February 2024

J Boot

Clerk & RFO to Shalford Parish Council

Dated: 11th January 2024

Appendix I

Shalford Parish Council Finance

10th January 2024

Cash Book Balance From 13/12/2023 £ 42,024.14

Payments Made

Date	Payee	Description	Amount
20/12/2023	Emilys Road Markings	MUGA Court Lines	£ 738.00
20/12/2023	EALC	Inv 17179	£ 228.00
20/12/2023	Community Heartbeat	Year 3 Defib Support	£ 453.60
20/12/2023	Shalford Village Hall	Christmas Event Hall Hire Charge	£ 80.00
20/12/2023	The George Voucher	Donation to FOSVS Xmas Raffle	£ 50.00
21/12/2023	Salaries	Salaries, PAYE & Pension	£ 1,241.87
22/12/2023	Ebay	Lock Wire to repair fallen baubles	£ 21.84
22/12/2023	Amazon	Epoxy to repair fallen baubles	£ 15.89
28/12/2023	B. Keen	November Bins	£ 65.00
31/12/2023	Unity Bank plc	Bank Charges	£ 18.00
07/01/2024	Stripe	Brightpay connect	£ 1.30

Payments Received

Date	Payee	Description	Amount
31/12/2023	Unity Bank plc	Bank Interest	£ 238.13

Cash Book Balance on 10/01/2024 £ 39,348.77

Bank Balances on 10/01/2024

	Unity Current Account	£ 3,458.95	
	Unity Reserves	£ 35,679.30	
	Equals Card	£ 210.52	£ 39,348.77

Less Unpresented Cheques/Direct Debits

£ -

Reconciled Total: £ 39,348.77

Payments for Approval

Date	Payee	Description	Amount
17/01/2024	Account Trsfr	Bank Tsfr to Current Account	£ 10,000.00
17/01/2024	Account Trsfr	Bank Tsfr from Reserve Account	-£ 10,000.00
17/01/2024	Npower	Streetlights	£ 82.90
17/01/2024	RCCE	Membership to 30.06.24	£ 72.60
26/01/2024	Salaries	Salaries, PAYE & Pension	£ 692.28
26/01/2024	B. Keen	December Bins	£ 65.00
tbc	Evolis	VAS Unit	£ 2,820.00 *
tbc	Essex Highways	Purchase & Installation of 3 Poles	£ 1,800.00 *
tbc	Jake Contractor	Grass Maintenance (4 Hours)	£ 100.00 *

Cash Book Balance After Payments £ 33,715.99

* Budgeted Figures

Appendix II

Neighbourhood Grant - NPG-13721

[Neighbourhood Planning Application](#)

Response ID: [19345](#)

Submitted Date: 12/12/23 17:12:50

Completion Time: 57 min. 51 sec

Budget Item: Professional Fees

Type of Activity

Consultants

Type of Activity Detail

Support with evidence base and plan writing

Budget Breakdown

~~15 days @ £550/day plus £180 expenses~~ **Grant Offered & Accepted: 10.5 days @ £550**

Cost (£0.00)

~~£8430.00~~ **Grant Offered & Accepted: £5775.00**

Budget Item: Project Costs

Type of Activity:

Room hire

Type of Activity Detail:

Two Public Events

Budget Breakdown:

Hall Fee £80/each

Cost (£0.00):

£160.00

Type of Activity:

Room hire

Type of Activity Detail:

Four Meetings

Budget Breakdown:

Room Hire £45/each

Cost (£0.00):

£180.00

Type of Activity:

Printing costs

Type of Activity Detail:

Leaflets & Distribution and Public Event Materials

Budget Breakdown:

1000 leaflets x 50p/each and 40 x A3 Posters @ £2 each

Cost (£0.00):

£580.00

Type of Activity:

Publicity costs

Type of Activity Detail:

Two Event Banners

Budget Breakdown:

£60/each

Cost (£0.00):

£120.00

Type of Activity:

Printing costs

Type of Activity Detail:

Survey & On-line Licence

Budget Breakdown:

300 Surveys x £1.50 each & Licence for 3 months@ £25/mth

Cost (£0.00):

£525.00

~~Total value of grant you are applying for: £9995.00~~

Grant Offered & Accepted: £7340.00