



CRESSING PARISH COUNCIL

Parish Clerk: Karen Kuderovitch, CILCA – Locum Clerk
St Barnabas, Claud Ince Avenue, Cressing, Essex, CM77 8HG
Tel: 01376 329288 Email: clerk@cressing-pc.gov.uk



Councillors:

You are hereby summoned to attend the Meeting of the Cressing Parish Council to be held on Wednesday 10th September 2025 at 7pm, at St Barnabas, Claud Ince Avenue, Cressing for the purpose of transacting the following business.

Members of the Public:

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

K. Kuderovitch, CILCA

Locum Clerk/RFO

5th September 2025

A G E N D A

£ = Expenditure decision √ = Resolution to be made

- 25/140. **Recording of the Meeting**
To receive notification from any person present of their intent to record the meeting.
- 25/141. **Declaration of Interests**
At this point, all Members are to be reminded that they must disclose any interests they have in items of business on the meeting's agenda either at this point or during the agenda item. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.
- 25/142. **Apologies for Absence** √
To receive and agree any apologies for absence.
- 25/143. **Chair's Report**
- 25/144. **Public Participation**
Members of the public will be offered the opportunity to speak on items on the agenda. (reference: standing orders item 4). The period will be no more than 15 minutes.
- 25/145. **Confidential Section** √
Admission of the Public In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members to resolve whether to exclude members of the public from all or part of the meeting as the items to be discussed are confidential (agenda items 137-139).
Residents are to note that once the sessions is closed, they may no longer participate in the meeting.
- 25/146. **Approval of Minutes** √
The Minutes of the Parish Council Meeting held on 10th August 2025 to be approved and signed by the Chair.

25/147. **Report from County & District Councillors**

25/148. **Finance £ ✓**

- a) External Audit 2024/25 – Clerk to report.
- b) Financial Risk Assessment – members to approve.
- c) Bank reconciliations/statements 1.7.25 – 31.8.25 – to be approved.
- d) Members to approve an expenditure (tba at meeting) for security shredding.
- e) Members to approve the purchase of a shredder @ £27.99.
- f) Update on addition of Locum Clerk to Unity Bank.
- g) Members to approve the following payments:

DATE	PAYMENT TO	INFORMATION	AMOUNT	VAT	TOTAL
29.8.25	Toms Gardening Service	Grounds Maintenance – Chq. 300702	485.00	0.00	£485.00
29.8.25	The Parish Noticeboard Co	Noticeboard – Cressing Sports Club – Chq. 300701	£550.00	Deposit 50%	£550.00
10.9.25	HMRC	Underpayment July 2025m- Chq. 300846	£245.86	£0.00	£245.86
10.9.25	A&J Lighting Solutions	Electrical works – Annual Maintenance Chq. 300847	£91.50	£18.30	£109.80
10.9.25	Sue Lees Consultancy	Maintenance plan & web updates x 2 inv Chq. 300848	£70.00		
10.9.25	K. Vince & Son	Cut verges Chq 300850	£365.00	£73.00	£438.00
10.9.25	Locum Clerk	Invoice 4 & Expenses	confidential		

25/149. **Policies & Procedures ✓**

- Terms of Reference – Personnel Committee
- Retention Policy (updated)

25/150. **Community Items/Projects**

- Community Engagement Evening @ Cressing Sports Club on Friday 24th October 2025
- Trees
- Chain Link Fence
- Bus Shelter Cleaning
- Play area inspections
- Bollard installation
- Play area inspections
- Street Light Annual Survey
- Christmas 2025
- Tree Warden

25/151. **Communications ✓**

Contact from residents

25/152. **Councillors to share any further information**

Confidential Section (resolution taken at item 25/127)

Public & Press to be excluded.

25/153. **Lease – Pavillion/CSSC ✓**

Discuss lease terms.

25/154. **Playing field and changing rooms ✓**

Agree a course of action to progress.

- 25/155. **Communication from Scott Properties** ✓
Members to discuss and agree a course of action re 106 funds.
- 25/156. **Locum Clerk**
Contract to be signed.