Little Bromley Parish Council

NOTICE OF ANNUAL MEETING

Dear Councillors,

Please accept this summons to attend the Annual Meeting of Little Bromley Parish Council on Thursday 21 May 2026 **at 7pm** at The Haywain Public House, Little Bromley.
Members of the Press and the Public are welcome to attend.

Signed: Elizabeth Ridout Interim Parish Clerk **Date:** Friday 15 May 2026

AGENDA

1. **Election of Chairman**
   To elect the Chairman of the Parish Council for the forthcoming municipal year, in accordance with Section 15(1) of the Local Government Act 1972. The newly elected Chairman will be asked to sign the Declaration of Acceptance of Office before presiding over the remainder of the meeting.

2. **Election of Vice-Chairman**
   To elect the Vice-Chairman of the Parish Council for the forthcoming municipal year, in accordance with Section 15(6) of the Local Government Act 1972.

3. **Apologies for absence**
   To receive and note any apologies for absence submitted by Members.

4. **Declarations of Interest**
   Members are invited to declare any Disclosable Pecuniary Interests, or other interests, and the nature of them, in relation to any item on the agenda.

5. **Approval of Minutes of the last meeting**
   To approve and sign the minutes of the meeting held on Thursday 19 March 2026, previously circulated.

6. **Briefing on Fly-Tipping Management and Enforcement**
   An officer from Tendring District Council (TDC) will attend the meeting and cover fly-tipping issues within the parish, including processes, responsibilities, liaison with relevant authorities, and expected clearance timelines.

7. **Review and Adoption of Standing Orders**
   To note that the Council's Standing Orders were adopted in January 2026 and are scheduled for review in May 2027. Council is asked to confirm that no amendments are required at this time.

8. **Review and Adoption of Financial Regulations**
   To note that the Council's Financial Regulations were adopted in January 2026 and are scheduled for review in May 2027. Council is asked to confirm that no amendments are required at this time.

9. **Council appointments**

a) Responsible Financial Officer	-	Clerk
b) Accounts Monitoring Officer	-	Cllr Barrett
c) Internal auditor	-	Clacton Business Services
d) Council Website and Social Media	-	Cllr Barrett
f) Tree Warden	-	Cllr Monger
g) Footpath Warden	-	Graeme Knott
h) Personnel Committee	-	Appointed as required

10. **Appointment of Council representatives**

a) Emergency Planning	-	Cllr Smith
b) Tendring District Association of Local Councils	-	Cllr Barrett and Cllr Smith

11. Confirmation of Insurance Cover
To review the Council's insurance arrangements for 2026/27 and confirm that the levels of cover for assets, public liability, employer's liability, and other relevant risks are adequate and appropriate for the Council's activities.

12. Review of Subscriptions to Other Bodies
To review the Council's subscriptions to external organisations for 2026/27 and confirm that they remain appropriate and provide value to the Council.

13. Adoption of the Local Government Association Model Councillor Code of Conduct 2020 (updated July 2023)
To consider and resolve whether the Council will adopt the Local Government Association's Model Councillor Code of Conduct 2020 (updated July 2023) as its formal Code of Conduct.

Members are asked to review the updated Model Code and agree:
- Whether to adopt the Code in full;
- Whether any local amendments or appendices are required; and
- The date from which the adopted Code will take effect.

14. Register of Members' Interests
To remind Members of their statutory duty to complete and maintain an up-to-date Register of Interests, in accordance with the Localism Act 2011 and the Council's adopted Code of Conduct.

15. Adoption of NALC Model Complaints Policy
To consider the adoption of the NALC Model Complaints Policy.

16. Adoption of a Publication Scheme
To consider the adoption of a Publication Scheme, based on the ICO Model Scheme.

17. Adoption of a Health & Safety Policy, including Lone Worker provisions.
To consider adoption of a Health & Safety Policy, including Lone Worker provisions.

18. Consideration of Parish Councillor Allowances for 2026/27
To consider whether the Council wishes to adopt a Scheme of Allowances for the 2026/27 municipal year, in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 and having regard to the recommendations of TDC's Independent Remuneration Panel (PIRP) 2023.

19. Banking Arrangements for 2026-27
To confirm that the Council should continue to bank with Barclays Bank Plc as per its current terms of business, with two approved signatories to operate the account.
To agree that the Council's signatories will continue to be Cllr Barrett, Cllr Smith and Cllr Hodgkiss.

20. Administrative and financial matters
Members noted that the following documents, which had been approved by the Council and provided by the Clerk to all members, governed the Council's business:
i) LGA Model Councillor Code of Conduct 2020 (updated 2023)
ii) Standing Orders
iii) Model Financial Regulations
iv) Complaints procedure (including vexatious or abusive complaints)
v) Publication Scheme
vi) Budget for 2026-27 (with agreed precept)

It was noted that the general legal and financial framework for the Council's activities were laid down in the following publications which were held by the Clerk: Local Council Administration (13th Edition 2022) and JPAG Practitioners' Guide 2024.

