



## GREAT HORKESLEY PARISH COUNCIL

### DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 9<sup>TH</sup> MAY 2022 IN THE NEW VILLAGE HALL AT 7.30PM

#### **Those present:**

Cllr M Mead (Chairman)  
Cllr C Arnold (Acting Parish Clerk)  
Cllr G Baker  
Cllr T Duckworth  
Cllr L Taverner  
Cllr L Williams

#### **1. Election of Chairman for the Council year 2022-23**

The Acting Parish Clerk welcomed members to the meeting and called for nominations for the position of Chairman.

*Councillor Williams left the meeting at this point.*

Councillor Baker nominated Councillor Mead and with there being no other nominations for the position, Councillor Mead was duly elected as Chairman and signed the Declaration of Acceptance of Office.

#### **2. Apologies and reasons for absence**

Apologies were received and accepted from Councillors Ewing and Wescomb-Cross.

#### **3. Declarations of interest**

Councillor Duckworth in organising Jubilee celebrations (item 9).  
Councillor Duckworth in the appointment of the Parish Clerk (item 11).

#### **4. Approval of minutes**

- a. Consideration of the Minutes of the Parish Council Meeting held on 17<sup>th</sup> January 2022 was deferred to a future meeting.
- b. The Minutes of the Parish Council Meeting held on 11<sup>th</sup> April 2022 were agreed and signed as a correct record.

#### **5. Election of Vice Chairman, establishment of Committees and appointments to outside bodies**

- a. Councillor Arnold was duly elected as Vice Chairman.
- b. **It was resolved** to appoint Councillors Arnold, Baker and Mead to the Finance Committee.

- c. **It was resolved** to appoint Councillors Arnold, Baker and Mead to the Village Hall Management Committee.
- d. **It was resolved** to appoint Councillors Baker, Mead and Taverner to the Personnel Committee.
- e. **It was resolved** to appoint Councillor Mead as a representative to the Colchester Association of Local Councils (CALC).
- f. **It was resolved** to appoint Councillor Mead as a representative to the Colchester and Tendring Parish Transport Representatives meetings.
- g. **It was resolved** to appoint Councillor Mead as a member of the Old Village Hall Management Committee.
- h. **It was resolved** to appoint Jan Stobart as Internal Auditor for the financial year 2022-23.

**6. To receive verbal reports from members and officers of other authorities**

No other members or officers were present.

**7. Finance**

- a. **It was resolved** that the Chairman would be paid an allowance of £250 to cover his expenses.
- b. Councillor Baker reported on the Council's current financial situation at the end of the 2021-22 financial year. All transactions have now been properly reconciled. Printed reports detailing the monthly income and expenditure for 1<sup>st</sup> September 2021 to 31<sup>st</sup> March 2022 were handed to all Councillors. Approval of these reports was deferred to the next meeting to give Councillors time to peruse them.
- c. Councillor Baker reported that a meeting with the Internal Auditor, Jan Stobart, has been booked for Thursday 16<sup>th</sup> June. Contact has also been made with the External Auditors.

**8. Village Hall**

Consideration of proposals to repair and replace defective guttering was deferred to the next meeting.

**9. Jubilee celebrations**

**It was resolved** to approve the release of funds from reserves to cover the cost of craft items purchased for community use over the Jubilee weekend, on production of receipts.

*Councillor Duckworth abstained.*

**10. Planning**

It was noted that MP Sir Bernard Jenkin has been working against the proposals by National Grid's "East Anglia GREEN" project alongside a group of East Anglian MPs, and there has been discussion on social media from residents opposing the proposals. It was suggested that the Annual Parish Meeting may be an opportunity for residents to express their views on the proposal. It was agreed that it is important to stand with our neighbouring Councils (Boxted, West Bergholt, Ardleigh and Langham).

#### **11. 2022 Annual Parish Meeting**

It was noted that the Annual Parish Meeting must be called and chaired by the Chairman of the Parish Council, if available, and seven days' clear notice must be given. It was also noted that the Village Hall is currently available on Wednesday 18<sup>th</sup> May and Wednesday 25<sup>th</sup> May evenings.

#### **12. Date of meetings for the municipal year 2022-23**

**It was agreed** that Parish Council meetings for the year 2022-23 would be held on the following Mondays: 13<sup>th</sup> June, 4<sup>th</sup> July, 5<sup>th</sup> September, 3<sup>rd</sup> October, 7<sup>th</sup> November, 5<sup>th</sup> December, 16<sup>th</sup> January, 27<sup>th</sup> February, 27<sup>th</sup> March, 24<sup>th</sup> April and 8<sup>th</sup> May (Annual Parish Council Meeting).

#### **13. Resolution to exclude members of the public**

The resolution was not passed due to no members of the public being present.

*Councillor Duckworth left the meeting at this point.*

#### **14. Appointment of Parish Clerk**

- a. Prior to the meeting, all members had been circulated with a Draft Contract of Employment, a Job Description and a Salary Proposal for the position of Parish Clerk, a copy of the NALC/SLCC National Agreement on Salaries and a copy of the National Salary Award 2021/22. The Draft Contract of Employment and Job Description had been produced following discussion between the Chairman, Vice Chairman and Councillor Duckworth. The Chairman and Vice Chairman recommended to the Council that Mrs. Duckworth be employed as Parish Clerk on the basis of the terms and conditions set out in the Draft Contract of Employment and related documents.
- b. **It was resolved** that Mrs Teri Duckworth would be appointed as Clerk to the Council on the basis of the terms and conditions set out in the Draft Contract of Employment and related documents, on receipt of her resignation as Councillor.
- c. **It was resolved** to add Mrs Duckworth to the Council's mandate and online banking with Barclays Bank.
- d. **It was resolved** to rescind the appointment of Councillor Arnold as Acting Clerk on Friday 13<sup>th</sup> May 2022.

*Councillor Duckworth returned to the meeting at this point and handed in her resignation.*

#### **15. Former Clerk**

**It was resolved** to accede to the request contained in the letter from Mrs Penny Mutch dated 11<sup>th</sup> March 2022.

*One Councillor abstained.*

#### **16. Letter from Mrs Ruth Butt**

It was noted that there were no changes since the last meeting.

**Meeting closed at 8.49pm**  
**The next meeting will be held on Monday 6<sup>th</sup> June 2022**