## MINUTES

## OF THE ANNUAL GENERAL PARISH COUNCIL MEETING

## OF THE FOULNESS ISLAND PARISH COUNCIL (FIPC)

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

## ON WEDNESDAY 18th MAY 2022.

## 

**1. 22-23 Election of Chairman for 2022-2023.**

i Councillor Mrs E Pitts was nominated for the post of Chairman by Councillor Mrs F Giles, seconded by

Mr A Holyland and agreed by all.

ii The Chairman Councillor Mrs E Pitts signed the statutory Declaration of Acceptance of Office.

**2. 22-23 To Record the Members and Public Present:**

Chairman Councillor Mrs E Pitts.

Councillors: Mr A Holyland and Mrs F Giles

Ward/Essex Councillor: Mr Mike Steptoe

Members of the public: Mr and Mrs P Carr.

The Parish Clerk: Mr B Summerfield.

**3. 22-23 Apologies and reasons for absence:**

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

ii Councillors: Mr G Bickford.

iii Ward Councillors: Mr D Efde.

**4. 22-23 Declarations of Interests**

To receive Councillors Declaration of Interests:

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

during the progress of the meeting.

**5. 22-23 Election of Vice-chairman.**

i Councillor Mrs F Giles was nominated for the post of Vice Chairman by Councillor Mrs E Pitts, seconded by

Councillor Mr A Holyland and agreed by all.

ii The Vice Chairman Councillor Mrs F Giles signed the statutory Declaration of Acceptance of Office.

**6. 22-23 The Clerk’s Role:**

Resolved: the Clerk as the Proper Officer, Responsible Financial Officer and the receiving officer responsible

for Dispensations.

Proposed by councillor Mrs E Pitts, seconded by Mrs F Giles and agreed by all.

**7. 22-23 Dispensations** **(relevant provision is s.33 of the Localism Act 2011)**

The Clerk received all councillors requests for dispensations re: Financial matters as local council tax payers inc:

the Precept and as members of the Stambridge Sole Trustee Committee and the Stambridge Community Centre

Management Committee.

8. 22-23 Public Forum: ( 5 min per person only )

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

(FYI from the Annual Parish Meeting):

I Essex County and Ward Councillor Mr M Steptoe reported:

ESSEX CC:

New Levelling Up Fund has become available to Parishes at £5,000 (Match funding) – an Essex Council meeting to

discuss Bus services – A new Scheme of a ‘Bus Door to Door’ on demand – The Arriva contract has been cancelled

by them – A127 is being discussed re: re-trunking – Fortune of War Roundabout has too many services underneath

presently to remove.

Rochford DC:

At the RDC meeting last night Cllr: Mike Steptoe reported that he was elected the new Chairman – Congratulations

were offered to Councillor Mr M Steptoe from the Foulness Island Parish Council.

ii QQ representative Ms Nicki Uden reported:

The recent QQ reports to the residents were covered and discussed with grass cutting, buildings inspections, street

lighting, to be repaired and Message boards, etc.

iii Councillors and the public members asked for:

Clarification on the ownership of the streetlights on the Landwick Gate roundabout - no power to the Defibrillator and

phone box in Churchend - Potholes and verge cutting - Clearing the gullies and drains on the road sides and local signs.

9. 22-23 Insurance:

Resolved: Arthur J Gallagher Ins Ltd.

Proposed by Councillors: Mrs F Giles, seconded by Mr A Holyland and agreed by all

10. 22-23 Model Code of Conduct:

Resolved:

Proposed by Councillors: Mrs E Pitts, seconded by Mrs F Giles and agreed by all.

11. 22-23 Standing Orders:

Resolved:

Proposed by Councillors: Mrs E Pitts, seconded by Mrs F Giles and agreed by all.

12. 22-23 Financial regulations:

Resolved:

Proposed by Councillors: Mrs E Pitts, seconded by Mrs F Giles and agreed by all.

13. 22-23 Assets List:

Resolved:

Proposed by Councillors: Mrs E Pitts, seconded by Mrs F Giles and agreed by all.

**14.** 22-23 **The Council Risk Assessment:**

Resolved:

Proposed by Councillors: Mrs E Pitts, seconded by Mrs F Giles and agreed by all.

**15. 22-23 To receive the Minutes of the Meeting of the 2nd February 2022:**

The Minutes were Resolved agreed.

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

The Chairman signed the Minutes as a true record.

**16. 22-23 To record the Minute 83 21/22 of the Inquorate Meeting of the 6th April 2022:**

The Minutes were Resolved agreed.

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

The Chairman signed the Minutes as a true record.

**17. 22-23 Matters Arising from the Minutes: (Not on the Agenda)**

Agreed the Clerk will request Councillor co-option from a local council.