21. Council's 2025-26 accounts

a) To receive a report by the Council's Accounts Monitoring Officer and consider and adopt the findings of the review of the effectiveness of the council's internal control and audit procedures.

"In accordance with the Council's Financial Regulations, the Council confirms that its internal financial controls are operating in accordance with proper practice. In-year reviews are undertaken at each meeting of the Parish Council, with a formal end-of-year review completed prior to submission of the accounts to the internal auditor." Cllr Barrett.

b) To approve the Council's accounts for 2025-26.

22. Internal Audit Report

To receive and note the Internal Audit Report for 2025/26.

23. Approval of the Annual Governance Statement (AGAR Section 1) for 2025/26

To review and approve the Annual Governance Statement for the year ended 31 March 2026, confirming that the Council has maintained an adequate system of internal control.

24. Approval of the Accounting Statements (AGAR Section 2) for 2025/26

To consider and approve the Accounting Statements for the year ended 31 March 2026, noting that they have been signed and certified by the Responsible Financial Officer prior to presentation.

25. Certificate of Exemption from Limited Assurance Review 2025/26

To consider and resolve whether the Council meets the criteria to declare itself exempt from a limited assurance review for 2025/26 and, if approved, to sign the Certificate of Exemption.

26. Meeting dates for 2026-27

Thursday 16 July 2026
Thursday 17 September 2026 *(provisional date)*
Thursday 19 November 2026
Thursday 21 January 2027
Thursday 18 March 2027
Thursday 20 May 2027

27. Public Participation

Little Bromley Parish Council values the exceptionally positive relationship it enjoys with its residents. While the formal Public Participation item provides a dedicated opportunity for parishioners to raise matters, the Council also recognises that its meetings consistently benefit from constructive, respectful dialogue with those attending. With regular public attendance of around ten residents or more, this ongoing engagement has become a distinctive strength of the parish. Councillors therefore continue to welcome brief, relevant contributions from the public at appropriate points during the meeting, provided this supports the smooth conduct of business and respects the Chairman's direction. This approach complements the SLCC's guidance and reflects the collaborative, community-focused ethos that works so effectively in Little Bromley.

Members of the public are welcome to speak. Questions relating to agenda items will be responded to during the relevant discussion.

28. Planning applications

REFERENCE	PROPOSAL	LOCATION
26/00590/DETAIL Mr Dan Baldwin - Friendly Homes Ltd	Submission of details under Outline Planning Permission 23/00439/OUT considering access/scale/appearance/landscaping/layout for the erection of 2no. dwellings.	Hunyani Ardleigh Road Little Bromley Manningtree Essex CO11 2QA

29. Reports

a) County Councillor

b) District Councillor
c) Parish Councillors
d) Footpath Warden
e) Police
f) Clerk

30. Neighbourhood Plan update
To receive an update from Cllr Stock on progress with the Neighbourhood Plan, including a request to explore the designation of certain parish roads as Quiet Lanes and, if agreed, to approach Essex Highways for guidance on the process and suitability of candidate roads.

31. Memorial Garden – St Mary's Church
To receive an update on the Memorial Garden proposal, which remains in progress within the Diocese's Faculty System.

32. Local Plan update
To receive an update on proposed development affecting Little Bromley and consider any implications for the parish.

33. Infrastructure Projects
- National Grid - Pylons and Proposed Substation
- Five Estuaries Windfarm - Underground Cables and Proposed Substation
- North Falls Windfarm - Underground Cables and Proposed Substation
- Tarchon

To discuss updates in respect of the above infrastructure projects and to agree next steps.

34. Speedwatch Group
To receive an update on the proposed project.

35. Village Planters
To receive an update on the ongoing maintenance of the six planters and thanks to Roly and Ken.

36. War Memorial
To agree a sum towards the purchase of plants for the War Memorial.

37. Tree Preservation Orders
To receive an update on the initiative.

38. Quiet Lanes
To consider whether the Parish Council should pursue the initiative for certain roads in the village.

39. Tendring District Council – Overview & Scrutiny Work Programme Consultation 2026/27
To note the consultation by Tendring District Council on its 2026/27 Overview & Scrutiny Work Programmes and to consider whether the Parish Council wishes to submit any suggestions.

40. Defibrillator training event
To receive an update on arrangements for a parish defibrillator training event.

41. Accounts
To receive confirmation from the Accounts Monitoring Officer that the accounts are in order and to note any relevant updates.

42. Approval of payments

EALC and NALC Affiliation Fee 2026/27	£101.20
Clacton Business Services – internal audit fee	£120.00

43. Date of next meeting – Thursday 16 July 2026 at 7:30pm
Members are reminded that items of business for inclusion on the agenda should be submitted to the Clerk by Monday 6 July 2026.