



NEW WALTHAM PARISH COUNCIL

CLERK TO THE COUNCIL: ANNEKA OTTEWELL-BARRETT
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-MINUTES OF A MEETING- Annual Parish Meeting (AGM) & Monthly Meeting

NEW WALTHAM PARISH COUNCIL – Pavilion Hall – New Waltham
 ON WEDNESDAY 10th May 2023

Present:	Cllr. George Baker (Chaired Meeting) Anneka Ottewell-Barrett (Clerk & RFO)
	Cllrs, Breed, Johnson, Raper, Poucher, Hebbar
Apologies:	<ul style="list-style-type: none"> • (Chair) Cllr, Dinsdale Shaw • Ward Cllrs Stan Shreeve, Stephen Harness. Hayden Dawkins • Cllr Steve Keys (away working). • Cllr Charlotte Briggs • PC Dave Cave
In Attendance Cllrs/others:	
There were 3 members of the public present.	

23/001a	To receive apologies for non-attendance. Accepted.
23/002a	To receive Chair's Report for 22/23 Council acknowledged the Chairs report and felt it was a true representation of the year. All of Council sent their best wishes to Cllr Shaw and hoped to see him back at meetings soon.
23/003a	To receive Clerks Report for 22/23 Council accepted the Clerks report – Accepted as a true record.
23/004a	To welcome any members of the public and discuss any matters arising. Members of the public present did not want to comment.
23/001	Election of Chair for 2023/24 Council received Cllr Dinsdale Shaw's nomination for Chair. Council was unanimous in their decision to accept Cllr Shaw's nomination for another term as Chair– Accepted
23/002	Election of Vice-Chair for 2023/24 To be tabled to next meeting.

23/003	<p>Receive Declaration of Acceptance of Office by:</p> <ol style="list-style-type: none"> 1. Chair – Received & Accepted. 2. Vice-Chair – To be further discussed at next meeting.
23/005	<p>Declarations of Interest – Code of Conduct 2012</p> <p>None.</p>
23/006	<p>To note that all Declarations of Acceptance of Office have been received by all members of Council (or to agree such arrangements as may be necessary for their receipt).</p> <ol style="list-style-type: none"> 1. To acknowledge/vote on any Co-option applications Nominations for Co-option for the below two applicants were reviewed and accepted, both were welcomed as newly Co-opted Cllrs: <ul style="list-style-type: none"> • Mrs Pat Simpson • Mr Steve Keys
23/007	<p>Election of Committees:</p> <ol style="list-style-type: none"> 1. Personnel Committee Members: <ul style="list-style-type: none"> • Cllr George Baker • Cllr Pat Simpson • Cllr Roger Breed
23/008	<p>Election of representatives for outside bodies</p> <ol style="list-style-type: none"> 1. Town & Parish Representatives: Cllr Dave Raper Cllr George Baker Cllr Dave Poucher 2. Ernlca District Representative: Cllr Roger Breed 3. New Waltham Village Hall Representative: Cllr Pat Simpson
23/009	<p>Review of Governance/ Procedural documents for Council for year ahead:</p> <p>Clerk presented Council with Governance documents - Cllr Baker & Personnel Committee to review documents and report back.</p>
23/011	<p>Approve Minutes of Last Meeting:</p> <p>Accepted as a true record.</p>
23/012	<p>Police Report</p> <p>Police report was shared.</p>

23/013	<p>Highways & Footpaths</p> <p>No updates at present. Clerk to chase up meeting with Antony Snell, NELC.</p>
23/014	<p>Planning</p> <p>DM/0384/23/FUL – Salon, Station Road, NW Councillors (although happy with the plans) had concerns re access to proposed Salon. Entry/Exit on Station Road is hazardous as it is with the mini roundabout in close proximity. This may need taking into consideration. Approved with the above concerns.</p> <p>DM/0437/23/FULA – Approved</p>
23/015	<p>Community Hall & Pavilion</p> <ol style="list-style-type: none"> 1. Play Area metal gate Clerk was made aware that the metal gate has failed again at the entrance to the play area. Clerk to contact Playdale to have it checked again. 2. Play Area Inspection Annual play area inspection was carried out by Playdale. Full report was shared with the Council.
23/016	<p>Future Dates – Wednesday 7th June 2023</p>
23/017	<p>Parish Council Matters:</p> <ol style="list-style-type: none"> 1. Resident request re hedging enquiry: Cllrs have visited the property. Cllrs are denying the request to plant on the exterior of resident's property. Council suggest that the residents plant hedging in front of fence and then remove the fence, keeping all within their boundary – Agreed. 2. Music Festival Plans in full swing for this event. Posters have been printed and were distributed. Council approved purchase of 3 banners for around the village – Approved. 3. Planned Community Events Planned Car Boot – Cllrs Simpson & Breed willing to run event and clerk will advertise on social media that anyone interested can 'just turn up' and pay on the day. Feedback from event to be given to Council at next meeting. <p>Male Voice Choir – Council decided to cancel this event in June due to lack of tickets sold (would be willing to provide Christmas concert)</p>

23/018	<p>Finance</p> <ol style="list-style-type: none"> 1. Approve Year End Accounts – Annual Governance Statement – Approved. 2. Approve & Sign off: Accountancy Statement AGAR 22/23 – Approved 3. To approve any online payments due Clerk updated Cllrs that application for Bankline is being processed. Clerk has now been added as a signatory successfully to allow access to online banking in readiness for new Bankline system. 4. Bank Card Council agreed for Clerk to submit application to Natwest to obtain a Council Debit Card, which will be held by the Clerk at all times. To be used for purchases for events etc... as and when needed and can only be used once agreed in advance by Council. A full paper trail is needed for all purchases by card – Agreed.
23/019	<p>Any other business</p> <ul style="list-style-type: none"> • Cllr Baker wished to thank the Clerk for hard work over the year with the smooth running of the finances for the year, the very well received newsletter and hard work organising the villages Music Festival. • It was noted that in future for newsletter deliveries volunteers needed a badge/lanyard. To be tabled to next months agenda for further discussion. • Cllr Baker shared updated bus service info. Clerk to share info. • BMX track fencing damage – tabled to next agenda. • Cllr Simpson: Enfield flower beds / 2 large trees behind, where the walkway is. Trees overgrown with Ivy it is hanging down. Needs NELC online portal to report. Village green – trees closest to school playground, branch is hanging onto the next tree. Also, flower beds on Enfield corner, Cllr Simpson advises that she has trimmed some, but is very overgrown. Some may need removing as very fast growing.
23/020	<p><u>Exclusion of Press and Public</u></p> <p>To consider exemption of press and public under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.</p>
23/021	<p><u>Payroll</u></p> <ol style="list-style-type: none"> 1. Staff salaries/payments - Approved.
<p>Meeting Ended at:20.19</p>	
<p>Signed..... Date.....</p>	

Minutes - Draft