## MINUTES

## OF THE FOULNESS ISLAND PARISH COUNCIL (FIPC)

## HELD AT THE LODGE FARM STAFF PREMISES, FOULNESS ISLAND

(Courtesy of the Belton Bros Ltd)

## ON WEDNESDAY 26th JUNE 2024.

## 26 24-25 To Record the Members and Public Present: 7.oo pm

Councillor: (Chairman) Mrs E Pitts,

Parish Councillors: Mr G Bickford, Mrs F Giles and Mr A Holyland.

Essex & Ward Councillor: Mr M Steptoe.

Ward Councillors: None.

QinetiQ representative: Ms N Uden.

Members of the Public: Mrs D Carr.

The Parish Clerk: Mr B Summerfield.

**27 24-25** **Chairman’s Comments:**

The Chairman welcomed all Councillors and the public to the meeting.

**28 24-25** **Apologies and reasons for absence:**

i To be received by the Clerk only in person via: email, letter and telephone.

ii Acceptance of the reasons for FI Councillors absence: None.

iii Ward Councillors: None.

**29 24-25** **Declarations of Interests:**

i To receive all declarations of interests: None.

ii The Chairman reminds Councillors to declare any further interests as they became evident to them,

during the progress of the meeting.

**30 24-25**  **Foulness Island Public Forum:** (5 Minutes per person with a Maximum of 15 minutes).

Councillors, Guests, visiting Ward/County Councillors and questions/statements from members of the public.

i Essex/Ward Councillor Mr M Steptoe reported: The election period is influencing the amount of reporting but

all Highway works faults in our area are being pursued – PROW have issued an interactive map for the

identification of any footpath faults - Hedges and Trees are to be the sole responsibility of landowners –

March to September nesting – The mothballed Freight House needs to be reestablished for the use of the

Rochford population – The RDC office is to be moved and taken up at the Launch Pad at the Airport

Business Park off of Cherry Tree Lane.

ii QQ representative Ms N Uden reported: In depth on all general items that have been covered on the

circulated QQ updated information sheets – Information not received from the MP by the FIPC, will be

forwarded to the Clerk if QQ has it available.

**31 24-25**  **To receive the Minutes of the Annual General Meeting of the 8th May 2024.**

The Minutes were Resolved agreed.

Proposed by Councillors: Mr A Holyland seconded by Mr G Bickford and agreed by all.

The Chairman duly signed the Minutes as a correct record.

**32 24-25**  **Matters arising from the Minutes**: (not on the Agenda)

Item: None.

**33 24-25**  **Annual Leading Parish Council Documents 2024-25:**

i **Insurance:**

Resolved

ii **Model Code of Conduct:**

Resolved

iii  **Standing Orders:**

Resolved

iv  **Financial regulations:**

Resolved

v **Assets List:**

Resolved

vi  **The Council Risk Assessment:**

Resolved

vii **Resolved leading Policy documents**:

Proposed by Councillors: Mr A Holyland, seconded by Mr E Pitts and agreed by all

The Chaiman signed and dated the copies.

**34 24-25**  **The Internal Audit report/AGAR Section 2 - 2022-23:**

i The Clerk read the conclusions of J P Watkins & Co (the Internal Auditors) Report, to the Council.

ii The Clerk introduced the Certificate of Exemption, Form 2, (Page 3, AGAR 2023-24) to the Council.

The Councillors agreed the above and the Chairman and Clerk/RFO signed the document.

iii The Clerk read the Internal Auditors ‘completed’ report (Page 4, AGAR 2023-24), to the Council.

iv The Clerk introduced The Section 1, The Annual Governance Statement (Page 5, AGAR 2023-24).

The Councillors agreed the above and the Chairman and Clerk/RFO signed the document.

v The Clerk introduced The Section 2, the Accounting Statements 22-23 (Page 6, AGAR 2023-24).

