

## ***Moreton, Bobbingworth and the Lavers Parish Council***

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### **MINUTES**

**Meeting:** Annual Council Meeting

**Date:** 7<sup>th</sup> May 2020

**Time:** 7.30 PM

**Venue:** Video Link

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#### **PRESENT:**

**Councillors (12):** Cllr John Collins (Chairman), Cllr Busch, Cllr Jim Collins, Cllr Cooper, Cllr Devereux, Cllr Foulser, Cllr Padfield, Cllr Radbourne, Cllr Robert Schwier, Cllr Tom Schwier, Cllr Silk, Cllr Steve s

**Also in Attendance (1) :**

Julia Milovanovic – Parish Clerk

**Members of the Public: (12)**

Cllr Hadley

**Members of the Press (0)**

#### **C.937 ELECTION OF CHAIRMAN**

- i) Cllr Busch PROPOSED and Cllr Foulser SECONDED the nomination of Cllr John Collins as Chairman. This was unanimously AGREED.
- ii) The Acceptance of the Declaration of Office would be e-mailed to the Chairman for signature.

#### **C.938 ELECTION OF DEPUTY CHAIRMAN**

Cllr Bush PROPOSED and Cllr Schwier SECONDED the nomination of Cllr Paul Stevens as Deputy Chairman. This was unanimously AGREED.

#### **C.940 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Hannis and Cllr Chiverrell.

#### **C.941 OTHER ABSENCES**

None

#### **C.942 DECLARATIONS OF INTEREST**

No new declarations of interest were received but the Clerk said that she would be asking all members to complete new declaration of interest form to ensure that records were up to date.

#### **C.943 PARISHIONERS FORUM**

District Cllr Ian Hadley updated the meeting of the current position of EFDC during the coronavirus outbreak. All offices were closed and staff were working from home where possible. Meetings of the Council were taking place virtually via Zoom.

Cllr Hadley also advised that there would be a Plan East Sub Committee meeting on 18<sup>th</sup> May and two items where the Parish Council had objected were on the Agenda. Arrangements were being made to ensure that individuals or Parish Council's who wished to speak could join the meeting by phone.

#### **C.944 2018/19 CHAIRMAN'S ANNUAL REPORT**

The contents of the Chairman's report were duly NOTED and Cllr Devereux thanked Cllr Busch and her team for her work on the Neighbourhood Plan, Cllr Cooper and Community Spirit for their help during the current coronavirus outbreak, Cllr Hadley for attending meetings and keeping the Parish Council updated, Cllr Maggie McEwen, members of the Parish for their support and the Clerk for her hard work.

#### **C.945 REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Busch suggested that Cllr Cooper be the Council's representative for Epping Forest Country Care and also the Bobbingworth Nature Reserve as Colin Thompson may not be in a position to attend all meetings. Cllr Cooper said that Community Spirit would be happy to be the representative on both bodies but it was pointed out that it had to be a representative of the Council and not a group. Cllr Cooper agreed to take on the respective roles.

It was AGREED that the following Councillors would serve as representatives on outside organisations:

Magdalen Laver Village Hall	Cllr Carol Foulser
Moreton Village Hall	Cllr John Collins
Footpath representative	Cllr David Silk
EFDC / ECC Transport	Agreed Clerk to attend if necessary
Epping Forest Country Care	Cllr Graeme Cooper/Colin Thompson, Moreton Resident
Bobbingworth Nature Reserve	Cllr Graeme Cooper/Colin Thompson, Moreton Resident
Crime and related issues	Cllr Carol Foulser to manage emails
Joint Standards Committee	Cllr Rosemary Padfield
EF Branch of the EALC	Cllr Busch (on occasions) and the Clerk
Local Councils' Liaison Committee	Cllr Busch (on occasions) and the Clerk
Strategic Independent Advisory Group	Cllr Paul Stevens

#### **C.946 APPOINTMENT OF INTERNAL AUDITOR**

It was PROPOSED by Cllr Foulser and SECONDED by Cllr Radbourne that Ann Wood of Letchwood be appointed as auditor for a further two years from May 2021. This was unanimously agreed.

#### **C.947 INSURANCE**

Cllr Busch PROPOSED and Cllr Stevens SECONDED that the quotation from Zurich Insurance of £358.66 for the forthcoming year be accepted. This was unanimously AGREED.

#### **C.948 STANDING ORDERS AND FINANCIAL REGULATIONS**

It was unanimously AGREED to defer review of the Standing Orders and Financial Regulations until the next Parish Council Meeting. PROPOSED Cllr Radbourne. SECONDED Cllr Cooper.

#### **C.949 ACCOUNTS 2019/20**

Cllr Foulser PROPOSED and Cllr Devereux SECONDED that the accounts for 2018/9 be approved. This was unanimously AGREED.

#### **C.950 COUNCIL POLICIES AND PROCEDURES**

It was PROPOSED by Cllr Radbourne and SECONDED by Cllr Foulser that policies be reviewed on an annual basis with effect from 2021 and that during the 2020/21 year the following policies would be put into place:

Complaints Procedure  
Freedom of Information Policy/Procedure  
Business Continuity Policy/Procedure  
Retention of Documents Policy  
Health and Safety Policy

This was unanimously AGREED.

### **C.951 ASSET REGISTER**

The details in the Assets Register which was attached to the Agenda were NOTED.

### **C. 952 RISK ASSESSMENT**

It was PROPOSED by Cllr Robert Schwier and SECONDED by Cllr Radbourne that the risk assessment be approved. This was unanimously AGREED.

### **C.953 ANNUAL RETURN 2019**

The Council NOTES that as Parish Councils gross income and gross expenditure for 2019/20 was £25,000 or less, the Councils met the qualifying criteria as part of the audit regime to be able certify themselves as exempt from a limited assurance review.

Cllr Radbourne PROPOSED and Cllr Padfield SECONDED that the Parish Council approve:

- Certificate of Exemption
- Annual Governance and Accountability Return (Part 2) which is made up of:
- Annual Internal Audit Report (page 4) to be completed by the authority's internal auditor.
- Section 1 – Annual Governance Statement (page 5) to be completed by the Chairman
- Section 2 – Accounting Statements (page 6) . to be signed by the Chairman

This was unanimously AGREED. It was further AGREED that the Clerk would e-mail all necessary documents to the Chairman for signature.

Councillors NOTED that the date on which the External Audit must be approved by the Parish Council is 31<sup>st</sup> July 2020. Further that period of public rights and publication of the unaudited annual return is between 17th July and 12th August 2020, and that the relevant notices will be displayed on the Parish Council' In addition, smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. The period of public rights has been changed for those which apply normally due to the Covid 19 regulations.