

LITTLE DUNMOW PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF LITTLE DUNMOW PARISH COUNCIL
HELD ON MONDAY 15 MAY 2023 AT 7.30 PM AT
THE COMMUNITY MEETING ROOM, RECREATION GROUND, BROOK STREET,
LITTLE DUNMOW

Present: Cllrs: Elliot, French, Pratt & Westbrook.
In the Chair: Cllr Westbrook.
Clerk: Angela Balcombe.
Also Present: Two members of the public (candidates for co-option).

Prior to the start of the meeting, all Councillors signed a Declaration of Acceptance of Office.

23/37. ELECTION OF CHAIRMAN.

Cllr French proposed Cllr Westbrook as Chairman, this was seconded by Cllr Elliott and unanimously agreed.

- **The Chairman, Cllr Westbrook signed the Declaration of Acceptance of Office of Chairman.**

Noted: that in the absence of the previous Chairman, Cllr Guild, it was agreed to elect a Chairman for this meeting only and to elect a Chairman for 2023/24 at the next meeting.

23/38. ELECTION OF VICE-CHAIRMAN.

Cllr Westbrook proposed Cllr French as Vice-Chairman for this meeting only and to elect a Vice-Chairman for 2023/24 at the next meeting. This was seconded by Cllr Elliott and unanimously agreed.

23/39. APOLOGIES FOR ABSENCE.

Apologies were received from Cllr Guild and Cllr Thomas. It was agreed that they could sign their Declarations of Acceptance of Office prior to the next meeting.

23/40. MINUTES OF THE LAST MEETING.

The minutes of 13 March 2023 were approved as a correct record of events.
Proposed: Cllr French. Seconded: Cllr Pratt. All agreed.

23/41. PROGRESS CHECK.

- The bench for the Flitch Way will be installed by the Friends of the Flitch Way, the location has yet to be agreed.
- Pond opposite the Flitch of Bacon - a letter to be sent to the landowner regarding maintenance of the area.

23/42. DECLARATION OF INTERESTS.

To receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests relating to items on the agenda. No interests were declared.

23/43. PUBLIC FORUM.

Members of the public present thanked the Parish Council for arranging the Coronation Event.

23/45. REPORTS.

County Council - report received in the Annual Assembly.
District Council - no report received.

23/46. VACANCY FOLLOWING THE ELECTION HELD ON 4 MAY 2023.

There is one vacant seat on the Parish Council which the Council must fill by co-option. It was agreed to advertise this more widely and include it on the July agenda.

23/47. NEIGHBOURHOOD PLAN UPDATE.

A brief update was received.

23/48. FINANCE.

101099 £634.79 V Westbrook (Coronation Event Expenses)
101100 £75.60 James Todd & Co Ltd (Payroll)
101101 987.12 A Balcombe (Salary/PAYE/Expenses)
101102 £1,800.00 Wynne-Williams Associates (Neighbourhood Plan)
101103 £43.20 A Balcombe (TBS Hygiene Ltd.)
101104 £612.91 BHIB (Insurance Premium)
101105 £146.75 EALC (Annual Subscription)
101106 £45.00 Open Spaces Society (Annual Subscription)
D/D £43.52 Castle Water (Meeting Room)
D/D £34.65 npower Business Solutions (Streetlighting)
D/D £47.73 npower Business Solutions (Streetlighting)
D/D £45.84 A & J Lighting Solutions (Maintenance)
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23/49. ACCOUNTS YEAR ENDING 2022/23.

As the gross income/expenditure for 2022/23 is above £25,000, the Council must complete the Annual Governance and Accountability Return 2022/23 Form 3 which must be externally audited.

The Chairman and Responsible Financial Officer signed:

- (i) Annual Governance Statement.
- (ii) Accounting Statements.

Proposed: Cllr Westbrook. Seconded: Cllr Elliott. All agreed.

23/50. CATESBY (MOORS FIELD) 'HOME WORKING HUB'.

It was agreed to write to UDC Planning to ask if a meeting can be arranged with the developer and the Parish Council regarding the future of this facility.

23/51. STOLEN SALT BIN.

The bin which was recently installed on the bridge in Brook Street has been stolen. The Clerk to check with Highways to see if they have removed it before deciding if it should be replaced.

22/52. CORRESPONDENCE.

Highways - Station Road is due to close for 3 days commencing on 24 May 2023 while Openreach undertakes spine cabling.

Dunmow Rovers FC - email thanking the Parish Council for use of the Recreation Ground and offering a donation of £250.00 towards the upkeep.

23/53. INFORMATION EXCHANGE / NEXT AGENDA ITEMS ONLY.

23/54. MEETING DATES 2023.

10 July, 11 September, 13 November (Budget Meeting).

THE MEETING CLOSED AT 20.36 PM.

SIGNED (CHAIRMAN):

DATE: