

Stow Maries Parish Council

MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 19th May 2025 in The Smythe Hall, Church Lane, Stow Maries at 7.30 p.m.

Cllr Matt Cooper welcomed all those present.

COUNCILLOR ATTENDEES & OTHER ATTENDEES

Councillors:- Matt Cooper, David Hopping, Debbie Driver & Adam Brown

District: Not in attendance

Essex CC Cllr Jane Fleming

In attendance: Parish Clerk

25-6/014 ELECTION OF CHAIR

- a) **Cllr Matt Cooper was re-elected as Chair of the Parish Council.**
- b) Cllr Matt Cooper signed the Acceptance of Office Form.

25-6/015 ELECTION OF VICE-CHAIR

- a) **Cllr Neil Gilmore was re-elected as Vice Chair of the Parish Council.**
- b) Cllr Neil Gilmore signed the Acceptance of Office form.

25-6/016 ELECTION OF REPRESENTATIVES

To discuss and decide who will represent Stow Maries Parish Council:-

- a) Finance – Cllr Brown re-elected
- b) Dengie Hundred Group of Parish Councils – adhoc
- c) Highways, Transport & PROW – adhoc
- d) Police Liaison – adhoc
- e) Stow Maries Great War Aerodrome Committee – Cllr Gilmore re-elected
- f) The Smythe Hall Management Committee - adhoc
- g) Planning - currently adhoc

25-6/017 APOLOGIES

Cllr Sue White and Cllr Lisa Whiffen

25-6/018 DECLARATIONS OF INTEREST

- 1) None made at this point in the meeting.

25-6/019 MINUTES OF PREVIOUS PARISH COUNCIL MEETING –

- a) The minutes of the previous Parish Council meeting held on Monday 28th April 2025 were Proposed: Cllr Gilmore and Seconded by all those present.

25-6/020 REPORT FROM DISTRICT COUNCILLOR

- a) No report available.

25-6/021 REPORT FROM COUNTY COUNCILLOR

- a) Cllr Fleming provided the Parish Council with an Annual Report which has been placed on the village website and during the course of the meeting she highlighted some of the report.

Signed by the Chairman.....
Cllr Matthew Cooper

Dated 16th June 2025

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25-6/022 QUESTIONS FROM THE PRESS AND PUBLIC

An opportunity for members of the public to speak and raise issues.

25-6/023 PLANNING MATTERS

a) **Planning Applications:-**

No applications to review.

b) **Planning correspondence** received over the course of the month and circulated via e-mail:

- a) Planning application listings were noted.
- b) Planning decisions and appeals were noted.
- c) Planning Decisions and/or appeals. No decision/appeals.

c) **MALDON DISTRICT COUNCIL - LOCAL DEVELOPMENT PLANNING**

- i) No update available.

d) **BRADWELL B**

- i) No update available.

e) **STOW MARIES GREAT WAR AERODROME**

- i) No update available. Cllr Gilmore sent an email to SMGWA asking when the next meeting is to be held. Ian Flint responded saying he would make enquiries in this regard.

25-6/024 HIGHWAY & PUBLIC RIGHTS OF WAY ISSUES

To receive updates on outstanding highways issues *and* an opportunity for members to raise any new highways issues and make decisions accordingly.

- No update regarding Halt Bridge, Church Lane.
- Clerk informed members that the grass verge in front of the car wash had been able to be cut as the dog fouling situation had improved and it had been mentioned to them that MDC had been informed. However Clerk has not received response from Maldon District Council to date. Situation to be monitored.

25-6/025 FINANCE

- Members approved the payments and receipts for May 2025.
- Members approved the end of year bank reconciliation to end of March 2025 to the bank statements.
- Members approved the Annual Governance & Accountability Return (AGAR) for the year ending 31st March 2025 as follows:-
 - i) Certificate of Exemption AGAR 2025 Form 2 approved and signed
 - ii) Section 1 Annual Governance Statement 2024-25 - approved and signed.
 - iii) Section 2 Accounting Statements 2024-25 - approved and signed.
 - iv) Internal Auditors Report - members noted the report. Chair thanked and congratulated the Clerk on job well done.
 - v) Bank Reconciliation to the end of March 2025 - approved.

Signed by the Chairman.....
Cllr Matthew Cooper

Dated 16th June 2025

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HELD ON MONDAY 19th May 2025

in The Smythe Hall, Church Lane, Stow Maries at 7.30 p.m.

- d) Members approved the Financial Risk Assessment as recommended in the auditors report to be carried out once a year. Last reviewed February 2024.

May-25	Payments				£605.62	£434.66	£605.62
Folio	Date	Cheque No.	Payee	Description	Net	VAT	Gross
25-26/005	19/05/2025	100689	J Watson	Internal Audit	£125.00		£125.00
25-26/006	19/05/2025	100690	Zurich Municipal	Annual Insurance	£334.68		£334.68
25-26/007	19/05/2025	100691	Sarah Sayer	Salary/Expenses	£339.47		£339.47
25-26/008	19/05/2025	100692	HMRC	Tax Month 1 & 2	£17.40		£17.40
					£816.55		£816.55

25-6/026 - ANNUAL INSURANCE FOR THE PARISH COUNCIL

- a) Members reviewed and approved Zurich Insurance Plc for the annual insurances of the Parish Council, including Employers Liability and Public Liability. The cost is £334.68 an increase of £11.95.

25-6/027 WEBSITE

- a) There are no current updates at the present time.

25-6/028 FIXED ASSET REGISTER

- a) Members to reviewed and approved the fixed asset register meeting papers and should be reviewed annually - Last reviewed 20th May 2024. Clerk thanked Cllr Neil Gilmore for providing her with the pictures for the register.

25-6/029 PASSENGER TRANSPORT MEETING

- a) Wednesday, 4th June @ 10 a.m. to 12 p.m. Location: Central Baptist Church, Victoria Road South, Chelmsford, CM1 1LN. No Members able to attend. Clerk to send apologies and request a copy of the minutes.

25-6/030 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT MEETING

Cllr Gilmore requested that the next Agenda includes an item about refurbishment of the Village Sign. Clerk to follow up with a sign artist recently discovered.

25-6/031 DATE OF THE NEXT MEETING – Monday 16th June 2025 at 7.30 p.m.

25-6/32 ALL BUSINESS HAVING BEEN TRANSACTED THE CHAIR THANKS EVERYONE FOR ATTENDING & CLOSES THE MEETING at 7.59 p.m.

Signed by the Chairman.....
Cllr Matthew Cooper

Dated 16th June 2025