



SHALFORD PARISH COUNCIL

Members of the Council are hereby summoned to attend a meeting to be held at Shalford Village Hall on Wednesday, 16th April 2025 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 19th March 2025
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. **Co-option of New Parish Councillor:**
To consider all applicants for the vacant parish councillor position and complete the co-option process to fill this vacancy. The successful applicant will be requested to complete the following forms:
 - Declaration of Acceptance of Office: (must be signed in presence of Parish Clerk)
 - Register of Interests:
(must be completed and returned to Parish Clerk for submission to BDC Monitoring Officer within 28 days)
6. **District and/or County Councillor:**
To receive District and County reports
7. **Clerks Report:**
To receive update on action points from the last meeting.
8. **VAS Project:**
To receive an update from Cllr Birks
9. **WASC:**
To receive an update from Cllr Hull

10. Greater Essex Devolution Consultation:

To agree comments to be submitted retrospectively after closing date of the 13th April 2025.

11. Free Weekly Fitness Classes for the Local Community:

To receive an update on project from Cllr French

12. Stoneley Park Plan Sign (Cllr French):

To agree to purchase signage for Stoneley Park e.g. Ice Pit

13. 100th Birthday Celebration Flowers (Cllr French):

To agree to arrange the purchase and delivery of flowers for our residents when they are celebrating their 100th Birthday.

14. Finance:

- i. To receive the financial report, approve payments and to ratify additional payments made since last meeting (Appendix I)
- ii. To review and agree the 31.03.25 Asset Register
- iii. To review and agree the 31.03.25 Year End Budget Report
- iv. To review and agree AGAR reports
- v. To agree to transfer £10,000 from the Reserves Account to the Current Account
- vi. To agree to transfer £500 over to the Equals Card Account.
- vii. Agree to set up a Direct Debit payment method for Npower account.

15. Planning:

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

25/00739/HH - Woodhouse Shalford Green Shalford Essex CM7 5AY

Detached annexe for ancillary accommodation.

Expires: 30th April 2025

25/00563/FUL - Croziers Braintree Road Shalford Essex CM7 4QY

Change of use of land from private residential land to business use (Doggy Day Care) & use of existing barn as an indoor shelter

Expires: 1st May 2025

25/00575/FUL - Land West Of Stoneley Park House The Chase Shalford Essex

Agricultural storage barn

Expires: 7th May 2025

16. Items for the next agenda:

- To Review and agree the following documents:
Standing Orders / Financial Regulations / Code of Conduct / Risk Management Schedule
- To agree Committee Terms of Reference
- To review and agree Councillor appointments to Committees/Groups
- To review and agree Councillor Responsibilities
- To agree Shalford Parish Council meeting dates for June 2025- May 2026

17. Chair to Close Meeting:

Time Closed:

18. Next Parish Council Meeting:
21st May 2025.

J Boot

Jill Boot
Clerk & RFO to Shalford Parish Council

Dated: 10th April 2025

Appendix I

Shalford Parish Council Finance			
9th April 2025			
		Cash Book Balance From 13/03/2025	£ 43,114.24
Payments Made			
Date	Payee	Description	Amount
25/03/2025	WASC	Earmarked WASC Contribution	£1,121.00
25/03/2025	Alison Eardley	NHP Consultancy Fee	£3,870.00
25/03/2025	Npower	Late Payment Charge	£40.00
28/03/2025	Salaries	Salaries, PAYE & Pension	£695.74
28/03/2025	B. Keen	Bins & Bus Shelters (February 2025)	£65.00
31/03/2025	Unity Bank Plc	Service Charge	£6.00
04/04/2025	BrightPay DD	Brightpay Connect	£1.40
Payments Received			
Date	Payee	Description	Amount
31/03/2025	Unity Bank Plc	Credit Interest	£ 166.22
		Cash Book Balance on 09/04/2025	£ 37,481.32
Bank Balances on 09/04/2025			
	Unity Current Account	£ 10,900.92	
	Unity Reserves	£ 26,567.16	
	Equals Card	£ 13.24	£ 37,481.32
Less Payments/Receipts Pending			
		£ -	£ -
		Reconciled Total:	£ 37,481.32
Payments for Approval			
Date	Payee	Description	Amount
17/04/2025	Elan City Ltd	New VAS Unit	£3,000.00
18/04/2025	Applied Image	NHP Poster & Survey Printing	£105.00
19/04/2025	EALC	EALC & NALC Affiliation Fees 2025-26	£294.12
20/04/2025	SLCC	Parish Clerk Membership 2025-26	£150.00
21/04/2025	RCCE	Membership 2025-26	£84.00
28/04/2025	Salaries	Salaries, PAYE & Pension	£704.13
28/04/2025	B. Keen	Bins & Bus Shelters (March 2025)	£65.00
04/05/2025	BrightPay DD	Brightpay Connect	£1.40
		Total:	£4,403.65