

**Minutes of the Greenstead Green and Halstead Rural Parish Council Annual Parish Council Meeting (AGM) held on Wednesday 17<sup>th</sup> May 2023 at Greenstead Green Village Hall at 7.00pm** These are draft minutes and yet to be agreed by the Parish Council.

**Present.**

Cllr. Paul Foster. Chairman.

Cllr. Derek Hambling

Cllr. Ian Pleasance (arrived 7.08pm)

Cllr. Derek Mason. Vice-Chairman.

Cllr. Gemma Todd

Amanda Degnan – Clerk to the Parish Council.

Two members of the public

**41/23 Apologies for absence.** Apologies for absence were received from Cllr. Butler who was on holiday and Cllr Siggers. Accepted. Apologies were also received from District Cllr. Peter Schwier.

**42/23 Election of Chairman.** To re-elect Cllr Paul Foster as Chairman. Proposed by Cllr Derek Mason, seconded by Cllr. Derek Hambling. All agreed. Cllr. Foster duly re-elected as Chairman. Cllr. Foster had intended to stand down as Chairman this year but had been persuaded to carry on for another year. The Clerk had sent an email to EALC asking if the council can have a rotating chair at meetings. **Chairman to sign the declaration of office.** The Chairman then duly signed the declaration of office.

**43/23 Election of Vice Chairman.** To re-elect Cllr. Derek Mason as Vice Chairman. Proposed by Chairman, Cllr Paul Foster. Seconded by Cllr. Derek Hambling. All agreed. Cllr. Mason duly re-elected as Vice Chairman.

**44/23 (a) Co-option of new parish councillor.** At the recent elections Cllr. Pat Wickes had stood down resulting in a vacancy in the Burtons Green area. The elections in the parish had been uncontested which meant that the parish could automatically co-opt a new councillor without the need to tell Braintree District Council (BDC) as the call for candidates had already occurred in April prior to the May election. Gemma Todd of Burtons Green had been the only person to come forward for the vacancy. The Chairman, Cllr. Foster, therefore proposed co-opting Gemma Todd onto the Parish Council. All were in favour. Therefore, Gemma Todd was formally co-opted onto the Parish Council, and joined them at the table. **(b) All Councillors to sign declaration of office if they have not already done so.** All councillors at the meeting signed the Declaration of Office. **(c) Councillors to sign form agreeing to be contacted by electronic means.** All councillors at the meeting signed the form.

**45/23 To appoint representatives to the outside bodies as set out below:** These appointments were duly approved en-bloc. Proposed by Chairman, Cllr. Foster, Seconded by Cllr. Pleasance. All agreed. Approved.

<b>a). Essex Association of Local Councils.</b>	<b>Cllr's Foster and Mason</b>
<b>b). Braintree Association of Local Councils.</b>	<b>Cllr's Hambling and Pleasance</b>
<b>c). Village Hall Management Committee.</b>	<b>Cllr. Butler</b>
<b>d). Playing Field Management Committee.</b>	<b>Cllr's Hambling and Mason</b>
<b>e). Civil Defence Emergency Committee.</b>	<b>Cllr's Hambling and Mason</b>
<b>f). Earls Colne Airfield Liaison Committee.</b>	<b>Cllr. Pleasance</b>
<b>g). Planning Committee.</b>	<b>Any 3 councillors</b>
<b>h). Footpaths Representative.</b>	<b>Cllr. Butler</b>
<b>i). Tree Warden.</b>	<b>Cllr. Siggers</b>
<b>j). Health Committee Representative.</b>	<b>Cllr. Foster</b>
<b>k). District Neighbourhood Watch.</b>	<b>Jean Hastings, Cllr's Todd, and Foster</b>
<b>l). Community Transport Representative.</b>	<b>Cllr. Hambling</b>
<b>m). Internal Auditor.</b>	<b>Richard Edwards Group.</b>
<b>n). Responsible Financial Officer.</b>	<b>Amanda Degnan.</b>
<b>o) Greenwatch</b>	<b>Cllr's Hambling and Mason</b>
<b>p) EC2H Cycle route</b>	<b>Cllr. Hambling</b>

**46/23 To approve and re-adopt the following:**

- (a) Standing Orders rev 2022**
- (b) Financial Regulations.**
- (c) Code of Conduct**
- (d) Antibullying and Harassment policy**
- (e) Community Engagement Policy**
- (f) Complaints Procedure**
- (g) Data Protection Policy**
- (h) Disciplinary Policy**
- (i) Equality and Diversity Policy**
- (j) Grant Award Making Policy**
- (k) Grievance Procedure**

**(l) Training Policy**

**(m) Whistleblowing Policy**

**(n) Internet banking code 2021**

It was agreed to approve these en-bloc. Proposed by Chairman, Cllr. Foster, Seconded by Cllr. Pleasance. All agreed. Approved

**47/23 To confirm and approve the updated Asset Inventory is correct.** This had been distributed before the meeting. Proposal: To confirm and approve the updated Asset Inventory List is correct. Proposed by Chairman, Cllr Foster, Seconded by Cllr. Mason. All agreed. Approved.

**48/23 To confirm that the Parish Council has appropriate insurance which includes public liability.** The Clerk confirmed that the Parish Council had appropriate insurance which included public liability with BHIB. Proposed by Chairman, Cllr. Foster, Seconded by Cllr. Mason. All agreed. Confirmed.

**49/23 Councillors to confirm that they have filled out their Election Expenses forms and their Declaration of Interests.** All councillors at the meeting, with the exception of recently co-opted Cllr. Todd, had filled out the forms and given them to the Clerk who will take them to the Election Team at BDC. **Action:** Clerk to email forms to Cllr. Todd, and to chase Cllr’s Butler and Siggers for their forms.

There being no further business the AGM closed at 7.23pm.

**Signed**.....

**Chairman – Greenstead Green and Halstead Rural Parish Council.**

**Date**.....

*Amanda Degnan*

<p><b>Amanda Degnan – Clerk to the Parish Council, C/O Greenstead Green Post Office, Greenstead Green Farm, Greenstead Green, CO9 1QY. 01787 274992. <a href="mailto:parishclerk@greensteadgreenpc.org.uk">parishclerk@greensteadgreenpc.org.uk</a> WWW. <a href="http://greensteadgreenpc.org.uk">greensteadgreenpc.org.uk</a></b></p>
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