

**Minutes of the Greenstead Green and Halstead Rural Parish Council AGM meeting held on Wednesday 15<sup>th</sup> May 2025 at Greenstead Green Village Hall at 7pm.**  
**These are draft minutes and yet to be agreed by the Parish Council.**

**Present.**

Cllr. Paul Foster. Chairman.

Cllr. Ian Pleasance

Cllr. Derek Mason. Vice-Chairman.

Cllr. Jeremy Siggers

Cllr. Gemma Todd.

Cllr. Debbie Wass

Amanda Degnan – Clerk to the Parish Council.

22 Members of the public

**44/25 Apologies for absence.** None.

**45/25 Declarations of interest. To declare any pecuniary or non-pecuniary interests in accordance with the Code of Conduct.** Cllr. Pleasance declared a potential non-pecuniary interest in Item 59/25 Planning Item 1. 25/00897/FUL Ayletts Farm. This was on the Ordinary meeting agenda which followed the AGM.

**46/25 Election of Chairman.** To re-elect Cllr Paul Foster as Chairman. Proposed by Cllr Derek Mason, Seconded by Cllr. Ian Pleasance. All agreed. Cllr. Foster was duly re-elected as Chairman. **Chairman to sign the declaration of office.** The Chairman then signed the declaration of office.

**47/25 Election of Vice Chairman.** To re-elect Cllr. Derek Mason as Vice Chairman. Proposed by Cllr. Ian Pleasance. Seconded by Cllr Jeremy Siggers . All agreed. Cllr. Mason duly re-elected as Vice Chairman.

**48/25 (a) Co-option of new parish councillor.** This vacancy was due to Cllr. Derek Hambling resigning and moving from the village. The vacancy was advertised on the website, noticeboard and at Parish Council meetings. This had resulted in Debbie Wass coming forward to be co-opted as the new parish councillor for Greenstead Green. Proposal: To co-opt Debbie Wass as a new parish councillor. Proposed Cllr. Paul Foster, Seconded Cllr. Derek Mason. All agreed. Cllr. Debbie Wass was duly elected as the new parish councillor for Greenstead Green and joined the rest of the Parish Council at the table. **(b) Co-opted Councillor to sign declaration of office.** Cllr. Wass then signed the declaration of office. **(c) Councillor to sign form agreeing to be contacted by electronic means.** Cllr. Wass then signed the form agreeing to be contacted by electronic means.

**49/25 To appoint representatives to the outside bodies as set out below:** These appointments were duly approved en-bloc.

<b>a). Essex Association of Local Councils.</b>	<b>Cllr's. Foster and Mason</b>
<b>b). Braintree Association of Local Councils.</b>	<b>Cllr's. Pleasance and Wass</b>
<b>c). Village Hall Management Committee.</b>	<b>Cllr. Butler</b>
<b>d). Playing Field Management Committee.</b>	<b>Cllr. Mason</b>
<b>e). Civil Defence Emergency Committee.</b>	<b>Cllr's. Mason and Siggers</b>
<b>f). Earls Colne Airfield Liaison Committee.</b>	<b>Cllr. Pleasance</b>
<b>g). Planning Committee.</b>	<b>Any 3 Councillors</b>
<b>h). Footpaths Representative.</b>	<b>Cllr. Butler</b>
<b>i). Tree Warden.</b>	<b>Cllr. Siggers</b>
<b>j). Health Committee Representative.</b>	<b>Cllr. Foster</b>
<b>k). District Neighbourhood Watch.</b>	<b>Jean Hastings, Cllr's. Foster and Todd</b>
<b>l). Community Transport Representative.</b>	<b>Cllr. Pleasance</b>
<b>m). Internal Auditor.</b>	<b>Affinia formerly Richard Edwards</b>
<b>n). Responsible Financial Officer.</b>	<b>Amanda Degnan.</b>
<b>o) Greenwatch</b>	<b>Cllr's Pleasance and Todd</b>
<b>p) Greenway cycle route.</b>	<b>Cllr's. Butler and Mason</b>

**50/25 To approve and re-adopt the following:**

- (a) Standing Orders rev 2025**
- (b) Financial Regulations. Rev March 2025**
- (c) Code of Conduct**
- (d) Antibullying and Harassment policy**
- (e) Community Engagement Policy**
- (f) Complaints Procedure**
- (g) Data Protection Policy**
- (h) Disciplinary Policy**
- (i) Equality and Diversity Policy**
- (j) Grant Award Making Policy**
- (k) Grievance Procedure**
- (l) Training Policy**

**(m) Whistleblowing Policy**

**(n) Internet banking code 2021**

It was agreed to approve these en-bloc. Proposed by Chairman, Cllr. Foster, Seconded by Cllr. Mason. All agreed. Approved.

**51/25 To confirm and approve the updated Asset Inventory is correct. .**

Proposal: To confirm and approve the updated Asset Inventory List is correct.

Proposed by Chairman, Cllr Foster, Seconded by Cllr. Mason. All agreed. Approved.

Note: for the 2026 AGM all items to be revalued.

**52/25 To confirm that the Parish Council has appropriate insurance which includes public liability.**

The Clerk confirmed that the Parish Council had appropriate insurance which included public liability with Clear Councils. Proposed by Chairman, Cllr. Foster, Seconded by Cllr. Pleasance. All agreed. Confirmed.

**53/25 To agree to send past documents to Essex County Council Records Office.**

Proposed Cllr. Foster, Seconded Cllr. Mason. All agreed.

There being no further items to discuss the AGM closed at 7.16pm

Signed.....

**Chairman – Greenstead Green and Halstead Rural Parish Council.**

Date.....

*Amanda Degnan*

<p><b>Amanda Degnan – Clerk to the Parish Council, C/O Greenstead Green Post Office, Greenstead Green Farm, Greenstead Green, CO9 1QY. 07782209224 . <a href="mailto:parishclerk@greensteadgreenpc.org.uk">parishclerk@greensteadgreenpc.org.uk</a>. WWW. <a href="http://greensteadgreenpc.org.uk">greensteadgreenpc.org.uk</a></b></p>
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