

Belchamp St Paul and Belchamp Otten Parish Council

12 May 2025

The next meeting of the Parish Council will be held on Tuesday 20 May 2025 commencing at 7.30pm in The Community House, Gages Road, Belchamp St Paul.

A G E N D A

1. Election of Chairman and signing of Declaration of Acceptance of Office
2. Election of Vice Chairman
3. Apologies for Absence and Declarations of Interest
4. PUBLIC DISCUSSION TIME (5 minutes)
5. Approval of the Minutes of the meeting held on 15 April 2025
6. Matters arising from the April PC meeting (not covered separately on the Agenda)
7. To note the Minutes of the Belchamp Otten Annual Parish Assembly 7 April 2025 and the Belchamp St Paul APA 8 April 2025
8. Annual Administrative Matters:
 - Appointment/approval of Council Officers and Representatives
 - Adoption of Standing Orders, Financial Regulations, and Councillors Code of conduct
 - Appointment of Responsible Financial Officer and Internal Auditor
 - Confirmation of Bank Signatories
9. Essex County Council matters
10. Braintree District Council matters
11. Finance – Approval of receipts and payments
 - Asset register 31/3/25
 - Insurance arrangement 2025/26
12. Audit 2024/25:
 - Approve 2024/25 PC Accounts
 - Consider, approve and sign the Annual Governance and Accountability Return
13. Vacant BSP Councillor seat
14. PFMC – Review of Terms of Reference – update
15. Verge cutting 2025/26
16. Local Development Code Working Group – update

17. Speedwatch & traffic – parking on Cole Green access
18. Defibrillators
19. Belchamp Otten village sign
20. Repair of Hickford Hill notice board
21. Correspondence
22. Clerk's Contract
23. Planning – New Applications / Decisions
24. PUBLIC DISCUSSION TIME (5 minutes)
25. Any urgent matters and proposals for future agenda items
26. The next Council meeting will be held on Tuesday 1 July 2025 at 7:30pm in The Community House, Gages Road, Belchamp St Paul.

J. C. Douglass

Clerk to Belchamp St Paul and Belchamp Otten Parish Council

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