**LHPC03a/20 Little Horkesley Parish Council**

**meeting to be held in the Village Hall at 19:30 on Wednesday 18 March 2020**

# Apologies

**Declaration of Pecuniary or Non-pecuniary Interests in relation to items on the agenda.**

**1. Minutes**

To approve the minutes of the meeting held on 19 February as an accurate record.

**2. Coronoavirus Covid 19**

To consider whether there are any steps the council should take in relation to the risk of coronavirus.

**3. Emergency Plan and Vulnerable Persons List**

To discuss access to the Emergency Plan with regard to the current coronavirus pandemic.

**4. Affordable Housing**

Chris Exley to report on progress

**5. Data Protection**

Maria Oats to report on the ICO fact sheet for Councils about the use of personal email addresses and devices for Parish Council business.

# 6. Clerk’s Report

1. *HMRC Tax implications*

To receive an update on the Council’s position regarding PAYE registration.

Report attached.

b. *Little Horkesley Website*

Clerk to update on progress of the website

To report on who is still to email a photograph for the site.

Clerk to pass on ‘User Manual” for the website to Susie Goldring

c. *Annual Timetable*

To note the timetable of events and actions taken annually by the Parish Council and to receive any further suggestions from members of the council.

d. *Roads and Verges*

* To note that the Chair has written to Anne Brown (ECC) to set out formally the details of flooding issues on School Road and seeking advice for any funding grant available to resolve the issues.
* To consider when to inspect footpaths.
* To note that the flooding at Kings Farm, Vinesse Road has been reported to Essex Highways (ref 2658397)
* Potholes

e. *Grant for Picnic Bench*

Progress report about status of grant application.

f. *Parish Council Meeting Dates*

* Confirmation that the April meeting has been moved to **the 29th April.**
* Confirmation that the APC Meeting and May meeting have been moved to **13th May**
* To agree to advertise the APCM in the Parish Magazine

**7. Planning**

No issues to discuss

**8. Finance**

To report on the expected Precept for 2020/21

To approve the following expenditure:

* £84.00 EALC “End of Year Accounting for Small Councils” course attended by Jo Petersen (75% bursary refund after completion of course)

A review of the end of year accounting paper to take place at the April meeting.

**9. Correspondence**

* DVS Winter Magazine
* cc Email from Anne Brown to Terry Knights (Essex Highways) re flooding

**10. Items for the Next Agenda**

**…………………………………………………………………………….. (J Petersen – Clerk)**

# ……………………………………………………………………………… (Date)

**Date of the next Parish Council Meeting Wednesday 29 April**