

**DRAFT**  
**MINUTES OF THE ANNUAL PARISH MEETING**  
**HELD ON WEDNESDAY 18<sup>th</sup> MAY 2016**  
**IN BELCHAMP WALTER VILLAGE HALL**  
**START TIME 7pm**

**Present:** Cllr J. Walker (Chair), Cllr. R. Teverson, Cllr. Mrs. E. Poels, Cllr. A. Hogsbjerg, Ms J Munro (clerk)

**Apologies:** Cllr E. Poels, County Cllr D. Finch, Dist Cllr I. Parker

1. **Minutes:** The minutes of the Annual Parish Meeting held on 20<sup>th</sup> May 2015 were confirmed and signed as a correct record.
2. **Annual Reports:** The clerk. Ms J.Munro gave a report on the council activities and a financial summary for the year 2015/16.

The chair also wishes to record the thanks of the council to

- Mrs. Claire Haines-Clarke for carrying out the internal audit.
- Michael Brown for preparing the village hall for council meetings.
- Mr Terry Raybould for acting as clerk to the council.
- Mrs Anne Doman for her assistance and minute taking.

3. **Financial Report:** The clerk detailed the end of year accounts, Bank Balances at 31/03/2016

- Community Account - £ 984
- Reserve Account- £6,869
- Playing Field Restricted Fund- £1,627
- **Total Net Balances-** **£9,480**

4. **Reports from village organisations :** there were no reports

5. **Questions from the public:** No questions were put forward by the public

There being no other business the meeting was closed at 7.15 pm

Signed: \_\_\_\_\_ (Chairman)

Dated: \_\_\_\_\_

## Appendix

### ANNUAL PARISH MEETING CHAIRMANS REPORT ON COUNCIL ACTIVITIES 2015 – 2016

#### Activities;

The Parish Council met 5 times with one extra-ordinary meeting. With attendances as follows;

5 meetings	Cllr. Walker	5 meetings	Cllr. Teverson
4 meetings	Cllr. A Hogsbjerg	4 meetings	Cllr. E. Poels
3 meetings	Cllr. S. Hogsberg		
1 meeting	County Cllr D. Finch	1 meeting	Dist Cllr I. Parker

#### The main activities and issues are as follows;

- i) Street Cleaning Partnership; agreement was made with BDC to receive additional funds for litter picking, maintenance of the playing field, pond and other amenities in the village.
- ii) Planning Applications; very few received during this year, no objections were raised by the councillors
- iii) Verge cutting; the parish clerk administered the contracts in accordance with the schedule as laid down by E.C.C. Highways Dept..
- iv) During the year Greenacres was contracted to maintain the Cemetery, Church, Village Hall, Pond and part of the playing field perimeter grass. The council is especially grateful to Mr Charles Raymond for the cutting of the playing field grass throughout the year.
- v) Paying Field, There was a minor repair to the gate and fencing but no significant work or development of the field has taken place during this year.
- vi) The Village Emergency Plan was reviewed and updated.
- vii) The Parish Council website was launched and the documents required under the Transparency Code were posted.

#### Financial Report;

- |    |          |                                       |                |
|----|----------|---------------------------------------|----------------|
| i) | Balances | Community Account at 31 March was     | £ 984          |
|    |          | Reserve Account                       | £ 6,869        |
|    |          | Playing Field Restricted Fund         | £ 1,627        |
|    |          | <b>Total Net Balances at year end</b> | <b>£ 9,480</b> |
- ii) The 2015/16 budget set by the council was the same as the previous year and there was no overspend. The budget for 2016/17 has been set with the aim to have zero increase in the parish precept.
  - iii) After receipt and payment of outstanding items, the council cash reserves will be approximately £6,000, of which \$3,000 has been ear marked for heaters for the Village Hall, with an additional £1627 set aside for the children's playing field.

#### In Conclusion;

Our thanks are due to our District Council representative Cllr. Ilona Parker to our County Council representative Cllr. David Finch for their support and attendances.

The council also extends their thanks to Mrs. Claire Haines-Clarke for carrying out the internal audit and Mr Terry Raybould & Ms. Jan Munro for Parish Clerk duties and to Mrs Anne Doman for her minute taking. We are very fortunate that Michael Brown prepares the village hall for our meetings without any prompting on our part; and our sincere thanks go to Michael for this.

Signed  
18<sup>th</sup> May 2016  
Councilor Jane Walker

Chairman