**18. 22-23 Finance:**

i The FIPC Financial Statements (circulated on 18th May 2022) were recorded.

ii The Co-op Bank Financial Statements (circulated on 18th May 2022) were recorded.

iii The FIPC balances were checked as correct against Co-op Bank Statements by Cllrs: Mrs E Pitts and Mrs F Giles.

iv The Employers copy of the Clerk’s P60 for the financial year ending 31st March 22 was recorded.

v **The Audit 2021-2022**:

i the Audit Commissions (Pannell Kerr Foster Littlejohn), directions and documents were recorded.

ii The Auditing Solutions (Internal Audit) 2021-22 documents were recorded.

vi The receipt of payments from Twilight Memorials for G12/G13 @ £360-00 and G11 @ £180-00 were recorded.

vii The receipt of the first payment of the Precept demand (22-23) from Rochford D.C. @ £1,550-00 was recorded.

viii The Clerk’s NALC **National Salary Awards 2021-22** (SCP 27 from April 21 @ new rate £16-58 hour) was recorded.

ix The Clerk’s invoice for Office and Fuel use 2021-22 as below:

x Ratified and resolved the Clerk/RFO transfer payments of:

i 07/04/22 B Summerfield April 2022 Salary payment £ 159-17.

ii 07/04/22 B Summerfield Clerk’s ‘Office use’ for 2021-22 £ 50-14.

iii 07/04/22 B Summerfield Clerk’s Petrol use for 2021-22 £ 103-96.

iv 01/03/22 Clerk Mr J Watson 1st April 21 to 1st August 2022 £ 13-92.

v 01/03/22 B Summerfield EALC back payment 1st Sept 21/1st April 22 £ 24-36.

vi 01/03/22 B Summerfield March Salary (Nett) £ 156-48.

vii 01/03/22 HMRC 4th quarter PAYE-RTI £ 81-68.

viii 01/03/22 DI0 1149795 Bus stop, Churchend £ 10-00.

xi Agreed: the payment of the Gallagher Insurance quotation (HISCOX three years) fixed at £ 487-92 per annum

for 2022-23 was recorded.

xii To record and agree the February ICO invoice for Data Protection 22-23 @ £40-00.

xiii To record and agree the April EALC invoice Annual Subscription 22-23 @ £69-03.

xiv Resolved: all invoiced payments, auditing statements, financial statements, receipts, Bank transfers, etc.

Proposed by Councillors: Mrs F Giles, seconded by Mrs E Pitts and agreed by all.

**19 22-23 Planning:**

22/00255/FUL Churchfield Cottages, Foulness Island, Essex. (Proposed 15 no. Car Parking Spaces to Serve Residential

Properties and Installation of 3 no. Electric Vehicle Charging Points) -

The Foulness Island Parish Council Object based on Health and Safety Reasons:

i The heavy lorries including farm tractors, combines, etc, Commercial delivery vehicles and MOD Ammunition

Lorries, etc, navigating this narrow part of the Road in question.

ii Planning provision needs to be made to allow full access for the servicing of the Bottle Bank

iii Overdevelopment in a Conservation Area.

**20. 22-23 Correspondence:**

i The RDC Publication of the Council Tax Levy Schedule, 2022-23 was recorded

ii The publication of the QQ ‘Foulness Residents’ Updates: February/March/April 2022 were recorded.

iii A February communication from Twilight Memorials re: erection of G12 and G13 Memorials was recorded.

iv A March communication from Twilight Memorials re: erection of G11 Memorial was recorded.

v The publication of the Foulness Island newsletter of March/April/May 2022 was recorded.

**21. 22-23 Streetlights:**

i The twelve Island Streetlights that are non-functioning were reported to QQ.

ii Councillors reports: the None functioning power supply to the defibrillator in Church End.

The Clerk to question BT.

**22. 22-23 Highways:**

i The Clerk’s report:

i Ref 2755483 vegetation problem on the Crouch Corner byway were reported to PROW officer,

The Clerk to inform the PROW officer of the Badger set half way along the overgrown track.

ii Copies of the Definitive Map for Foulness Island were received.

ii Councillors reports: None

**23. 22-23 Website:**

The website is to be brought up to date with the inclusion of this meetings’ information.

**24. 22-23 Next Agenda Items from Councillors:** *for next Agenda and exchange of information only.*

Items: None

**25. 22-23 The next Foulness Island Parish Council (Audit 2021-22) Meeting:**

Agreed: **TBA June 2022 an Audit Meeting.**

**26. 22-23 The next Foulness Island Parish Council Meeting:**

Agreed: **13th July 2022.**

There being no further business the Chairman closed the meeting at 8.58 pm.

24th June 2022. B. Summerfield, (Foulness Island Parish Council Clerk/RFO).