



Little Hadham Parish Council

Minutes of the 1st Annual meeting of **Little Hadham Parish Council** (2019 – 2023 Session) held on Tuesday 14th May 2019 at 6.45p.m. in the Village Hall, Little Hadham.

Present: Cllr L Lloyd-Williams - Chair
Cllr M Wilkinson
Cllr M Attwell
Cllr A Hoodless

Also: Clerk Ms C Page, and 2 members of the public

1. Election of Chair - Cllr Mary Wilkinson nominated Cllr Liz Lloyd Williams for Chair, seconded by Cllr Michael Attwell. The motion was carried unanimously.
2. Vice Chair – Cllr Wilkinson nominated Cllr Attwell as Vice Chair, seconded by Cllr Lloyd-Williams. The motion was carried unanimously
3. Chair of the Planning Committee – Cllr Attwell nominated Cllr Wilkinson as Chair of the Planning Committee, Cllr Lloyd-Williams seconded. The motion was carried unanimously.
4. Co-option of new Councillor – Cllr Lloyd-Williams nominated Tony Hoodless be co-opted as Councillor to Little Hadham Parish Council, seconded by Cllr Attwell. All councillors unanimously agreed. Cllr Hoodless joined the council.
5. To receive and accept apologies for absence. No apologies were received for absence.
6. Declaration of Interest and dispensations – There were no comments or questions on agenda items.
7. Minutes of the Parish Council meeting held on Tuesday 16th April 2019 were agreed and signed as a true record.
8. Matters arising from the minutes. Neighbourhood Plan – The Chair met with Mr. Bailey from EHC and was given advice on the Little Hadham Character Assessment and how it could be used for future planning application. **Action: Chair to write up the notes and circulate to councillors**
9. Review Little Hadham Standing Orders and Financial Regulations – All councillors agreed that the reports are accurate and to be dated as May for the review date.
10. Areas of Responsibility - The Chair proposed that due to a temporary lack of councillors there would only be a lead and the support role would be reviewed once the Council has recruited new councillors. Topics to be revised as below:

Highways	Cllr Attwell
Env Affairs	Cllr Hoodless
Playing Fields	Ron Bunce supported by Cllr Lloyd-Williams
Community	Cllr Hoodless
Consultation / PR	Carole Page supported by Cllr Lloyd-Williams
Neighbourhood Plan	Cllr Attwell
External Factors	Cllr Hoodless
Flooding	Cllr Lloyd-Williams supported by Graham Pearson
Security	Cllr Hoodless
Operations	Cllr Attwell
Planning	Cllr Wilkinson
Allotments	Cllr Wilkinson

Meeting was suspended at 7.20pm to allow the Councillors to join the Parish Annual Meeting taking place in the Village Hall.

Meeting reconvened at 9.24pm

11. Agreed Reports from members representing the Parish Council on Outside organisations and attending meetings on behalf of the Council. All of the reports were presented at the Annual Parish Meeting on the 14th May in the Village Hall.
 - a. Update from Cllr Williamson
 - b. Highways
 - c. Bypass
 - d. Police Liaison
 - e. Village Hall.
 - f. Footpaths.
 - g. Stansted Airport.

12. Village Infrastructure
 - a. 'Drive Safe' Update – Chair – covered in the Annual Parish Meeting
 - b. Environmental affairs – Cllr Hoodless. No report
 - c. Playing fields and young people's needs – no report
 - i. CCTV.
 - d. Flood prevention project C15 - progress update – no report.
 - e. Allotments – Cllr Wilkinson – no report.
 - f. Community – no report
 - g. Consultations and Public Relations – no report

13. Security – Cllr Wilkinson – Nothing to report.

14. Parish Council – Nothing to report. Councillor Tooke has left the council. Areas of responsibility have been redelegated

15. Chairs Report – See Annual Parish Meeting minutes

16. Clerk's Report
 - a. To agree to payment of accounts – Clerk. All agreed to the payment of accounts.
 - b. To accept the accuracy of the financial statement – Clerk. All accepted the accuracy of the accounts
 - c. To agree the report from the Internal Audit. Clerk said the report prepared by Mr. Mike Smith had shown nothing untoward and proposed that it be accepted. Agreed.
 - d. To agree the Annual Governance statement – Clerk read through the list of statements and proposed that they all be accepted as accurate. Agreed. The Chair signed the statement.
 - e. To agree to Statement of Accounts for 2018/19. Clerk proposed that the Statement of Accounts be accepted. Agreed. Chair signed the statement.
 - f. Insurance – Cllr Attwell has spoken with the broker regarding re-insurance. The cost has gone up from £700 to £850, which includes a £100 fee. Cllr Attwell suggested shopping around for a better price, the Chair seconded. Motion was carried.

Credit		Budget	To date				
B/F General		£19,374.01	£23,322				
Precept		£13,540.00	£6,900				
Rent		£398.00	£0				
Playground		£0.00	£0				
VAT refund		£200.00	£0				
VAT refund - Neighbourhood Plan		£0.00	£0				
New Homes Bonus		£1,473.00	£0				
Grant Transparency Fund		£0.00	£0				
Grant Neighbourhood Plan		£0.00	£0				
Grant footpaths		£0.00	£0				
Grant playground		£0.00	£0				
Grant Senior residents lunch		£0.00	£0				
Returned Toddlers cheque			£0				
Returned petty cash			£0				
Neighbourhood Plan		£0.00	£0				
Litter picker		£1,437.28	£0				
Totals		£36,422.29	£30,222				
Income less B/F		£17,048.28	£6,900				
Debit							
Allotments		£20.00	£0				
Audit		£262.00	£0				
Banking		£72.00	£0				
Chair		£100.00					
Contingency		£1,000.00	£0				
Copying		£100.00	£0				
Developments		£100.00	£0				
Donation		£1,280.00	£0				
Election		£0.00	£0				
Footpaths		£0.00	£0				
Bury & Westland Greens		£0.00	£0				
Insurance		£700.00	£0				
Lunch		£500.00	£500				
Mileage		£50.00	£14				
Misc		£275.00	£0				
Neighbourhood Plan		£5,458.54	£0				
Office Supplies		£200.00	£0				
P/News		£250.00	£0				
Pay		£7,374.47	£616				
Playgrounds		£3,481.35	£242				
Post		£40.00	£0				
Rent		£406.41	£0				
Rep/Maintenance		£1,937.00	£0				
Subscriptions		£830.00	£576				
Telephone		£150.00	£0				
Training		£300.00	£0				
Website		£200.00	£0				
Totals		£25,086.77	£1,948				
Surplus		£11,335.52	£28,274				
				13th May 2019			
				Unity Trust Bank			£30,400.50
				Petty cash			£26.03
						Total	£30,426.53
				Included above			
				Received			
				Paid			
				Uncleared cheque			
				Community Heartbeat	Battery for SP1 Defibrillator		£204.00
				To be agreed			
				To Pay			
				Clerk's expenses	April		£14.40
				Staff Salaries	April		£615.80
				HAPTC	Annual Subscription		£575.73
				P Knot (Mower Services)	April x 2 cuts playground / ridgeway		£242.00
				C Bhatt	Easter lunch		£500.00
						Total payments	£1,947.93
				Total in all accounts and petty cash after payment of this month's bills	£28,274.60		

17. Planning matters. To receive the report from the Planning Committee
18. Correspondence – nothing to report
19. Date of next Council meeting – Tuesday, 4th June 2019
20. To close the meeting – 9.36pm