



SHALFORD PARISH COUNCIL ANNUAL MEETING

Members of the Council are hereby summoned to attend the annual meeting to be held at Shalford Village Hall on Wednesday, 21st May 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. **Election of the Chairman.**
2. **To Receive the Chairmans Declaration of Acceptance of Office.**
3. **Election of Vice Chairman.**
4. **Apologies for Absence.**
5. **To receive member's declarations of interest and dispensations in items on the agenda.**
(Dispensations should be requested from the Clerk before the meeting).
6. **Minutes:** Acceptance of the following minutes:
 - Meeting of the Parish Council held on 16th April 2025
7. **To Review the following documents:**
 - Councillors' Register of Interests
 - Standing Orders
 - Financial Regulations
 - Code of Conduct
 - Risk Management Schedule
8. **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).*
9. **District and/or County Councillor:**
To receive District and County reports

10. To agree the following meeting date schedule for 2025-2026:

2025	2026
18-Jun	18-Feb
16-Jul	18-Mar
17-Sep	15-Apr
15-Oct	20-May (APC)
19-Nov	27-May (APM)
17-Dec	

11. To agree Committee Terms of Reference:

- i. HR Committee
- ii. Shalford Neighbourhood Plan Review Steering Group

12. Appointments to Committees/Groups:

- i. HR Committee
- ii. Shalford Neighbourhood Plan Review Steering Group

13. To Agree Councillor Representatives to the following Village Organisations:

- i. Village Hall Committee
- ii. Wethersfield Airbase Scrutiny Committee
- iii. Village Fete Committee
- iv. BALC Representative

14. To Review Councillor Responsibilities:

- i. Finance
- ii. Highways & Transport
- iii. Footpaths/Fix It
- iv. Village Magazine
- v. Planning
- vi. VAS/Speeding
- vii. Website

15. APM 28th May 2025:

To discuss and decide on Councillor attendance, Meeting set up and pack away.

16. Clerks Report:

To receive update on action points from last meeting

17. Ranger Tools Purchase Request:

To agree to purchase a Foldable Cart on Wheels Wagon @ £59.99 (VAT excl.)

To agree to purchase a Brush cutter head for our strimmer @ £221.46 (VAT incl.)

18. Greater Essex Devolution Consultation:

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

19. Finance:

- i. To receive and approve the Annual Internal Auditors report 2024/25
- ii. To agree to appoint Shelley Boydell BSc (hons) CiLCA as our auditor for 2025/26
- iii. To agree to pay salaries and associated costs on 28th of every month
- iv. To agree to renew our insurance with Zurich Insurance for 2025/26 at £396 incl VAT.
- v. To agree Clerks membership to SLCC at a cost of £150

- vi. To agree EALC 2025/26 Affiliation Fees at a cost of £294.12
- vii. To agree RCCE Membership Fees 2025/26 at a cost of £84
- viii. To decide on quote regarding installing playground fencing at the village hall using S106 monies.
- ix. To agree to a £2000 grant application towards printing costs of the Village Magazine
- x. To receive the financial report and approve payments and to ratify additional payments made since last meeting (Appendix I)
- xi. To receive the Budget Monitoring Report (Appendix II) - and adjust Vehicle Activated Sign budget line as unit was purchased 2025/26 instead of 2024/25

20. Planning:

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

21. Items for the next agenda:

22. Chair to Close Meeting:

Time Closed:

23. Next Parish Council Meeting:

18th June 2025.



