

## **RETTENDON PARISH COUNCIL**

**Minutes of the Annual Meeting of the Council held at the Rettendon Memorial Hall, Main Road, Rettendon on Wednesday 17 May 2023 at 7.30pm.**

Present: Cllr Hazel Dale Evans  
Cllr Dianne Francombe  
Cllr Roy Hart  
Cllr James Knight  
Cllr Keith Marshall  
Cllr Joe Parsad (Chair)  
Cllr David Phillips  
Cllr John Williams  
Cllr Barbara Wright

There were 16 members of the public present.

Chelmsford City Councillors Paul Clark and Steve Davis also attended.

**1-23/24 To elect the Chairman of the Council and to receive declaration of acceptance of office.**

Cllr Joe Parsad was elected Chairman of the Council and signed the Declaration of Acceptance of Office.

**2-23/24 To elect the Vice-Chairman of the Council**

Cllr Dale Evans was elected Vice-Chairman of the Council.

**3-23/24 To accept delivery of the Acceptance of Office forms of the Chairman and councillors.**

The Council accepted delivery of the Acceptance of Office forms of the Chairman and councillors.

**4-23/24 Apologies and Reasons for Absence - To be received by the Clerk**

There were no apologies to receive.

**5-23/24 Declarations of Interest on Items on the Agenda**

**a) To receive declarations of interest from councillors on items on the agenda**

Cllr Dale Evans declared an interest as a member of the Village Hall Committee.

Signed \_\_\_\_\_  
Councillor J. Parsad, Chairman

Cllr Francombe declared an interest as a member of the Village Hall Committee.

Cllr Wright declared an interest as a member of the Village Hall Committee.

**b) To receive written requests for dispensations for disclosable pecuniary interests (if any)**

There were no written requests to receive.

**c) To grant any requests for dispensation as appropriate**

No dispensations were granted.

**6-23/24 Public Forum – strictly 5 minutes only per speaker**

A resident referred to the rules and regulations of the Council made over the past four years. He said residents had not been allowed to bring up anything at a meeting that had not been on the agenda. He said the public forum had been moved from the end of the meeting to the beginning.

He referred to the Sonters Down Working Group of which he had been a member for eight years. He said there had been no meeting between 2015 and 2019, and one meeting after 2019. He said figures had been passed to the Council, following which responsibility for Sonters Down had been passed back to Chelmsford. He said it had been hoped the money saved would be spent on Sonters Down but this had not happened. He said he had then been told it had been disbanded.

The Chairman said he would look into these issues and revert.

A resident referred to the signing of the licence between the Council and the trustees of the Bell Fields Charities following the April meeting. She said she hoped this would not happen again.

The Chairman said he would investigate.

The Clerk said the signing of the licence had followed agreement of the Council to proceed to signing. She said she would not have expected a legal document to be signed within a Council meeting and it had been signed after the April meeting as this had been an occasion when all signatories had been in one place without special arrangements being necessary.

The resident referred to the bus shelters and said she was happy to continue to clean them unless alternative arrangements were made by the newly elected councillors.

A resident referred to the litter bin that had been removed from Sonters Down.

The Chairman said he would investigate.

A resident referred to the recent election and thanked the new councillors for standing and welcomed them. He said he hoped the parish would now be united.

**7-23/24 Agreement of Minutes**

**a) To agree the minutes of the Meeting of the Council held on Tuesday 25 April 2023**

The minutes of the meeting of the Council held on Tuesday 25 April 2023 were **agreed** as a true record.

**8-23/24 To receive the Essex County Councillor and Ward Councillors' reports.**

Chelmsford City Councillor Steve Davis congratulated all councillors on their election. He said both he and Councillor Paul Clark were looking forward to working with the Parish Council over the next few years. He said he was looking forward to meeting everyone.

**9-23/24 Finance**

**a) To agree to authorise invoices for payment, receive copy Bank statements and details of expenditure to date.**

Invoices were authorised for payment as listed below:

S-Type Security &

|               |                    |         |
|---------------|--------------------|---------|
| Solutions Ltd | Security Patrol    | £504.00 |
| D Fleming     | Expenses – Jubilee | £104.99 |
| K Kane        | Salary             | £930.50 |

**b) To agree to appoint three Councillors to check finances and sign cheques**

It was **agreed** to appoint Councillors Dale Evans, Knight, Marshall, Parsad and Wright to check finances and sign cheques.

