

Little Easton Parish Council

**IAN BROWN**  
**Parish Clerk**  
**& Responsible Financial Officer**  
**Email: lteastonclerk@gmail.com**

**72 ST. EDMUNDS FIELDS**  
**GREAT DUNMOW**  
**ESSEX CM6 2AN**  
**Tel: 07913 514 589**

Minutes of the **ANNUAL COUNCIL MEETING OF LITTLE EASTON PARISH COUNCIL** held at the **Memorial Hall** on **TUESDAY 09 MAY 2023 AT 6:00PM**

Councillor	Attendance
VACANT	
VACANT	
VACANT	
Cllr Emma Wells	YES
Cllr Simon Benstead	YES
Cllr Peter Bright	YES
Dist Cllr Richard Haynes	NO
Cnty Cllr Martin Foley	NO

0 member(s) of the public  
 Clerk – Mr Ian Brown

<b>23/021</b>	<b>RECEIVE NOMINATIONS FOR CHAIRMAN, VOTE AND APPOINT CHAIRMAN FOR YEAR 23-24</b> Cllr Peter Bright put forward his nomination for Chairman, unanimous approval <b>RESOLUTION</b> - Approve appointment of Cllr Peter Bright as Chairman for 2023 – 2024; Proposed Cllr Simon Benstead, Seconded Cllr Emma Wells <b>23/021(i) – CHAIRMAN TO SIGN ACCEPTANCE OF OFFICE</b> Document duly completed, signed and handed to the Clerk
<b>23/022</b>	<b>RECEIVE NOMINATIONS FOR VICE CHAIRMAN, VOTE AND APPOINT VICE CHAIRMAN FOR YEAR 2023-24</b> <b>23/022(ii) – VICE CHAIRMAN TO SIGN ACCEPTANCE OF OFFICE</b> Members decided to postpone the election of a Vice Chairman until council had a full complement
<b>23/023</b>	<b>ALL MEMBERS TO SIGN THEIR ACCEPTANCE OF OFFICE, RECEIVE A DECLARATION OF INTEREST FORM AND NIL ELECTION EXPENSES FORM</b> All members completed and signed their Acceptance of Office and received a copy of the NIL expenses return forms plus the Declaration of Interests
<b>23/024</b>	<b>APPOINT REPRESENTATION, PROPOSED LIST FOLLOWS:</b> <b>WAR MEMORIAL</b> – To be included in Parish Maintenance report <b>MEMORIAL HALL</b> – Cllr Simon Benstead and Cllr Emma Wells <b>PLAY AREA</b> – Cllr Simon Benstead and Cllr Peter Bright; inspection checklist to be requested from Broadmead Leisure <b>GARDENS OF EASTON LODGE</b> – Cllr Peter Bright <b>COMMUNITY ACTIVITIES</b> – Remove from list <b>HIGHWOODS QUARRY</b> – Remove from list <b>PARISH MAINTENANCE</b> – Cllr Simon Benstead; current agreement in use to be forwarded
<b>23/025</b>	<b>APPROVE THE MINUTES OF THE PC MEETING HELD ON 19 APRIL 2023</b>

	<b>RESOLUTION</b> - Approve minutes of the meeting of 19 APRIL 2023; Proposed Cllr Emma Wells, Seconded Cllr Simon Benstead – unanimous approval
<b>23/026</b>	<p><b>FINANCE – RECEIVE APRIL CLOSE AND MAY OPENING STATEMENTS &amp; AGREE PAYMENTS – STATEMENTS CIRCULATED</b>  <b>RESOLUTION</b> - Approve the finance statement; Proposed Cllr Simon Benstead, Seconded Cllr Emma Wells – unanimous approval</p> <p><b>AUTHORISER</b> – Cllr Peter Bright</p> <p>Finance Statements – <b>APPENDIX A</b></p> <p><b>23/026(i) – RECEIVE AND NOTE INTERNAL AUDIT REPORT</b>  <b>RESOLUTION</b> – Confirm receipt of the Internal Audit Report, note content and recommendations; Proposed Cllr Simon Benstead, Seconded Cllr Emma Wells – unanimous approval</p> <p><b>23/026(ii) – COMPLETE AND SIGN ANNUAL GOVERNANCE STATEMENT</b>  <b>RESOLUTION</b> – Confirm completion and signing of the Annual Governance Statement; Proposed Cllr Simon Benstead, Seconded Cllr Emma Wells – unanimous approval</p> <p><b>23/026(iii) – CONFIRM ASSET REGISTER REVIEW</b>  <b>RESOLUTION</b> – Confirm Asset Register Review, agree contents; Proposed Cllr Simon Benstead, Seconded Cllr Emma Wells – unanimous approval</p> <p><b>23/026(iv) – RECEIVE AND SIGN ANNUAL ACCOUNTING STATEMENT</b>  <b>RESOLUTION</b> – Confirm receipt, review and signing of the Annual Accounting Statement; Proposed Cllr Simon Benstead, Seconded Cllr Emma Wells – unanimous approval</p> <p><b>CLERK to SUBMIT AGAR 2022-2023 TO EXTERNAL AUDITOR</b>  ALL documents plus supporting items to be placed on the PC website along with the NOTICE AND PUBLICATION OF PUBLIC RIGHTS AND UNAUDITED ACCOUNTS</p>
<b>23/027</b>	<p><b>ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA</b>  Noted, nothing to add at present</p>
<b>23/028</b>	<b>DATE OF NEXT MEETING(S) – WEDNESDAY 31 MAY – 7pm – CLOSE 6:30pm</b>

