1

**STANSTED MOUNTFITCHET PARISH COUNCIL ANNUAL COUNCIL**

MINUTES of the ANNUAL COUNCIL MEETING held on Wednesday 11th May 2022 at 7.30pm in the Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted, Essex,

**PRESENT** Cllr M Caton (Chair for meeting except for 1st item), Cllrs A Barnes, G Braeckman,

 A Guney, J Hogg, J Hudson, M Jessup, P Jones, J Kavanagh, A Khan, J O’Brien, L Prior,

 F Richards, G Sell and T Smith

**ATTENDING** Mrs Ruth Clifford – Parish Clerk

 Mrs Emma Philbrick – Trainee Deputy Clerk

 1 member of the press – via Zoom

 3 members of the public – 1 in person and 2 via Zoom

**1 TO ELECT A CHAIR AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr O’Brien proposed Cllr Caton for the position of Chair, having been seconded by Cllr Jones and with no other nominations, it was unanimously:

 **RESOLVED** that Cllr Maureen Caton be elected as Chair for the Civic Year 2022/23

 Cllr Caton signed the Declaration of Acceptance of Office

 Cllr Sell pointed out that Cllr Caton would have broken the post-war record of length of service for a Chair.  He had served 8 years and this will be her 9th year. He also said that the demands of the job had been increasing. Few people understand the amount of work required all of which is voluntary.

 Cllr Khan congratulated Cllr Caton on her reappointment as Chair. He said it had been a difficult year given that we have emerged through the pandemic , as well as Cllr Caton having to deal with certain individuals making ridiculous and unsubstantiated claims of bullying against Councillors. It can’t have been easy, but she had dealt with it with great aplomb. Well done to Cllr Caton.

 Cllr Caton thanked everyone for their support through what has been a difficult time for the Council. She was disappointed that some of the publicity to the Council, particularly on social media, is negative and lacking in team spirit. She urged everyone to remember their recent training and support each other.

 **2 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies were received from District Councillor Melvin Caton

**3 TO RECEIVE DECLARATIONS OF INTEREST -** None

**4 TO ELECT A VICE-CHAIR AND RECEIVE THE DELCARATION OF ACCEPTANCE OF OFFICE**

Cllr O’Brien proposed Cllr Richards for the position of Vice-Chair, having been seconded by Cllr Sell and with no other nominations it was unanimously:

 **RESOLVED** that Cllr Fran Richards be elected as Vice-Chair for the Civic Year 2022/23

 Cllr Richards signed the Declaration of Acceptance of Office.

2

**5 TO APPOINT THE COUNCIL’S INTERNAL AUDITOR – CURRENTLY RBS AUDITING SOLUTIONS**

Having been proposed by Cllr Jones and seconded by Cllr Richards it was unanimously:

 **RESOLVED** To continue with RBS Auditing Solutions for the year 2022/23 but that the Clerk would look around at other companies due to the length of time that the Council had been using RBS.

**6 TO REVIEW THE TERMS OF REFERENCE AND SCHEMES OF DELEGATION**

This was sent to members ahead of the meeting with proposed changes highlighted in red.

 Having been proposed by Cllr Guney and seconded by Cllr Braeckman it was unanimously:

 **RESOLVED** to adopt the Terms of Reference and Scheme of Delegation with he proposed amendments.

**7 TO APPOINT THE FOLLOWING STANDING COMMITTEES AND SUB-COMMITTEES**

Details of the appointments can be found on the attached list

**8 TO NOTE THE CURRENT WORKING GROUPS**

Details can be found on the attached list

**9 TO APPOINT REPRESENTATIVES ON THE FOLLOWING OUTSIDE BODES**

a) Stansted Trust Funds – Christine Stiles and Margaret Hill

b) Stansted and Birchanger Relief in Sickness Charity – Cllr Fran Richards

c) Public Transport Representative – Joy & Richard Thomas

d) Link Committee – Cllr Geoffrey Sell

e) Stansted Airport Watch – Cllr Jamie Hogg

**10 TO RECEIVE STANDING ORDERS, FINANCIAL REGULATIONS, INVESTMENT POLICY AND ASSET REGISTER**

The Clerk advised that there had been no amendments to the Standing Orders, Financial Regulations or Investment Policy but that changes were awaited from NALC around procurement in the Standing Orders. The Asset Register had been updated.

