**21LHPC05b (acm) Little Horkesley Parish Council**

**MINUTES**

of The Annual Meeting of the Parish Council held on Monday 17th May 2021

Present: Maria Oats (Chair)

 Chris Exley (Vice Chair)

 Hannah Taylor

 Chris Jacobs

 Susie Goldring

 Jo Petersen (Clerk)

Cllr Nigel Chapman (CBC Rural North)

**1. Election of the Chairman**

It was proposed by Cllr Goldring and seconded by Cllr Exley that Cllr Maria Oats is elected Chairman. Cllr Oats was duly elected.

**2. Declaration of Acceptance of Office**

Cllr Oats read and signed the declaration of Acceptance of Office

**3. Election of Vice Chairman**

It was proposed by Cllr Oats and seconded by Cllr Taylor that Cllr Chris Exley is elected Vice Chairman. Cllr Exley was duly elected.

# 4. Apologies

No apologies

**5.** There were no declarations of pecuniary or non-pecuniary interests

**6. Minutes**

The minutes of the Annual Meeting held on 8th May 2019 were agreed as an accurate record.

The minutes of the Ordinary Meeting held on 26th April 2021 were agreed as an accurate record.

**7. Public Questions**

No members of the public were present.

**8. Thank You**

1. Maria Oats thanked retiring County Councillor Anne Brown for her support of Little Horkesley Parish Council during her times as Councillor for Constable Division.

Maria also welcomed Councillor Lewis Barber and confirmed that herself and the Clerk will be joined by Cllr Barber for a tour of the village to discuss issues with him

Maria also offered her formal thanks to Councillor Nigel Chapman for his continued support of Little Horkesley Parish Council.

**9. Councillor Responsibilities**

1. The areas of Councillor responsibility were reviewed and the updated details will be placed onto the website.

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| **Maria Oats** | Chairman | * Legal Issues
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|  |  | * Colchester Association of Local Councils
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|  |  | * Emergency Response Assistance Plan *(Assistant)*
 |
|  |  |  |
| **Chris Exley** | Vice Chairman | * Planning
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|  |  |  |
| **Hannah Taylor**  |  | * Footpaths
 |
|  |  | * Playing field
 |
|  |  | * Agricultural Matters
 |
|  |  |  |
| **Christine Jacobs** |  | * Emergency Response Assistance Plan
 |
|  |  | * Tree Warden
* Broadband
 |
|  |  |  |
| **Susie Goldring** |  | * Playing Field (assistant)
 |
|  |  | * Website Support
 |
|  |  |  |
| **Joanna Petersen** | Parish Clerk / | * Highways
 |
|  | RFO | * Village Hall Liaison
 |
|  |  | * Playing Field *(Assistant)*
 |
|  |  | * Website
 |
|  |  | * Data Protection
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|  |  |  |

**10. Chairman’s report**

All Councillors confirmed that they had read the Chairman’s Report for 2020/2021 which had been circulated by email. This will be posted on the website with Agendas and Minutes.

**11. Playground**

1. A decision was made on which contractor to use for installation of the picnic benches. The clerk will proceed with ordering the benches and arranging installation.
2. The clerk confirmed that she is still waiting to hear from Michael Devine (Estates Manager Colchester Amphora Trading) regarding renewal of the playing field lease.

**12. Roads & Verges**

1. Pothole School Road ref: 2705854

30.04.21 This has been investigated, risk assessed and recorded, and Essex Highways are in the process of scheduling works.

Councillors noted that the potholes had been marked with red paint and are confident they will be repaired soon.

**13. Bus Shelter**

1. The clerk will commence work on the notice board in the bus shelter when the weather permits.

**14. Website / Social Media**

1. The clerk attended a webinar discussing Website Accessibility. As a result she was able to check the Little Horkesley Parish Council website’s accessibility and make changes where necessary.

The clerk also used an Accessibility Statement generator tool to create a statement for the website which will be added within the next week.

1. The clerk took advice from other Parish Clerks regarding cloud storage for Parish Council documents. After discussion, it was agreed that Little Horkesley does not have the budget to subscribe to cloud storage. The clerk will therefore purchase two USB memory sticks to use for document storage. One will be kept by the clerk, and the other will be updated at every meeting of the Parish Council and held in a safe by the Vice Chairman, Chris Exley.

**15. Affordable Housing**

1. The deadline for the “Call for Sites” is 31st May 2021. To date there has been no response and assuming no response is received by 31st May, all Councillors agreed that the issue will then be closed, with a view to revisiting in a couple of years.

Chris Exley will prepare a report for the Parish Magazine.

**16. Risk Register**

1. The following updates to the Risk Register were agreed:
* Replace “Loss of Council Computer” with “Loss of Council Data”
* Add “Risk of Injury to Councillor”

The Risk Register will be added to the Parish Council Website.

It was noted that during the Covid 19 pandemic, the Chair and the Clerk have carried out separate risk assessments for in person meetings.

**17. Finance**

1. The Clerk confirmed that she has spoken with the independent internal auditor and he is happy to carry out the audit. The clerk will prepare the documents and give to the auditor in the next week.
2. All Councillors reviewed and approved the updated Asset Register.

***Invoice Approval***

The following invoices were approved:

* Came & Co (Insurance) £643.34
* ICO £40.00

**18. Correspondence**

 CPRE “Countryside Voices” publication was circulated

**19. Items for the Next Agenda**

* Process for finding a new councillor
* Review all policies except War Memorial, Standing Orders and Financial Regulations
* Footpaths
* Emergency Assistance Plan
* Affordable Homes
* Litter Bins

**…………………………………………………………………………….. (Maria Oats - Chair)**

# ……………………………………………………………………………… (Date)

**Date of the next Parish Council Meeting Monday 21st June 2021 (Little Horkesley Village Hall)**