



Great Horkesley PARISH COUNCIL
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MINUTES

**Minutes of the Annual Parish Council meeting of
Great Horkesley Parish Council
held at 7:30pm on Wednesday 26 May 2021
Members Present: Councillors Mead (Chairman)
Arnold, Baker Duckworth, and Taverner.**

1. Election of Chairman

It was agreed to elect Cllr Mick Mead as the Chairman for the forthcoming year. The Chairman duly signed the *Declaration of Acceptance of Office*.

2. Chairman's Opening Remarks

The Chairman stated that he would like other members of the parish council to attend the Chairmen's training courses run by Essex Association of Local Councils. Cllr Mead Thanked the parish clerk for obtaining the Covid - 19 grants to subsidise the village hall while it had been closed.

3. Apologies and Reasons for Absence

Apologies were received from Cllrs Ewing, Wescomb-Cross and Williams and on advice from the Chairman, the absences were considered acceptable

4. Declarations of Interest

No declarations of interest, whether registered or not, regarding this agenda.

5. Election of Vice-Chairman, establishment of Committees and appointments to outside Bodies:

It was resolved to:

- a. Elect Cllr Christopher Arnold as Vice-Chairman for the coming year.
- b. The parish council agreed to have the following Committees for the coming year.
Staffing & Personnel Committee
Finance Committee (Working Party)
Village Hall Committee.
- c. Appoint Councillors Mead, Baker and Ewing onto the staffing & Personnel Committee.
Appoint Councillors Mead, Arnold, and Baker onto the Finance Working Party.
Appoint Councillors Mead, Arnold, Baker and Williams onto the Village Hall Committee.
- d. Appoint Cllr Mead as the representative to the Colchester Association of Local Councils.
- e. Appoint Cllr Mead as the representative to attend the Colchester & Tendring Parish Transport meetings.
- f. Appoint Cllr Mead as the representative member of the Committee of Management of the Village Hall for the municipal year (Old Village Hall).
- g. The A - Z list of Councillors responsibilities was reviewed Cllr Duckworth suggested adding Social Media as her responsibility which was agreed. As the full number of Councillors were not present at the meeting it was decided to defer the final update to the next meeting.
- h. Appoint Jan Stobart as Internal Auditor for the next Financial Year 2022-2023
- i. It was agreed to adopt the Councillors Code of Conduct as recommended by the National Association of Local Councils.

6. Minutes of the last Meeting

It was agreed to approve the minutes of the parish council meeting held on the 28 April 2021 as a true record.

7. Delegation of Council Powers to the Clerk during lockdown

It was agreed to reverse the decision of the Council taken at its meeting on 8th April 2020 to enable any of its powers to be exercised by the Clerk, in the event a meeting of the Council could not take place as a result of lockdown.
(Minute 6b of municipal year 2020-21 refers.)

8. Insurance Policy & Asset Register

- a. It was resolved to approve the Asset Register 2020 – 2021.
- b. The insurance policy for 2021 – 2022 was discussed with two quotations provided by the Clerk, a further company were asked to provide a quotation which was not received. Zurich the current insurer quoted £1,100.23 the Clerk had increased the cover for the village hall and contents. BHIB insurers quoted £1,247.85 for an annual policy or £1,183.20 premium for a three- year term, the quotations obtained were all for the same level of cover. The parish council agreed to stay with Zurich insurers for 2021 - 2022.

9. Defibrillator

- a. As Cllr Wescomb-Cross was not present at the meeting, it was agreed to defer the item regarding obtaining and the siting of a defibrillator in the village to the next meeting.

10. Annual Report

It was agreed to defer the decision on the Draft Annual Report for 2020 - 2021 until after the internal audit had been completed

11. Planning

- a. **211208**: It was agreed to make the following comment:
The parish council are of the opinion that residents should only build what was allowed in the planning application, otherwise this sets a worrying precedent for future planning.
- 211257**: It was agreed to make no comment.

Ref:	Description	Consultation Expiry Date
211208	Oak Tree Cottage, Coach Road, Great Horkesley CO6 4BB Retrospective remodelling and extension of dwelling (resub of 200604)	27/05/2021
211257	Shambles, 65 Coach Road, Great Horkesley CO6 4AX Single storey rear extension with first floor balcony	03/06/2021

12. Ward/Division Councillors and Parish Council Member Reports:

Cllr Arnold reported as he had been a Borough Councillor up until the 7 May 2021 he would give his final report:

He advised the meeting that he is to meet the Headteacher of the Gilbert School on the 7 June 2021, regarding admission policies.

Cllr Lewis Barber is to arrange a meeting with Jon Simmons regarding the LHP bids that have been submitted.

Complaints have been received regarding TG Ram who are installing superfast broadband in the village, with residents reporting that their broadband service had been cut off. Residents have also reported that the company have improved footways that were in need of repair.

13. Clerk’s Report:

It was agreed to note the report which is available for download on the GHPC website.

14. Village Wardens Report:

It was agreed to note the report which is available for download from the GHPC website.

Cllr Duckworth reported that we regularly receive positive comments from residents on the Facebook page, regarding the weekly posts Cllr Duckworth puts up, who are very appreciative of the work the village warden has completed in the village.

The Clerk informs the warden of the appreciation from the residents.

15. Financial Matters

a. It was resolved to note and agree the payments as follows:

Accounts Dates: 26 April 2021 – 19 May 2021

ID	To/From	Details	Ref	£ Payments
9	EE	Mobile Phone	DD	£21.04
10	Zoom	Subscription	CP	£14.39
11	Contractor	Village Warden	Bacs	£765.00
12	Clerk	Salary & Expenses	Bacs	Left Blank
13	HP Instant Ink	Printing	CP	£3.49
14	Google Play	Email storage	CP	£1.59
15	HMRC	NI & Tax Contributions	Bacs	£565.18
16	Essex Pension Fund	Contributions	Bacs	£643.90
17	Asda	Stationery	CP	£22.73

16. Items for the next Meeting:

- a. To receive a report regarding obtaining and siting of a defibrillator in the village.
- b. Agree on the A-Z Councillor responsibilities.
- c. Agree on the Draft Annual Report 2020 – 2021.

17. Meeting Dates for 2021 -2022

To approve the times dates and venue for the meetings for the coming year including the next Annual Parish Meeting and the Annual Parish Council Meeting as follows:

Monthly Parish Council Meetings Continuing with the previous arrangement of holding meetings on the third Wednesday of the month, the following meeting dates were agreed: **16 June 2021; 14 July 2021; 15 September 2021; 20 October 2021; 17 November 2021; 15 December 2021; 19 January 2022; 23 February 2022; 16 March 2022 and 20 April 2022 (the Easter weekend will be 15 - 18 April 22).**

Annual Parish Meeting 11 May 2022

Annual Parish Council Meeting 25 May 2022

Members should bring details of known absences to the meeting to enable adjustments to be made if possible.)

Duly signed at the parish council meeting held on the 16 June 2021

Chairman’s signature.....