Signed.....Date.....

**APPENDIX A**

LEPC April 2023 Finance Statement											
Precept	28,500							<b>Budget</b>	<b>Net Exp</b>	<b>Diff +/-</b>	
								43,135	1,451	-41,684	
Date	Supplier	Description	Invoice	FPO/DD	Min Ref	Rec	Credit	Debit	VAT	Net	Centre
<b>Opening balance 1/4/22</b>							57,102.28				
12/04/2023	Geosphere Ltd	Domain & Email	22UQ036-0006	FPO		Y		336.00	56.00	280.00	Web
14/04/2023	Activ Web	Web services	9303	DD		Y		42.00	7.00	35.00	Web
17/04/2023	A&J Lighting	Annualised maintenance	37164	DD		Y		24.30	4.05	20.25	Lighting
17/04/2023	HMR&C	Tax / NIC Q4	PAYE	FPO		Y		217.60		217.60	Clerk
19/04/2023	HMR&C	VAT claim 2022	XJV12600010147	BGC		Y	1,545.35				Income
19/04/2023	DRAX Energy	Lighting electricity	1701/0554	DD		Y		48.11	2.29	45.82	Utility
20/04/2023	EALC	Subscriptions	16654	FPO		Y		148.58		148.58	Subs
20/04/2023	Steves Gardening Serv	Parish maintenance	2 of 2023 cut 2	FPO		Y		140.00		140.00	PM
20/04/2023	Employee	Expenses - travel	April claim	FPO		Y		6.75		6.75	Admin
28/04/2023	Employee	WFH allowance	N/A			Y		26.00		26.00	Admin
20/04/2023	Employee	Salary	PAYE	FPO		Y		390.65		390.65	Clerk
20/04/2023	UDC	Precept Part 1	N/A	BGC		Y	14,250.00				Income
21/04/2023	Steves Gardening Serv	Parish maintenance	1 of 2023 cut 1	FPO		Y		140.00		140.00	PM
<b>Apr</b>							72,897.63	1,519.99	69.34	1,450.65	
<b>Opening Balance</b>							71,377.64	0.00		0.00	

LEPC May 2023 Finance Statement											
Precept	28,500							<b>Budget</b>	<b>Net Exp</b>	<b>Diff +/-</b>	
								43,135	3,545	-39,590	
Date	Supplier	Description	Invoice	FPO/DD	Min Ref	Rec	Credit	Debit	VAT	Net	Centre
<b>Opening Balance</b>							71,377.64	0.00		0.00	
	MD Landscapes	Grass cutting	1156	FPO				168.00	28.00	140.00	Grass
	Essex Tree Brothers	Tree works- Year 2	708	FPO				1,920.00	320.00	1,600.00	Trees
	Steves Gardening Serv	Parish maintenance	3 of 2023 Cut No	FPO				140.00		140.00	PM
	M&B Printers	Business Plan printing	16714	FPO				115.00		115.00	Admin
	Activ Web	Web services	9494	DD				42.00	7.00	35.00	Web
	A&J Lighting	Annualised maintenance	37243	DD				24.30	4.05	20.25	Lighting
	DRAX Energy	Lighting electricity	50264/51468	DD				46.57	2.22	44.35	Utility
<b>May</b>							71,377.64	2,455.87	361.27	2,094.60	
<b>Opening Balance</b>							68,921.77	0.00		0.00	