



# SHALFORD PARISH COUNCIL

**Members of the Council are hereby summoned to attend a meeting to be held at Shalford Village Hall on Wednesday, 20<sup>th</sup> November 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:
  - Meeting of the Parish Council held on 16<sup>th</sup> October 2024
4. **Co-option:**  
To consider applications for the new councillor position and complete the co-option process to fill our present vacancy.
5. **New Councillor requested to complete the following forms:**
  - Declaration of Acceptance of Office
  - Register of Interests
6. **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).*
7. **District and/or County Councillor:** To receive District and County reports
8. **Finchingfield and Wethersfield Neighbourhood Plan Pre-Submission draft Consultation:**  
Cllr Mitchell will present a draft document based on previous discussions at the last meeting to be reviewed and agreed as our response to be submitted before 22nd November 2024.
9. **Potential Open Space Improvements (POSI) plan:**  
To agree any additions or removals to the plan
10. **Neighbourhood Plan:**  
To receive an update.

11. **HR Committee:**
  - (a) To Decide on new Committee member
  - (b) To Agree date for the next HR meeting.
12. **Christmas Light Switch-on Sat 30<sup>th</sup> November 2024:** To receive an update and to decide on any other further actions needed by PC
13. **Clerks Report:** To receive a report from the Clerk
14. **Finance:**
  - i. To receive the financial report, approve payments and to ratify additional payments made since last meeting (Appendix I)
  - ii. To agree to donate a £50 The George meal voucher to the 'Friends of Shalford Primary School' for their Christmas Raffle.
  - iii. To review the Budget Monitoring Document and agree the Budget for 2025/26
15. **Planning:**

To review and agree a response to all planning applications including those that have arisen since the agenda was prepared:

**24/02347/FUL** - Land West Of Stoneley Park House The Chase Shalford Essex  
Agricultural Barn  
Expires: 2<sup>nd</sup> December 2024

**24/02419/FUL** - Hunts Farm Hulls Lane Shalford Essex CM7 5HX  
Conversion of Barn to 1 No. dwelling  
Expires: 10<sup>th</sup> December 2024
16. **The Council will resolve to exclude the press and public from the remainder of the meeting due to confidential business (Public Bodies (Admissions to Meetings) Act 1960, S1(2))**
17. **NALC Pay Awards for 2024/25:** To agree to back date latest pay award to 1<sup>st</sup> April 2024
18. **Hourly Pay Error 2024/25:** To agree to pay additional backpay due to the NALC 23/24 £1 hourly pay increase not updated correctly in payroll system.
19. **Items for the next agenda:**
  - Annual Precept
20. **Chair to Close Meeting:**

Time Closed:
21. **Next Parish Council Meeting:**

18<sup>th</sup> December 2024.

*J Boot*

Clerk & RFO to Shalford Parish Council

Dated: 14<sup>th</sup> November 2024

## Appendix I

| Shalford Parish Council Finance |                                |                                         |                    |
|---------------------------------|--------------------------------|-----------------------------------------|--------------------|
| 14th November 2024              |                                |                                         |                    |
|                                 |                                | Cash Book Balance From 10/10/2024       | £ 52,096.54        |
| <b>Payments Made</b>            |                                |                                         |                    |
| Date                            | Payee                          | Description                             | Amount             |
| 16/10/2024                      | Amazon                         | Strimmer Golves                         | £ 19.94            |
| 16/10/2024                      | Amazon                         | Leaf Grabbers                           | £ 7.69             |
| 16/10/2024                      | Community Heatbeat             | Defib Annual Support                    | £ 453.60           |
| 16/10/2024                      | Tesco Petrol (Ranger)          | 5.4 Litre Unleaded                      | £ 7.77             |
| 16/10/2024                      | PKF Littlejohn                 | External Audit Charges                  | £ 252.00           |
| 16/10/2024                      | Shalford Village Magazine      | 2nd Half of Grant                       | £ 1,000.00         |
| 16/10/2024                      | Shalford Village Hall          | Hall Hire 2024-25                       | £ 550.00           |
| 16/10/2024                      | Npower                         | Street Lighting INV11630791             | £ 65.24            |
| 16/10/2024                      | BDC                            | Xmas Event Licence                      | £ 21.00            |
| 17/10/2024                      | WH Smith                       | Project Book                            | £ 8.00             |
| 24/10/2024                      | HMRC SDDS DD                   | Paye/NI                                 | £ 497.60           |
| 28/10/2024                      | Salaries                       | Salaries, PAYE & Pension                | £ 637.77           |
| 28/10/2024                      | B. Keen                        | Bins & Bus Shelters (September)         | £ 60.00            |
| 31/10/2024                      | Unity Bank Plc                 | Service Charge                          | £ 5.40             |
| 02/11/2024                      | BrightPay                      | Brightpay Connect                       | £ 1.40             |
|                                 |                                |                                         |                    |
| <b>Payments Received</b>        |                                |                                         |                    |
| Date                            | Payee                          | Description                             | Amount             |
| 02/11/2023                      | EALC                           | Clerks Bursary 2023/24                  | £ 352.50           |
|                                 |                                |                                         |                    |
|                                 |                                | Cash Book Balance on 10/10/2024         | £ 48,861.63        |
| Bank Balances on 14/11/2024     |                                |                                         |                    |
|                                 | Unity Current Account          | £ 22,310.20                             |                    |
|                                 | Unity Reserves                 | £ 26,225.30                             |                    |
|                                 | Equals Card                    | £ 326.13                                | £ 48,861.63        |
|                                 |                                |                                         |                    |
|                                 | Less Payments/Receipts Pending | £ -                                     | £ -                |
|                                 |                                |                                         |                    |
|                                 |                                | <b>Reconciled Total:</b>                | <b>£ 48,861.63</b> |
| <b>Payments for Approval</b>    |                                |                                         |                    |
| Date                            | Payee                          | Description                             | Amount             |
| 20/11/2024                      | Eyelid Productions             | Annual Website Support                  | £ 100.00           |
| 20/11/2024                      | NB Flowers                     | Village Planters Refresh                | £ 484.92           |
| 20/11/2024                      | Shalford Village Hall          | Christmas Light Switch On Event         | £ 100.00           |
| 20/11/2024                      | Applied Image                  | Christmas Light Switch On Event Posters | £ 18.00            |
| 20/11/2024                      | B. Keen                        | Bins & Bus Shelters (Sept underpayment) | £ 5.00             |
| 28/11/2024                      | Salaries                       | Salaries, PAYE & Pension                | £ 1,262.91         |
| 28/11/2024                      | B. Keen                        | Bins & Bus Shelters (October)           | £ 65.00            |
| 02/12/2024                      | BrightPay                      | Brightpay Connect                       | £ 1.40             |
|                                 |                                | <b>Total:</b>                           | <b>£ 2,037.23</b>  |