

**BARLING MAGNA PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL held Thursday 11th May 2023, in the Barling Magna Parish Hall, Barling Magna, Essex.**

**Present:** Councillors Ashdown, Bright, Edmunds, Efte, Glover, McKillop, McPherson, Myers, and Steptoe

**Attending:** County and District Councillor Steptoe, District Councillors Efte, McPherson and Williams  
Interim Clerk Sally Faulkner  
Administrator Steph Rochester

**MINUTES**

**1/23 The Chairman to declare the meeting open.**  
The Vice Chairman declared the meeting open at 7.20 pm and welcomed the new councillors Efte and McPherson

**2/23 Election of officeholders for the 2023-24 Council year.**  
2/23:1 Chairman: nominated by Councillor Ashdown, seconded by Councillor Edmunds, and carried unanimously that Councillor Steptoe serve as Chairman. The Chairman signed the statutory declaration of acceptance form.  
2/23:2 Vice-Chairman: nominated by Councillor Steptoe, seconded by Councillor McPherson, and agreed unanimously that Councillor McKillop serve as Vice-Chairman.

**3/23 To receive apologies for absence.**  
Apologies were received from District Councillors Gooding and Myers

**4/23 To receive Declarations of Interest in accordance with the Council's Code of Conduct and with section 106 of the Local Government Finance Act 1992.**

4/23:1 Cllr Steptoe declared an interest in any matters relating to the County or District Councils. In any planning matter, he reserved the right to change his mind when the matter was considered by the County and District Councils. He also declared an interest in St Mary's Church CIC, to which he has been appointed chairman.  
4/23:2 Cllrs Efte and McPherson declared an interest in any matters relating to District Council. In any planning matter, they reserve the right to change their mind when the matter is considered by the District Council.

**4/23 To agree membership of internal and external committees for 2022-23**  
4/23:1 The Committee membership was agreed please see appendix I.

**5/23 To approve the minutes of the meeting of the Council held on 13<sup>th</sup> April 2023**

5/23:1 It was proposed by Cllr Edmunds, seconded by Cllr Myers, and agreed unanimously, that the minutes of the meeting held on 13<sup>th</sup> April 2023 be approved.

**6/23 The meeting will stand adjourned to permit Parishioners of Barling Magna to address the Council**  
 6/23.1 Cllr Ashdown queried the relationship between RDC and Brentwood Borough Council, which was explained by Cllr Erde.  
 6/23.2 Questions were asked regarding the Road Edges damaged by large vehicles and works, it was agreed that the council send a letter to ECC regarding this.

**7/23 Governance matters**  
 7/23.1 The draft annual work programme for the Council for 2022-23 was approved for adoption, with the following amendment under Emergency Plan to say the Parish Council would take on a supportive role to Rochford District Council. Please see Appendix II  
 7/23.2 To agree the meeting dates for 2023/24.  
 7/23.3 It was proposed by Cllr Edmunds and Seconded by Cllr Ashdown the John Watson be approached to be appointed as internal auditor for the year to 31 March 2023 and 2024  
 7/23.4 It was agreed that Clerk confirm current signatories, remove Mandy Cohen and refer to a future meeting.

**8/23 Financial matters**  
 8/23.1 Bank reconciliations have been challenging and a full report will be brought to the next meeting.  
 8/23.2 The payment requests for May 2023 were received and proposed by Cllr Myers and seconded by Cllr Ashdown, agreed by all for chair to sign.

Payee	Description	£
E.on	Parish Hall electricity	49.70
E.on	Parish Hall gas	99.58
British Telecom	Combined broadband and mobile	46.74
Staff	Salaries	2,303.89
Steph Rochester	Expenses	36.81
Essex County Gardens	Grounds Maintenance April	308.68
Zurich Insurance	Annual	1807.56
Reliable Fire	Annual service	38.64
LGPS	MP final payments for Feb & March	20.62
CAMEO	Donation	500.00
PWLB	Bus Stop repayment	2397.83
P Walkerley	MP Holiday pay	1860.11
	<b>Total payments</b>	<b>9470.16</b>

8/23.3 The Insurance renewal was received and unanimously agreed following the proposal from Cllr Myers and seconded by Cllr Ashdown.

- 8/23.4 Two items on the April payment request were not paid, clerk explained the issues and the way ahead was agreed.
- 8/23.5 Clerk updated on the purchase of the Scythe.
- 9/23 Councillor Training** 9/23.1 The list of available training was received.
- 10/23 Wildlife Reserve Committee** 10/23.1 The minutes of the meeting on 27<sup>th</sup> March were received.  
10/23.2 The actions were a good addition to the area.  
10/23.3 The Management Plan was discussed, and ratified. Volunteers were commended for their good work.
- 11/23 St Mary's Church** 11/23.1 Cllr Steptoe advised that the next meeting is on 18<sup>th</sup> May and the bat survey awaited.
- 12/23 Planning Matters** 12/23.1 No items had been received.
- 13/23 Reports from outside bodies** 13/23/1 The report from Rochford Hundred Association of Local Councils was received.



**14/23 Clerks Report** 14/23.1 Clerk reported that the new email address was set up and both members of staff now had access to OneDrive documents.

**15/23 Street Lighting** 15/23.1 Administrator notes outages.

**16/23 Reports from District and County Councillors** 16/23.1 Reports from District Cllrs were received including, thanks to parishioners for voting them in, now a hung council, training and volunteer roles.  
16/23.2 Report from County Cllr was received including, Locality Fund, Local Highways Panel, Little Wakering Road works, Devolution, and Potholes.

**17/23 At the Chairs discretion, to exchange information and items for future meetings.** 17/23.1 Next meeting is on 8<sup>th</sup> June 23 at 7pm

There being no further business the meeting closed at 20.55

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