

Stow Maries Parish Council
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Locum Clerk to the Council: John Watson

Stow Maries Parish Council

You are hereby summoned to the Annual Council Meeting to be held in the Smythe Hall, Church Lane, Stow Maries, Essex, CM3 6SL on Monday 11th May 2026 commencing at 8.10 pm.

The press and the public are cordially invited to join the meeting

John Watson

John Watson
Locum Clerk to the Council
5th May 2026

AGENDA

1. Opening of the Meeting

The Chair to declare the meeting open.

2. Recording of the Meeting

To receive notification from any person or persons present of intent to record the meeting.

3. Election of Chair

- a) To elect a Chair of the Parish Council for the 2026/2027 council year.
- b) The elected Chair to sign the Declaration of Acceptance of Office.

4. Election of Vice Chair

- a) To elect a Vice Chair of the Parish Council for the 2026/2027 Council year
- b) The elected Vice Chair to sign the Declaration of Office.

5. Apologies for absence

To receive and agree apologies for absence.

6. Election of Representatives

- a) Finance
- b) Dengie Hundred Group of Parish Councils
- c) Highways, Transport and Public rights of Way
- d) Police Liaison
- e) Stow Maries Great War Aerodrome
- f) Smythe Hall Management Committee

- g) Planning
- h) Stow Maries Opposition Group (SMOG).

7. Declarations of Interest

To declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and registerable Non-Pecuniary Interests relating to items on the agenda, having regard to the Code of Conduct for Members and seek appropriate advice before the meeting.

8. Public Question Time

The Chair will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed.

9. Approval of Minutes

To approve the minutes of the meeting held on 23rd March 2026 (minutes attached)).

10. Reports from County and District Councillors

To receive the Reports from County and District Councillors (report(s) to follow).

11. Internal Audit/AGAR

- a) To note and approve the Annual Internal Audit Report in respect of the year to 31st March 2026 as prepared by Legra IAS and to agree any action to be taken (copy to follow)
- b) To approve and sign the "Certificate of Exemption – AGAR 2025/26 Form 2" (copy to follow)
- c) To approve the "Annual Internal Audit Report 2025/26" section of the AGAR.(copy to follow)
- d) To approve and sign "Section 1 – Annual Governance Statement 2025/26" section of the AGAR (copy to follow)
- e) To approve and sign "Section 2 – Accounting Statements 2025/26" section of the AGAR (copy to follow)

12. Bank Account

- a) To receive a report from the Clerk in respect of the opening of an online bank account with Unity Bank.
- b) To approve the transfer of funds from Barclays Bank plc to Unity Bank and the closure of the Barclays Bank account.

13. Finance

- a) To confirm approval of the payments for April 2026 (schedule to follow).
- b) To approve payments for the month of May (schedule to follow)
- c) To review the revised 2026/2027 budget and to agree the action to be taken (updated budget to follow).

14. Highway Speed Control.

To receive a report from Councillor Petts and to agree the action to be taken (circulated previously).

15. Love your Bus

- a) To receive a report from the Locum Clerk re "Love your Bus"

- b) .To agree the proposal that the Chair sign the offer letter re “Love your Bus” as received from Essex County Council (copy letter to follow)

16. Grass Cutting

To receive a report from the Locum Clerk and to agree the action to be taken.

17. Website/e-mail addresses

- a) To receive an update from Councillor Petts and the Locum Clerk and to agree the action to be taken.

18. Stow Maries Opposition Group (SMOG).

To receive a report from Councillor Driver and to agree any action to be taken

19. Crowd Funding

To receive a report from Councillor Brown and to agree the action to be taken.

20. Defibrillator

To receive a report from Councillor Hopping and to agree the action to be taken.

21. Councillor Co-option

To receive a report from the Locum Clerk

22. Planning

- a) To consider options for Councillors to receive training and to agree the action to be taken.

23. Clerk Report

- a) SharePoint

24. Exchange of Information

Councillors to exchange information.

25. Exclusion of the Press and Public

To resolve that, in accordance with section 1(2) of the Public Bodies (Admission to Meetings Act 1960 and as extended by Schedule 12A of the Local Government Act 1972 the Press and Public be excluded from the meeting because of the confidential nature of the business to be transacted.

26. Appointment of Permanent Clerk

To consider the appointment of a permanent Clerk and to agree the action to be taken.