 Having been proposed by Cllr Richards and seconded by Cllr Jones it was unanimously:

 **RESOLVED** to adopt the Standing Orders, Financial Regulations and Investment Policy for the Civic Year 2022/23 and approve the Asset Register dated 31st March 2022.

**11 TO RESOLVE THAT THE COUNCIL CONTINUES TO MEET THE CONDITIONS OF THE POIWER OF GENERAL COMPETENCE**

Having been proposed by Cllr Sell and seconded by Cllr O’Brien it was unanimously:

 **RESOLVED** that the Council continues to meet the conditions of the Power of General Competence

**12 TO REVIEW THE REGISTER OF MEMBERS’ INTERESTS**

The Clerk reminded members that they needed to update their Register of Members’ Interest forms if there are any changes.

Meeting Closed at 8.02pm

3

**STANSTED MOUNTFITCHET PARISH COUNCIL OPEN SPACES COMMITTEE**

MINUTES of a meeting of the OPEN SPACES COMMITTEE held at 8.03pm on Wednesday 11th May 2022 in The Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted, Essex

**PRESENT** Cllr A Barnes (Chair), Cllrs G Braeckman, M Caton, A Guney, J Hudson, J Kavanagh,

 A Khan, L Prior and F Richards

**ATTENDING** Mrs Ruth Clifford – Parish Clerk

 Mrs Emma Philbrick – Trainee Deputy Clerk

 Cllrs J Hogg, M Jessup, P Jones, J O’Brien G Sell and T Smith

 1 member of the press – via Zoom

 3 members of the public – 1 in person and 2 via Zoom

**13 TO ELECT A CHAIR OF THE COMMITTEE**

Cllr Kavanagh proposed Cllr Barnes, having been seconded by Cllr Prior and with no other nominations, it was unanimously:

 **RESOLVED** that Cllr Alan Barnes be elected Chair of the Open Spaces Committee for the Civic Year 2022/23

**14 TO ELECT A VICE-CHAIR OF THE COMMITTEE**

Cllr Barnes proposed Cllr Kavanagh, having been seconded by Cllr Braeckman and with no other nominations, it was unanimously:

 **RESOLVED** that Cllr Jo Kavanagh be elected Vice-Chair of the Open Spaces Committee for the Civic Year 2022/23

**15 TO APPOINT THE TENNIS CLUB REPRESENTATIVE**

Cllr Barnes proposed to accept the offer from Cllr Kavanagh to continue as the Tennis Club Representative. This was unanimously agreed.

**16 TO APPOINT THE PARISH PUBLIC FOOTPATH REPRESENTATIVE**

Cllr Barnes proposed to accept the kind offer from Bill Stiles to continue as the Parish Public Footpath Representative. This was unanimously agreed.

**17 TO APPOINT THE PARISH TREE WARDEN**

Cllr Barnes proposed to accept the kind offer from Daniel Brett to continue as the Parish Tree Warden. This was unanimously agreed.

Meeting closed at 8.06pm

4

**STANSTED MOUNTFITCHET PARISH COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE**

MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at 8.06pm on Wednesday 11th May 2022 in The Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted, Essex

**PRESENT** Cllr J O’Brien (Chair), Cllrs M Caton, J Hogg, M Jessup, P Jones, F Richards, G Sell and T Smith

**ATTENDING** Mrs Ruth Clifford – Parish Clerk

 Mrs Emma Philbrick – Trainee Deputy Clerk

 Cllrs A Barnes, G Braeckman, A Guney, J Hudson, J Kavanagh, A Khan and L Prior

 1 member of the press – via Zoom

 3 members of the public – 1 in person and 2 via Zoom

**18 TO ELECT A CHAIR OF THE COMMITTEE**

Cllr Smith proposed Cllr O’Brien, having been seconded by Cllr Jessup and with no other nominations, it was unanimously:

