



SHALFORD PARISH COUNCIL

Members of the Council are hereby summoned to attend a meeting to be held at Shalford Village Hall on Wednesday, 18th December 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 20th November 2024
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. **Neighbourhood Plan:**
To receive a report/update.
To agree the Terms of Reference for the 'Shalford Neighbourhood Plan Steering Group'
7. **HR Committee:**
To Agree date for the January 2025 HR meeting.
8. **Christmas Light Switch On Post Implementation Review:**
To assess and review the event held on Sat 30th November 2024
9. **Clerks Report:**
To receive a report from the Clerk

10. Finance:

- i. To receive the financial report, approve payments and to ratify additional payments made since last meeting (Appendix I)
- ii. To agree the Budget for 2025/26
- iii. To agree the Precept Request for 2025/26
- iv. To agree to appoint Shelley Boydell BSc (hons) CiLCA as our auditor for 2024/25

11. Planning:

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

Finchingfield and Wethersfield Neighbourhood Plan Pre-Submission draft Consultation:

Update on our submission

12. Items for the next agenda:

- Book Share Boxes for Bus Shelters

13. Chair to Close Meeting:

Time Closed:

14. Next Parish Council Meeting:

19th February 2024.

J Boot

Clerk & RFO to Shalford Parish Council

Dated: 12th December 2024

Appendix I

Shalford Parish Council Finance			
18th December 2024			
		Cash Book Balance From 14/11/2024	£ 48,861.63
Payments Made			
Date	Payee	Description	Amount
17/11/2024	D. Felton	Plants for planter at Tanners Yard	£ 31.00
20/11/2024	CloudNext	Premium Hosting Upgrade	£ 49.00
20/11/2024	Timpson	Spare Office Keys	£ 20.00
20/11/2024	Braintree Garden Centre	Soil for planter at Tanners Yard	£ 5.99
25/11/2024	Eyelid Productions	Annual Website Support	£ 100.00
25/11/2024	NB Flowers	Village Planters Refresh	£ 484.92
25/11/2024	Shalford Village Hall	Christmas Light Switch On Event	£ 100.00
25/11/2024	Applied Image	Christmas Light Switch On Event Posters	£ 18.00
25/11/2024	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
28/11/2024	Unity Bank Plc	Service Charge	£ 6.00
29/11/2024	Tesco	Printer Paper & Envelopes	£ 7.50
29/11/2024	Poundland	Box for NHP Survey	£ 3.00
29/11/2024	BDC	Welcome Pack Printing x 10	£ 3.90
02/12/2024	BrightPay	Brightpay Connect	£ 1.40
Payments Received			
Date	Payee	Description	Amount
		Cash Book Balance on 10/12/2024	£ 46,698.01
Bank Balances on 10/12/2024			
	Unity Current Account	£ 20,268.37	
	Unity Reserves	£ 26,225.30	
	Equals Card	£ 204.34	£ 46,698.01
Less Payments/Receipts Pending		£ -	£ -
Reconciled Total:			£ 46,698.01
Payments for Approval			
Date	Payee	Description	Amount
12/12/2024	Pets at Home	Poo Bags	£ 24.20
19/12/2024	Applied Image	Inv 5928 - Xmas Banner	£ 72.50
19/12/2024	Applied Image	Inv 5950 - NHP Survey	£ 49.00
19/12/2024	The George	Meal Voucher for Xmas Raffle	£ 50.00
19/12/2024	The Creamer Fund	Donation for Christmas Tree	£ 200.00
27/12/2024	Salaries	Salaries, PAYE & Pension	£ 768.97
27/12/2024	B. Keen	Bins & Bus Shelters (October)	£ 65.00
28/01/2025	Salaries	Salaries, PAYE & Pension	£ 675.99
28/01/2025	B. Keen	Bins & Bus Shelters (October)	£ 65.00
31/01/2025	SWARCO	Supply & Installation of VAS poles	£ 3,041.84
02/01/2025	BrightPay	Brightpay Connect	£ 1.40
02/02/2025	BrightPay	Brightpay Connect	£ 1.40
Total:			£ 5,015.30