



CRESSING PARISH COUNCIL
Minutes of the Annual Parish Council meeting
held on 17th May 2023 at 7.00pm at
St Barnabas, Claud Ince Avenue, Cressing.

Present: Cllr John Lawton – Chairman
Cllr Colin Haines
Cllr Harvey Porrett

In attendance:

Mrs Christine Marshall (Parish Clerk/RFO and Proper Officer)
District Councillor Bob Wright
District Councillor James Abbott
No members of the public were in attendance

23-4/015 CHAIRMAN'S WELCOME AND REPORT

The Chairman welcomed all attendees and had nothing to add to his report given at the preceding Annual Parish Assembly.

23-4/016 APOLOGIES FOR ABSENCE

The Clerk advised that apologies had been received from County Cllr Paul Thorogood.

23-4/017 TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR 2023-24

Nominations were requested. Cllr Lawton was **proposed by Cllr Porrett, seconded by Cllr Haines**. Cllr Lawton was duly elected as Chairman of the Parish Council for the current year 2023-24.

CHAIRMAN'S DECLARATION OF OFFICE

Cllr Lawton signed the Chairman's Declaration of Office and was witnessed by the Parish Clerk who signed as the Proper Officer of the Council.

23-4/018 TO ELECT A VICE-CHAIRMAN OF THE PARISH COUNCIL FOR 2022-23

Nominations were discussed, but it was agreed that it was not necessary to elect a Vice-Chairman for the Parish Council.

23-4/019 DECLARATIONS OF ACCEPTANCE OF OFFICE

Councillors signed Declarations of Acceptance of Office and Declarations to Observe the Code of Conduct and were witnessed and signed by the Parish Clerk as the Proper Officer of the Council.

23-4/020 REGISTER OF MEMBERS' INTERESTS

Councillors completed their Register of Members' Interests and provided these to the Parish Clerk for onward submission to the Monitoring Officer at Braintree District Council.

23-4/021 CONSENT FORMS

All Members signed the consent form to receive Council Summons, Agenda and other documents by e-mail and to utilise the @cressing-pc.gov.uk email account

solely for business relating to the Parish Council.

23-4/022 BANK MANDATE

It was AGREED to update the Bank Mandate as currently in existence of any two signatories for all outgoing payments or instructions. Cllr Porrett will be added as a signatory and ex-Cllrs removed. **Action: Clerk**

23-4/023 ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW 2022/23

The RFO confirmed that completion of the year end accounts and Annual Governance and Accountability Return 2022-23 were being completed and would be passed to the Internal Auditor for scrutiny shortly.. These are due to be returned before the next meeting and will be presented prior to and signed at the that meeting.

23-4/024 SUB-COMMITTEES

It as agreed that at the current time no sub-committees were required and the annual appraisal of the Parish Clerk would be undertaken jointly by all Cllrs. **Proposed Cllr Lawton, seconded Cllr Porrett**

23-4/025 FOOTPATHS' OFFICER

It was agreed that this role would remain within the job description of the Handyman.

23-4/026 TREE WARDEN

It was proposed that Dr David Morgan should be invited to continue in this role. The Parish Clerk had spoken with Dr Morgan at the Family Fund Day and he had indicated his willingness to continue in this role.

23-4/027 EMERGENCY PLANNING OFFICER

It was agreed to defer discussion to the next meeting.

23-4/028 REPRESENTATIVES

It was agreed that representatives to outside bodies would be agreed as and when circumstances required. Cressing Sports & Social Cub Constitution require that two representatives from the Parish Council should be available to attend meetings. When necessary, **it was agreed** that the Chairman and Parish clerk should fulfil this requirement.

23-4/029 DATES OF MEETINGS 2023/24

Dates for meetings for the remainder of the financial year were confirmed as:

2023		
JUNE	14	7.00pm
JULY	12	7.00pm
AUGUST	9	7.00pm
SEPTEMBER	13	7.00pm
OCTOBER	11	7.00pm
NOVEMBER	8	7.00pm
DECEMBER	13	7.00pm
2023		

JANUARY	10	7.00pm
FEBRUARY	14	7.00pm
MARCH	13	7.00pm
APRIL	10	7.00pm

23-4/030 NEXT ANNUAL MEETING

The next Annual meeting of the Parish Council will be held on Wednesday 8th May 2024 at 7.00pm (subject to Annual Parish Assembly being completed) at St Barnabas, Claud Ince Avenue, Cressing, CM77 8HG.

The Annual Parish Assembly will be held on Wednesday 18th May 2024 at 6.30pm at St Barnabas, Claud Ince Avenue, Cressing, CM77 8HG. The Clerk will seek reports from local groups for presentation at that meeting.

Items for inclusion on the Agenda to be sent to the Parish Clerk to be received no later than 12 noon on Tuesday 2nd May 2023.

23-4/031 CLOSE OF MEETING

There being no further business to be discussed, the Chairman declared the meeting closed at 7.20pm.