 **RESOLVED** that Cllr John O’Brien be elected Chair of the Finance and General Purposes Committee for the Civic Year 2022/23

**19 TO ELECT A VICE-CHAIR OF THE COMMITTEE**

Cllr Richards proposed Cllr Jessup, having been seconded by Cllr Smith and with no other nominations, it was unanimously:

 **RESOLVED** that Cllr Matt Jessup be elected Vice-Chair of the Finance and General Purposes Committee for the Civic Year 2022/23

**20 TO APPOINT THE HEALTH MATTERS REPRESENTATIVE**

Cllr O’Brien proposed to accept the offer from Cllr Richards to continue as the Health Matters Representative. This was unanimously agreed.

**21 TO APPOINT THE POLICE LIAISON REPRESENTATIVE**

Cllr O’Brien proposed to accept the offer from Cllr Caton to continue as the Police Liaison Representative. This was unanimously agreed.

**22 TO APPOINT THE NEIGHBOURHOOD WATCH REPRESENTATIVE**

The Clerk advised that this was previously Linzi Shelford but that she had not responded to our emails as to whether she would like to continue in this role. It was unanimously agreed that the Committee would like her to continue if she is willing. If she does not want to then this will go back to F&GP. [Since the meeting, Linzi has agreed to continue in this role]

Meeting Closed at 8.06pm

5

**STANSTED MOUNTFITCHET PARISH COUNCIL HIGHWAYS SUB-COMMITTEE**

MINUTES of a meeting of the HIGHWAYS SUB-COMMITTEE held at 8.08pm on Wednesday 11th May 2022 in The Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted, Essex

**PRESENT** Cllr G Sell (Chair), Cllrs M Caton, M Jessup, P Jones, A Khan, J O’Brien, L Prior and

 F Richards

**ATTENDING** Mrs Ruth Clifford – Parish Clerk

 Mrs Emma Philbrick – Trainee Deputy Clerk

 Cllrs A Barnes, G Braeckman, A Guney, J Hogg, J Hudson, J Kavanagh and T Smith

 1 member of the press – via Zoom

 3 members of the public – 1 in person and 2 via Zoom

**23 TO ELECT A CHAIR OF THE SUB-COMMITTEE**

Cllr Khan proposed Cllr Sell, having been seconded by Cllr O’Brien and with no other nominations, it was unanimously:

 **RESOLVED** that Cllr Geoffrey Sell be elected Chair of the Highways Sub-Committee for the Civic Year 2022/23

**24 TO ELECT A VICE-CHAIR OF THE SUB-COMMITTEE**

Cllr Sell proposed Cllr Jones, having been seconded by Cllr Caton and with no other nominations, it was unanimously:

 **RESOLVED** that Cllr Peter Jones be elected Vice-Chair of the Highways Sub-Committee for the Civic Year 2022/23

**25 TO CO-OPT MR RAY WOODCOCK**

Having been proposed by Cllr Sell and seconded by Cllr Richards it was unanimously:

 **RESOLVED** to co-opt Mr Ray Woodcock onto the Highways Sub-Committee

Meeting Closed at 8.11pm

6

**STANSTED MOUNTFITCHET PARISH COUNCIL PERSONNEL SUB-COMMITTEE**

MINUTES of a meeting of the PERSONNEL SUB-COMMITTEE held at 8.11pm on Wednesday 11th May 2022 in The Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted, Essex

**PRESENT** Cllr F Richards (Chair), Cllrs A Barnes, M Caton, A Guney and J O’Brien

**ATTENDING** Mrs Ruth Clifford – Parish Clerk

 Mrs Emma Philbrick – Trainee Deputy Clerk

 Cllrs G Braeckman, J Hogg, J Hudson, M Jessup, P Jones, J Kavanagh, A Khan, L Prior, G Sell and T Smith