The Councillors agreed the above and the Chairman and Clerk/RFO signed the document.

vi To record that all above documents and the Cash Book 2022-23 will be available on the PC website.

vii The Clerk to forward the signed Exemption Certificate to PKF-Littlejohn.

viii The Clerk to complete and publish on the website the Bank Reconciliation form (A), the Explanation of Variances

Form (B) and the Notice of Public Rights (C).

ix The Clerk to publish the Public Rights Notices on the Foulness Island Notice Boards on 1st July 24.

**35 24-25 Planning consultations:**

i An appeal APP/B1550/Y/24/3343023

Application no: 23/00213/LBC The Rectory, Churchend, Foulness Island, Essex.

(Replacement Entrance Door)

* Foulness Island Parish Council support the appeal.

**36 24-25**  **Correspondence:**

i The Clerk will write to the new MP seeking information re: MP Sir James Duddridge lack of response to

the FIPC enquiry on the concerns on middle management within QinetiQ or the MOD.

ii Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

**37 24-25**  **Finance:**

i The FIPC Financial and Co-op Bank Statements ending 26th June 2024 were recorded.

ii The above financial statement balances to be agreed by Councillors: Mr A Holyland and Mrs F Giles.

iii The Clerk’s report: the External Audit progress to (PKF-EX0190) for 2023-24 was recorded.

iv The invoice from Mr J Watson AGAR Internal Audit 2023-24 @ £190-00 was recorded.

v The invoice from ROSPA re::Churchend Play space report @ £ 93-60 was recorded.

vi The HMRC PAYE-RTI payment re: First quarter 24-25 @ £ 133-77 was recorded.

vii **1) Business Account Balance:**  **08/05/2024** **£ 816-28.**

CREDITS: None.

DEBITS: None.

**Business Account Balance:**  **26/06/2024** **£ 816-28.**

**2) Community Direct Plus Account Balance: 08/05/2024 £2,410-38.**

CREDITS: None.

DEBITS:

16/05/24 Gallagher Brokers [Communityrenewals@ajg.com](mailto:Communityrenewals@ajg.com) £ 507-98.

19/06/24 B Summerfield. (Clerk’s Salary June 24) £ 178-37.

………. **£ 686-35.**

**Community Direct Plus Account Balance: 26/06/2024 £1,724-03.**

viii The above copies of receipts of income, payments and transfers were ratified and co-signed by councillors:

ix Resolved all ratified Credits and Payments, auditing/financial statements, donations, receipts and Bank

transfers.

Proposed by Councillors: Mrs E Pitts, seconded by Mr G Bickford and agreed by all.

**38 24-25**  **The Parish Council Burial Ground:**

i The Clerk’s letter to TT & TT Burroughs re: estimate to reduce the hedge to 5 feet in the Autumn of 2024

was recorded.

ii Councillor Mrs F. Giles research re: restoration of the wording on the War Memorial, in progress.

**39 24-25**  **Correspondence:**

i The QQ ‘Foulness Residents’ Updates: May/June 2024 was recorded.

ii The ‘Foulness Island Newsletter’ of May/June 2024 was recorded.

iii The printed publications and General Information received by the Clerk are available on demand.

**40 24-25**  **Streetlights:**

Councillor reports: None.

**41 24-25**  **Highways:**

Councillor reports re: Clothes Bin at Churchend and Salt Bag Partnership were discussed:

**42 24-25**  **Website:**

The website to be further updated with the inclusion of this meetings’ information.

**43 24-25**  **Next Agenda Items from Councillors:** *for the next Agenda and exchange of information only.*

Items: Bin Lids and Cllr: Holyland requested permission to purchase 20 litres of fuel for Mr P Carr’s grass work.

**44 24-25**  **The next Foulness Island Parish Council Meeting:**

**Agreed:** **WEDNESDAY 16th OCTOBER 2024.**

There being no further business the Chairman closed the meeting at 8.19pm.

**11th October 2024. B. Summerfield, (Foulness Island Parish Council Clerk/RFO)**