

Little Canfield Parish Council

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All members of the Council are summoned to attend the **ANNUAL COUNCIL MEETING OF LITTLE CANFIELD PARISH COUNCIL** to be held at **LITTLE CANFIELD VILLAGE HALL** on **MONDAY 15 MAY 2023** **AT 7:30 PM** for the transaction of the business as set out below.

AGENDA

23/019	RECEIVE NOMINATIONS FOR CHAIRMAN, VOTE AND APPOINT CHAIRMAN FOR YEAR 23-24 23/019(i) – CHAIRMAN TO SIGN ACCEPTANCE OF OFFICE
23/020	RECEIVE NOMINATIONS FOR VICE CHAIRMAN, VOTE AND APPOINT VICE CHAIRMAN FOR YEAR 2023-24 23/020(ii) – VICE CHAIRMAN TO SIGN ACCEPTANCE OF OFFICE
23/021	ALL MEMBERS TO SIGN THEIR ACCEPTANCE OF OFFICE, RECEIVE A DECLARATION OF INTEREST FORM AND NIL ELECTION EXPENSES FORM
23/022	APPOINT REPRESENTATION, PROPOSED LIST FOLLOWS: STANSTED AIRPORT – PLAY AREAS – FOOTPATHS – LOCAL PLAN – HIGHWAYS – LIGHTING – PRIORS GREEN PARKING AND OPEN SPACES – PRIORS GREEN YELLOW & RED LINES SCHEME – DOG FOULING – ALLOTMENTS – YOUTH ENGAGEMENT –
23/023	NOTE AND APPROVE APOLOGIES FOR ABSENCE
23/024	APPROVE THE MINUTES OF THE PC MEETING HELD ON 03 APRIL 2023
23/025	RECEIVE ANY DECLARATION OF INTEREST FOR THIS MEETING
23/026	PUBLIC PARTICIPATION SESSION This provides an opportunity for members of the public to raise questions about and comment on items on the agenda or of import. Time for this session is limited to 15 minutes (03 minutes per person per item)
23/027	RECEIVE THE DISTRICT & COUNTY COUNCILLORS REPORTS
23/028	RECEIVE CLERKS REPORT AND CORRESPONDENCE
23/029	FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS – STATEMENT CIRCULATED APPOINT AUTHORISER 23/029(i) – RECEIVE AND NOTE INTERNAL AUDIT REPORT 23/029(ii) – CONFIRM ASSET REGISTER REVIEW

	23/029(iii) – COMPLETE AND SIGN ANNUAL GOVERNANCE STATEMENT 23/029(iv) – RECEIVE AND SIGN ANNUAL ACCOUNTING STATEMENT 23/029(v) – RECEIVE UPDATE FROM CLLRS, BANK CONFIRMED ADDITIONS COMPLETED CLERK to SUBMIT AGAR 2022-2023 TO EXTERNAL AUDITOR 23/029(vi) - CONSIDER WHETHER TO PLACE THE CLERK INTO THE ESSEX PENSION SCHEME, AS WITH PREVIOUS CLERKS, OR PAY THE ECC ACTUARY £1900 TO ASSESS THE REMAINING LIABILITY OR RETURN TO THE PC FROM EXITING THE SCHEME – COUNCIL CONTRIBTUTION FIXED FOR 3 YEARS AT 24.8% - RESIDENTS APPROVAL TO BE SOUGHT
23/030	PLANNING – REVIEW AND COMMENT ON ANY CURRENT APPLICATIONS OR APPEALS AND OTHER PLANNING RELATED MATTERS 1200 HOUSES IN LT EASTON - INSPECTOR REPORT DELAYED UNTIL MID MAY 23/030(i) – FOOTPATH DIVERSION ADJACENT WINFRESH SITE – CLLR SARAH WARNES
23/031	RECEIVE UPDATE ON INSTALLATION OF LITTER BIN OUTSIDE NO 4 CLOVER DRIVE
23/032	PROGRESS Vehicle Activation Sign (VAS) PURCHASE (£2,500 AIRPORT GRANT), OPTIONS START AT £2090. IDENTIFY LOCATION FOR THE UNIT TO ENABLE LHP APPLICATION, LOCATION AND PROJECT SUBMISSION
23/033	RECEIVE UPDATE ON FOOTPATH DIVERSION ORDERS – CLLR SARAH WARNES
23/034	RECEIVE UPDATE ON THE AGREEMENT RENEWAL BETWEEN THE ALLOTMENT AND COMMUNITY GARDENS ASSOCIATION AND THE PC – Cllr David Perry & Cllr Mike Dalton
23/035	RECEIVE REPRESENTATIVES REPORTS, NOTE ANY ACTIONS ARISING:- STANSTED AIRPORT – PLAY AREAS – FOOTPATHS – LOCAL PLAN – HIGHWAYS – LIGHTING – PRIORS GREEN PARKING AND OPEN SPACES – PRIORS GREEN YELLOW & RED LINES SCHEME – DOG FOULING - ALLOTMENTS – YOUTH ENGAGEMENT –
23/036	CONSIDER INTERNAL AUDIT RECOMMENDATION TO PLACE RESERVED FUNDS IN INTEREST BEARING ACCOUNT WITH SUCH AS UNITY TRUST BANK
23/037	ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA AND GRAPEVINE ENTRY
23/038	DATE OF NEXT MEETING – 04 JUNE 2023 – CLOSE –

Ian Brown Parish Clerk & Responsible Financial Officer – Ian Brown Dated 10 May 2023

Public and Press are duly invited to attend and observe this meeting, A 15 minute PUBLIC PARTICIPATION SESSION is held at the beginning of the meeting where contributions are always welcome, limited to 3 minutes per speaker; public comments or interventions outside that session are entirely at the Chairman's discretion.