 1 member of the press – via Zoom

 3 members of the public – 1 in person and 2 via Zoom

**26 TO ELECT A CHAIR OF THE SUB-COMMITTEE**

Cllr Caton proposed Cllr Guney, having been seconded by Cllr Richards and with no other nominations, it was unanimously:

 **RESOLVED** that Cllr Anne Guney be elected Chair of the Personnel Sub-Committee for the Civic Year 2022/23

**27 TO ELECT A VICE-CHAIR OF THE SUB-COMMITTEE**

Cllr Guney proposed Cllr O’Brien, having been seconded by Cllr Richards and with no other nominations, it was unanimously:

 **RESOLVED** that Cllr John O’Brien be elected Vice-Chair of the Personnel Sub-Committee for the Civic Year 2022/23

Cllr Khan left the meeting

Meeting closed at 8.12pm

7

**STANSTED MOUNTFITCHET PARISH COUNCIL WINDMILL SUB-COMMITTEE**

MINUTES of a meeting of the WINDMILL SUB-COMMITTEE held at 8.12pm on Wednesday 11th May 2022 in The Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted, Essex

**PRESENT** Cllr J O’Brien (Chair). Cllrs G Braeckman, M Caton, J Kavanagh and F Richards

**ATTENDING** Mrs Ruth Clifford – Parish Clerk

 Mrs Emma Philbrick – Trainee Deputy Clerk

 Cllrs A Barnes, A Guney, J Hogg, J Hudson, M Jessup, P Jones, L Prior, G Sell and

 T Smith

 1 member of the press – via Zoom

 3 members of the public – 1 in person and 2 via Zoom

**28 TO ELECT A CHAIR OF THE SUB-COMMITTEE**

Cllr Caton proposed Cllr O’Brien, having been seconded by Cllr Kavanagh and with no other nominations, it was unanimously:

 **RESOLVED** that Cllr John O’Brien be elected Chair of the Windmill Sub-Committee for the Civic Year 2022/23

**29 TO ELECT A VICE-CHAIR OF THE SUB-COMMITTEE**

Cllr O’Brien proposed Cllr Kavanagh, having been seconded by Cllr Richards and with no other nominations, it was unanimously:

 **RESOLVED** that Cllr Jo Kavanagh be elected Vice-Chair of the Windmill Sub-Committee for the Civic Year 2022/23

Meeting Closed 8.13pm

8

**STANSTED MOUNTFITCHET PARISH COUNCIL EMERGENCY PLANNING SUB-COMMITTEE**

MINUTES of a meeting of the EMERGENCY PLANNING SUB-COMMITTEE held at 8.13pm on Wednesday 11th May 2022 in The Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted, Essex

**PRESENT** Cllr M Jessup (Chair), Cllrs M Caton, J Hudson, J Kavanagh, J O’Brien, F Richards

**ATTENDING** Mrs Ruth Clifford – Parish Clerk

 Mrs Emma Philbrick – Trainee Deputy Clerk

 Cllrs A Barnes, G Braeckman, A Guney, J Hogg, P Jones L Prior, G Sell and T Smith

**30 TO ELECT A CHAIR OF THE SUB-COMMITTEE**

Cllr Caton proposed Cllr Khan and advised in his absence he had expressed his interest in taking this on. Having been seconded by Cllr O’Brien and with no other nominations, it was unanimously:

 **RESOLVED** that Cllr Ayub Khan be elected Chair of the Emergency Planning Sub- Committee for the Civic Year 2022/23

**31 TO ELECT A VICE-CHAIR OF THE SUB-COMMITTEE**

Cllr Richards proposed Cllr Jessup, having been seconded by Cllr Caton and with no other nominations, it was unanimously:

 **RESOLVED** that Cllr Matt Jessup be elected Vice-Chair of the Emergency Planning Sub- Committee for the Civic Year 2022-23

**32 TO CO-OPT MR IAIN RANKIN**

Having been proposed by Cllr O’Brien and seconded by Cllr Richards it was unanimously:

 **RESOLVED** to co-opt Mr Iain Rankin onto the Emergency Planning Sub-Committee

Meeting closed at 8.14pm