

Little Bardfield Parish Council
PARISH COUNCIL MEETING



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**Minutes of the Annual Parish Council Meeting on 15th May 2024 at 8.20pm
at Little Bardfield Cricket Club Pavilion, Church End, Little Bardfield,
Essex CM7 4TT**

**Present: Andrew Davies (Chairman), Colin Simpson (Vice-Chairman),
Juliet O'Brien, Jessica Ashbridge (Clerk).**

- 1. Election of Chairman and Declaration of Acceptance of Office** – Cllr Andrew Davies was elected as Chairman **P: Cllr O'Brien, S: Cllr Simpson, Elected Unopposed.**
The Declaration of Acceptance of Office was signed.
- 2. Election of Vice Chair** – Cllr Colin Simpson was elected as Vice Chairman **P: Cllr Davies, S: Cllr O'Brien, Elected Unopposed.**
- 3. Councillors' Declarations of acceptance of office** – Were signed.
- 4. Chairman's welcome** – The Chairman welcomed those present.
- 5. Declarations of Interest in any matters on the agenda** – Cllr Simpson declared a personal interest in item 11.2. He was granted a dispensation to remain in the meeting by the Clerk, due to quorum.
- 6. Minutes** – The minutes for the meeting of 24th January 2024 were approved **P: Cllr Davies, S: Cllr O'Brien.**
- 7. Matters arising from the minutes, for discussion** – None.
- 8. Public forum** – None.
- 9. County Councillor and District Councillor Reports** – Reports received during the Annual Parish Meeting.

10. Planning

10.1 Applications with Uttlesford District Council

Planning Reference	Proposal	Address	Decision
UTT/23/2459/FUL UTT/23/2460/LB	Planning details here	Chequers Little Bardfield Road No Comments	Awaiting decision

- 11.1 Highways Issues** – County Cllr Foley had been chasing up the potholes in Hawkspur Green.
- 11.2 Community Fund Grant Request** – It was noted that £6,000 has been paid towards the Almshouses roof repair, and £4,044 to the Cricket Club for their artificial pitch. It was determined to donate £200 to Support4Site, they provided talking newspapers for the visually impaired. **P: Cllr Simpson, S: Davies, All in fav.** Cllr Simpson was granted dispensation by the Clerk to remain in the meeting for quorum, but not vote, on further

works to the Almshouses roofing project, as it was discovered that there was no fire separation between dwellings, and insulation was required. The works would be approximately £7,000. Quotes had been sought, and the PC was to pay the invoice for the works directly. **P: Cllr Davies, S: Cllr O'Brien, Abstain: Cllr Simpson.**

- 11.3 Defibrillators** – The Clerk would chase the manufacturer about the faulty defib at the Cricket Club, and the cabinet had been checked at Hawkspur Green, but it appeared not to be leaking following rain. Cllr Davies would investigate. A request had been made by the suppliers that new pads were required for the defib in Hawkspur Green, however these had been replaced in the summer of 2023, so this needed to be checked.
- 11.4 Protected Lane** – County Cllr Foley had been chasing up the status.
- 11.5 Parish Council Emails** – Quote received from Force36 for £3.33 plus VAT for annual licence per user per month, or £3.96 plus VAT for a monthly licence per user per month. There was a scheme to achieve a .gov.uk domain for free for the first year. The Clerk would instigate the changes. **P: Cllr O'Brien, S: Cllr Davies, All in fav.**
- 11.6 Grass Cutting Tender** – A grass cutting tender for 2024, was received from D Low. It was determined to accept the tender of £42 a mile for the verges. Cllr Davies would advise about cutting times. **P: Cllr Davies, S: Cllr Simpson, All in fav.**
- 12.1 Asset Register** – The Asset Register was reviewed. An additional column had been added which showed the insurance value.
- 12.2 Risk Assessment** – The Risk Management policy was reviewed.
- 12.3 Standing Orders** – The Standing Orders were reviewed and adopted, section 18F and section 20 were amended. **P: Cllr Davies, S: Cllr Simpson, All in fav.**
- 12.4 Financial Regulations** – New Financial Regulations were published by NALC, they were reviewed and approved **P: Cllr Simpson, S: Cllr Davies, All in fav.**

13. Finance

13.1 Payments – Insurance **P: Cllr Davies, S: Cllr Simpson All in fav.**

13.2 Acceptance of end of year accounts

- a) **Parish Council Treasurer's account** **P: Cllr Davies, S: Cllr Simpson, All in fav.**
- b) **Community Fund account (as trustee)** **P: Cllr Simpson, S: Cllr Davies, All in fav.**

13.3 To consider the Annual Governance and Accounting Return and publication as follows:

13.3 To declare and certify that the council is exempt from external audit – P: Cllr Davies, S: Cllr O'Brien, All in fav.

13.4 To receive and note the Annual Internal Audit Report – The Internal Audit was scheduled to take place on 24th May 2024.

13.5 To approve the Annual Governance Statement on Form 2 Section 1 – Approved **P: Cllr Davies, S: Cllr Simpson, All in fav.**

13.6 To approve the Annual Accounting Statement on Form 2 Section 2 – Approved **P: Cllr O'Brien, S: Cllr Davies, All in fav.**

13.7 To approve the period of 1st July to 9th August 2024 for the exercise of public rights relating to the annual accounts and confirm that a Notice of Public Rights in the prescribed form shall be published by 1st July 2024.

14. Items for the next agenda – Bus Shelter maintenance.

15. Dates of next meetings – 25th September 2024

The Chairman closed the meeting at 21.19.