## MINUTES

## OF THE FOULNESS ISLAND PARISH COUNCIL ANNUAL GENERAL MEETING

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

(Courtesy of the Belton Bros Ltd)

## ON WEDNESDAY 8th MAY 2024.

**1. 24-25 Election of Chairman for 2024-2025.** 7.o6 pm

i To receive nominations for the post of Chairman.

Councillors: Mrs F Giles supported by Mr A Holyland nominated Mrs E Pits for the Post of Chairman for 24-25.

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

## 2. 24-25 To Record the Members and Public Present:

Councillor (Chairman) Mrs E Pitts,

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

Essex & Ward Councillor: None.

Ward Councillors: None.

QinetiQ representative: None..

Members of the Public: None.

The Parish Clerk: Mr B Summerfield.

**3. 24-25**  **Apologies and reasons for absence:**

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

ii To record the council decision on absence: None.

Ward and QQ apologies: Mrs Jo McPherson, Mr D Efde, Mr M Steptoe and Ms N Uden.

**4. 24-25** **Declarations of Interests**

To receive Councillors Declaration of Interests: None.

**5. 24-25**  **Election of Vice-chairman.**

i To receive nominations for the post of Vice Chairman.

Councillors: Mrs E Pitts supported by Mr A Holyland nominated Mrs F Giles for the Post of Vice Chairman for 24-25.

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

**6. 24-25** **The Clerk’s Role:**

iResolved the Clerk role as the Proper Officer, Responsible Financial Officer and the receiving officer

responsible for Dispensations.

ii Proposed by Councillors: Mr G Bickford, seconded by Mrs F Giles and agreed by all.

**7. 24-25** **Dispensations** **(relevant provision is s.33 of the Localism Act 2011)**

The Clerk to receive Councillors requests for dispensations re: Financial matters as local

council tax payers inc: the Precept.

All councillors completed their request forms.

8. 24-25 Public Forum: ( 5 min per person only )

i Councillors, Guests, visiting Ward/County Councillors and questions from members of the public. None.

ii A member of the public has asked if the open bins at the bus stops can have lids on them to prevent water ingress.

iii The Clerk reported his further emails to Mr James Duddridge MP re: correspondence received from the MOD/QQ.

with only two auto-response replies received.

iv The Clerk will try to contact the MP support team

9. 24-25 Insurance:

A copy of the insurance was on the table.

The Clerk will forward copies by email to be discussed at the next Extraordinary Audit meeting

10 24-25 Model Code of Conduct:

A copy of the Model Code of Conduct was on the table.

The Clerk will forward copies by email to be discussed at the next Extraordinary Audit meeting

11 24-25 Standing Orders:

A copy of the Standing Orders: was on the table.

The Clerk will forward copies by email to be discussed at the next Extraordinary Audit meeting

12 24-25 Financial regulations:

A copy of the Financial regulations: was on the table.

The Clerk will forward copies by email to be discussed at the next Extraordinary Audit meeting

13 24-25 Assets List:

A copy of the Assets List: was on the table.

The Clerk will forward copies by email to be discussed at the next Extraordinary Audit meeting

14 24-25 The Council Risk Assessment:

A copy of The Council Risk Assessment: was on the table.

The Clerk will forward copies by email to be discussed at the next Extraordinary Audit meeting

15 24-25 To receive the Minutes of the Meeting of the 10th April 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.

**16 24-25**  **Matters Arising from the Minutes: (Not on the Agenda)**

Items: None.

**17 24-25** **Finance:**

I The FIPC Financial Statements and the Co-op Bank Financial Statements (of 8th May 2024) were recorded..

ii The FIPC balances were checked against Bank Statements by; Cllrs Mr G Bickford, and Mrs F Giles.

iii The Clerk’s report re: the 2023-24 Internal Audit paperwork and progress was recorded

iv The Gallagher insurance renewal request from [Communityrenewals@ajg.com](mailto:Communityrenewals@ajg.com) at £507-98 was recorded.

v **1) Business Account Balance:**  **10/04/2024** **£ 816-28.**

**CREDITS**: None.

**DEBITS:** None.

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

**2) Community Direct Plus Account Balance: 10/04/2024 £2,655-26.**

**CREDITS:** None.

**DEBITS:**

17/04/24 the RDC re: Recharge for Parish Expenses £ 66-51.

02/05/24 B Summerfield. (Clerk’s Salary May 24) £ 178.37.

……………………. **£ 244-88.**

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

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

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

transfers.

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

**18 24-25** **The Parish Council Burial Ground:**

i Agreed the Clerk to write to Tree Farm for an estimate to reduce the hedge to 5 feet in the Autumn of 2024.

ii The Clerk reported the restoration of the wording on the War Memorial is not the responsibility of the Diocese.

Iii Councillor Mrs F Giles will investigate who has the responsibility for the care of the War Memorial.

Councillor Mrs E Pitt will activate a quotation for restoration when the responsibility for the care of the War

Memorial, is established.

iv I A resident has put forward a design for a Memorial Board for the Parish Council Burial Ground including a

map of the Island and places for memorial plaques to be placed thereon.

ii After discussion it was decided that any Memorial Board design and Memorial Plaques designs must be

the responsibility of the Foulness Island Parish Council.

Iii The Council thanked the resident for their design and enthusiasm.

**19 24-25** **Correspondence:**

i The QQ ‘Foulness Residents’ Updates: /March/April 2024.

ii The ‘Foulness Island Newsletter’ of May 2024.

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

**20 24-25** **Streetlights:**

Councillor Holyland is in conversation with QQ’s Ms N Uden re: three non working lights.

**21 24-25**  **Highways:**

Councillors reported sporadic hedge cutting and the rapid deterioration of the road surfaces from Church End to

Tree Farm.

**22 24-25** **Play space reports:**

`The Play space is to be inspected by ROSPA during May 24.

**23 24-25**  **Website:**

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

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

Items:

25 24-25 The next Foulness Island Parish Council Meeting: (Extraordinary & Audit Meeting).

**Agreed:** **WEDNESDAY 26th June 2024.**

**21st June 2024. B. Summerfield, (Foulness Island Parish Council Clerk/RFO)**

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