Jill Boot

Clerk & RFO to Shalford Parish Council

Dated: 16th May 2025

Appendix I

Shalford Parish Council Finance			
15th May 2025			
		Cash Book Balance From 09/04/2025	£ 37,481.32
Payments Made			
Date	Payee	Description	Amount
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
25/04/2025	HMRC DDS DD	Tax/NI	£483.60
28/04/2025	Salaries	Salaries, PAYE & Pension	£704.13
28/04/2025	B. Keen	Bins & Bus Shelters (March 2025)	£65.00
30/04/2025	Unity Bank Plc	Service Charge	£6.00
01/05/2025	Foxy Printing	VE Day Flags for History Group Grant	£85.99
06/05/2025	Pets at Home	Dog Poo Bags	£30.95
08/05/2025	Elan City Ltd	New VAS Unit	£3,000.00
08/05/2025	BrightPay DD	Brightpay Connect	£9.90
Payments Received			
Date	Payee	Description	Amount
24/04/2025	Braintree District Council	1st Installment Precept	£ 13,500.00
		Cash Book Balance on 15/05/2025	£ 45,962.63
Bank Balances on 15/05/2025			
	Unity Current Account	£ 18,999.17	
	Unity Reserves	£ 26,567.16	
	Equals Card	£ 396.30	£ 45,962.63
Less Payments/Receipts Pending			
		£ -	£ -
		Reconciled Total:	£ 45,962.63
Payments for Approval			
Date	Payee	Description	Amount
08/06/2025	BrightPay DD	Brightpay Connect	£9.90
22/05/2025	Shelley Boydell	Internal Audit	£270.00
22/05/2025	CJ Butcher	Grass (2x £50)	£150.00
28/05/2025	Salaries	Salaries, PAYE & Pension	£835.11
		Total:	£1,265.01

Appendix II

Shalford Parish Council

Budget Monitoring Report @ 21st May 2025

	Actual as at 31st March 2023	Actual as at 31st March 2024	Actual as at 31st March 2025	Budget 2025-26 Agreed 18/12/24	Actual as at 21st May 2025	Under/Over Spend Figures
INCOME						
Precept	22727	22429	27000	27000	13500	-13500
VAT Repayment	2312	2146	2479	1500		-1500
Investment Income	165	705	700	350		-350
S106 Monies		14893				
Street Cleansing	477	477	477	477		-477
ECC verges and paths						
Clerks Bursary			353			0
Distribution of Surplus Funds						
Grants						
Neighbourhood Plan Grant		7340	3225			0
TOTAL	25681	47989	34232	29327	13500	-15827
EXPENDITURE						
Annual Parish Meeting	334	348	290	500		500
Arnold Baker Book		149				
Audit Fees	340	372	402	500		500
Bank Charges	36	96	71	110		110
Bus Shelter		140	235	550		550
Chairmans Allowance		50				
Christmas	90	479	522	700		700
Defibrillator	454	454	454	500		500
Donations				200	86	
Election Costs		70		-		
Grants	371	308	1251	1000		1000
Grass Cutting	265		538	1200		1200
Hall Hire	630	630	550	600		600
Insurances	396	396	396	700		700
Jubilee	1598			-		
Misc	26			-		
Neighbourhood Plan		7643	4532	4000		4000
Parish Magazine	1000	2000	2000	2000		2000
Parish Ranger	86	213		200		200
Parish Ranger Equipment		683		1000		
Planters	218		521	1500		1500
Public Rights of Way	640					
S106		9138				
S137		200	176	50		50
Salaries	7679	11136	10702	12500	1188	11312
Staff Expenses	171	877	773	660		660
Stationery, Postage & Printing	114	90	199	200	11	189
Stoneley Park				1000		1000
Street Cleansing	780	866	823	900	96	804
Street Lighting	150	462	404	500		500
Subscriptions	331	260	567	600	528	72
Training	406	3302	50	1000		1000
Vehicle Activated Sign		2925	2968	500	3000	-2500
Village Improvements	848			1000		1000
WASC Contributions	2150	1121	1121	2600		2600
Website	250	352	269	500		500
West Of Braintree				500		500
TOTAL	19363	44761	29811	37770	4909	
Surplus /Deficit	6318	3228	4421	-8443	8591	
Balance in Accounts	35183	38411	42832	34389	34389	
* S106 Funds Available:	£10,918.16 - (£5,200 Expiring Oct 2025)					