



## Little Braxted Parish Council

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**Minutes of the Annual Meeting of Little Braxted Parish Council held in The Braxted Bakery, Witham Road, Little Braxted on Tuesday 14<sup>th</sup> May 2019 at 7.00 pm.**

**Present: Councillors: Bendall, Dobie, Mills (except items 1-3) and Speakman  
Also present: Thirteen members of the public**

**1. Election of Chair**

Councillor Speakman was elected as Chair for 2019/2020.

**2. To Sign the Declaration of Acceptance of Office**

Councillor Speakman signed the Declaration of Acceptance of Office of Chair.

**3. To Consider the Co-Option to Fill the Current Vacancy for a Councillor**

The Council agreed to co-opt Simon Mills to fill the vacancy on the Council.

**4. In the Event of a Co-Option for the Co-Optee to Sign a Declaration of Acceptance of Office Form**

Simon Mills signed the Declaration of Acceptance of Office of Councillor.

**5. To Elect a Vice-Chair**

Councillor Dobie was elected as Vice-Chair for 2019/2020.

**6. To Receive and Approve Apologies for absence**

Apologies for absence had been received from Councillor Barke.

**7. To Receive Declarations of Interest**

No Members declared any interests in matters on the agenda.

**8. To Consider any requests from Members for Dispensations**

There were no requests from Members with pecuniary interests for dispensations to enable them to participate on the item in which they have a pecuniary interest.

**9. To Agree and Approve the Minutes of the Meeting held 23<sup>rd</sup> April 2019**

The Council agreed and approved the minutes of the meeting held on 23<sup>rd</sup> April 2019 as a true record.

**10. To Review Standing Orders and Financial Regulations**

The Council reviewed Standing Orders and Financial Regulations and agreed no changes were required.

**11. To Review the Inventory of Land and Assets including Office Equipment**

The Council reviewed and noted the inventory of land and assets including office equipment.

**12. To Confirm the Arrangements for Insurance Cover in Respect of All Insured Risks**

The Council reviewed its Insurance cover and agreed to renew with Aviva in respect of all insured risks.

**13. To Review the Council's Subscriptions to Other Bodies**

The Council reviewed the Council's subscriptions to the Essex Association of Local Councils and agreed it continue in future years.

**14. To Review the Council's Complaints Procedure**

The Council reviewed the Council's Complaints Procedure and agreed no changes were required.

**15. To Review the Council's Procedures for Handling Requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

The Council reviewed the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and agreed no changes were required.

**16. To Review the Council's Policy for Dealing with the Press/media**

The Council reviewed the Council's policy for dealing with the press/media and asked the Clerk to prepare a new policy for adoption at the June meeting.

**17. To Review the Council's Data Privacy Notice**

The Council agreed to review the Council's Data Privacy Notice with minor typographical amendments.

**18. To Adopt a Data Protection Policy**

The Council agreed to adopt a Data Protection Policy.

**19. To Confirm the Time and Place of Ordinary Meetings of the Full Council up to and including the Next Annual Meeting of Full Council**

The Council determined the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council as follows:-

11<sup>th</sup> June

24<sup>th</sup> September

14<sup>th</sup> January 2020

14<sup>th</sup> April

12<sup>th</sup> May

**20. To Receive a Financial Report and Note the Current Financial Situation for 2019/2020**

The Council received a financial report and noted the current financial situation.

## **21. To Approve the Following Payments**

The Council approved the following payments:-

<b>Document Reference</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>
558	BHIB	Insurance Renewal	£314.53
559	G N Mussett	Clerk's Salary	£125.15
560	H Bendall	Litterpicking	£52.00
561	G N Mussett	McAfee Subscription	£89.99

## **22. To Consider Whether to Conduct a Survey to Clarify the Opposition to the Affordable Housing Scheme**

The Council considered whether to conduct a survey to clarify the views of residents on the Affordable Housing Scheme, and agreed to ask the Rural Community Council for their views before making a decision.

## **23. Closure**

The meeting was closed at 7.55 p.m.