It was noted that Cllr Wright would prefer to be removed as a signatory once the new signatories were agreed by Barclays Bank.

**c) To agree to approve the use of variable Direct Debit payments for utility bills**

It was **agreed** to approve the use of variable Direct Debit payments for utility bills.

**10-23/24 To review the Terms of Reference for existing committees**

**a) Human Resources Committee**

Signed \_\_\_\_\_  
Councillor J. Parsad, Chairman

The Terms of Reference for the Human Resources Committee were reviewed.

**11-23/24 To appoint members to existing committees and Working Parties**

**a) Human Resources Committee**

It was **agreed** to appoint Councillors Dale Evans, Marshall, Parsad and Williams to the Human Resources Committee.

**b) Village Hall Committee representative**

It was **agreed** to appoint Cllr Francombe as the Village Hall Committee representative.

**c) Parish Survey Working Group**

It was noted that the Parish Survey Working Group was no longer required.

**d) Bus Shelter Working Group**

It was **agreed** to appoint Cllrs Dale Evans and Hart to the Working Group, with two residents to be appointed at a future date.

**e) S-Type Security Working Group**

It was **agreed** that Cllr Knight would continue as the contact person for S-Type Security with the position to be reviewed at a future date.

**12-23/24 To review and adopt:**

**a) Standing Orders**

**b) Financial Regulations**

**c) Code of Conduct**

**d) Procedures for handling requests made under the Freedom of Information Act 2000 and data protection legislation**

**f) Complaints Procedure**

The policies listed above were reviewed and adopted.

It was noted that policies could be further reviewed and amended if necessary throughout the coming year.

**13-23/24 To review the Parish Council's inventory of land and assets including buildings and office equipment**

This Item was deferred. It was noted that the document would be reviewed at the June meeting.

**14-23/24 To confirm the following annual subscriptions:**

**i) EALC/NALC**

**ii) RCCE**

The subscriptions listed above were **confirmed**.

**15-23/24 To review the Council's employment policies and procedures.**

The Council's employment policies and procedures were **reviewed**.

**16-23/24 To review and agree the Council's representation on outside bodies:**

**a) The Village Hall Management Committee**

This appointment had been made earlier in the meeting.

**17-23/24 To agree the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of the full Council as follows:**

**27 June 2023, 25 July 2023, 26 September 2023, 24 October 2023, 28 November 2023, 19 December 2023, 30 January 2024, 27 February 2024, 26 March 2024, 30 April 2024, 28 May 2024 (Annual Meeting of the Council)**

The dates of the ordinary meetings of the Council were **agreed** as listed above. It was noted that the venues would be confirmed with a view to considering Battlesbridge and Hayes Country Park as possibilities.

**18-23/24 To agree the response to the following planning applications**

**23/00462/FUL - Roseberry Farm Hayes Chase Battlesbridge Wickford Essex  
Demolition of existing stables erection of a bungalow to replace existing mobile home.**

It was **agreed** to object to this application as it is on Green Belt land.

**19-23/24 Reports from Councillors on Council activities since the last meeting**

Cllr Hart said he was arranging a test of water from a ditch which was running into the River Crouch. He said the contamination was visible.

He referred to the markings on the road bridge and overgrown hedges on Maltings Road. It was noted these were the responsibility of Essex Highways.

Cllr Paul Clark referred to the discontinuation of the Ranger service and said similar issues would continue to arise.

Cllr Dale Evans referred to the survey she had carried out in East Hanningfield Road and said she had received correspondence from Essex Highways, which she would share with the Council.

**20-23/24      Date of the next Parish Council Meeting – Tuesday 27 June 2023 at 7.30pm  
at Rettendon Memorial Hall, Main Road, Rettendon CM3 8DP.**

**The meeting closed at 8.35pm.**

Signed \_\_\_\_\_  
Councillor J. Parsad, Chairman