

Greenstead Green and Halstead Rural Parish Council
Annual General Meeting 13th May 2026
7:30pm Greenstead Green Village Hall

In attendance:

Chair: Cllr Paul Foster

Parish Councillors: Cllrs Jeremy Siggers, Ian Pleasance, Gemma Todd

Other Councillors: None

Officers: None

1. Cllr Foster opened the meeting and welcomed Councillors and the public.
2. Apologies were received from Cllr Wass and the Clerk.
3. Declarations of interest – none declared
4. Election of Chair – Cllr Foster was confirmed as the Chair for 2026/27.
5. Election of Vice Chair – Cllr Mason was confirmed as the Vice Chair for 2026/27.
6. Appointment of Representatives – confirmed as
 - i. EALC – Cllrs Foster and Mason
 - ii. BALC – Cllrs Pleasance and Wass
 - iii. Village Hall Management – Cllrs Mason and Wass - elected to role in absentia
 - iv. HR Committee approved – membership Cllrs Wass, Foster and Pleasance
 - i. **ACTION:** TOR for new committee to be provided by the Clerk
 - v. Playing Field Management Committee – Cllr Mason
 - vi. CDEC – Cllrs Mason and Siggers
 - vii. ECALC – Cllr Pleasance
 - viii. Planning Working Group – membership comprising all council members as available
 - i. Purpose of group to review, discuss and respond to planning applications received during interim periods between formal council meetings
 - ii. To be held online with minimum three councillors
 - ix. Footpaths – Cllr Butler
 - x. Tree warder – Cllr Siggers
 - xi. HRC – Cllr Foster
 - xii. District Neighbourhood Watch Committee – Jean, Cllrs Foster and Todd
 - xiii. Community Transport Representative – Cllr Pleasance
 - xiv. Internal Auditor – Affinia (previously Richard Edwards Group)
 - xv. Responsible Financial Officer (Clerk) – Amy Wharton
 - xvi. Greenwatch – Cllrs Wass, Pleasance and Todd
 - xvii. EC2H Cycle Route – Cllrs Mason and Butler

- xviii. NEW PCSO PC meeting (police liaison) – Cllrs Pleasance and Todd
 - i. ACTION: Cllr Pleasance to send Cllr Todd information relating to PCSO PC Meetings
- 7. To approve and re-adopt policies
 - i. Policies listed on agenda i-xiv to be provisionally agreed pending review to ensure alignment with legislation and UK best practice – potential updates to Antibullying & Harassment, Complaints Procedure, Equality & Diversity, Whistleblowing
 - ii. ACTION: Clerk to review best practice policies for PC's and upload new versions to website
- 8. To confirm and approve updated Asset Inventory
 - i. ACTION: Clerk to update with new asset inclusions (e.g. mobile, laptop) and remove old assets no longer in service (e.g. old Brother printer, handbells)
- 9. Confirm PC has appropriate insurance inc public liability insurance
 - i. Confirmed by Cllr Foster
- 10. To consider changing dates of meetings
 - i. ACTION: Clerk to update PC on outcome of other council's decision on scheduling meetings.
- 11. Minutes of MARCH (not April) OM
 - i. Approved
 - ii. ACTION: to be uploaded to website by Clerk
- 12. District Councillor Report
 - i. Cllr Peter Schwier did not attend, did not provide apologies for absence and did not submit written update
 - ii. ACTION: Cllr Schwier to be issued with update on PCs schedule – especially if dates for meetings change pending outcome of 10 above
- 13. County Councillor Report
 - i. Cllr Isa Rocha (Reform UK) did not attend, did not provide apologies for absence and did not submit written update
 - ii. ACTION: Cllr Rocha to be sent list of dates for meetings (pending outcome of 9 above) and invited to attend July by Amy and/or Cllr Foster
 - iii. ACTION: Cllr Pleasance to send note of thanks on behalf of PC to previous County Councillor, Chris Siddell, to thank him for his years of service to the parish
- 14. Playing field update
 - i. Cllr Mason did not attend so no update provided
 - ii. Parishioner reported side gate to playing field has a broken catch which needs repairing
 - iii. ACTION: Cllr Mason to assess side gate catch and take steps to replace if necessary

15. Highways

- i. Bus Stop Signage
 - i. On A131 by Penny Pots no bus stop sign either side of the road as it is a 'request stop'.
 - ii. ACTION: Cllr Foster to revert to parishioner who raised the enquiry that PC not responsible for signage, and direct parishioner to Highways at BDC
- ii. PC Highways issues
 - i. Lot of reports of blocked drains in Greenstead Green, broken pavements, potholes, water leaks, overgrown hedges, side of road broken away, etc.
 - ii. ACTION: Parishioners encouraged to report direct to BDC as the more 'noise' made about the issues the better
 - iii. Recommended route to report: take photo, get coordinates (e.g. What3Words code), and submit on BDC website AND report to PC to enable PC to back up complaints by Parishioners
 - iv. ACTION: Parishioners Ken and Colin to walk round Greenstead Green and itemise areas of concern in priority order, take photos and obtain coordinates for self-reporting to BDC and pass list to PC for PC collective reporting to BDC
 - v. ACTION: Clls Foster and Pleasance to report (again) issues at Ravens Hall Road with potholes and road damage posing risks to road users

16. LGR Update

- i. Five unitary authorities agreed with the parish falling into North East Essex Council which will be ratified in May 2027 (with mayoral elections) and online from April 2028
- ii. Noted -no actions arising

17. Planning

- i. Update on Local plan given by Cllr Foster
- ii. 26/009816/AGP - no objection
- iii. 26/00741/HH – no objection
- iv. 26/00567/FUL & LBC – no objection
- v. 26/00485/FUL – objections raised in relation to submission of landscaping. Strong objections to impact on the road/village of GG and town of Halstead arising from proposed volume of traffic, duration of scheduled works and timing of works amongst other things. Acknowledged that BDC has not raised objections but holding objections from other bodies noted. Impact of uncut hedge on visibility on lane raised by parishioners. Lack of engagement from landowner with local community noted.

- i. ACTION: Cllr Foster to craft objection and submit on behalf of PC to Planning
- ii. ACTION: Cllr Foster to invite Cllr Rocha to visit Greenstead Green and Halstead Rural parish before next PC meeting in July to support her understanding of the size of the ward and the challenges it faces with matters such as potholes, speeding traffic etc and conduct 'walk round' with Cllrs Foster and Pleasance, plus Ken and Cllr Wass for Greenwatch

18. Payments

- i. Payment to D Mason approved in principle but no invoice seen
 - i. ACTION: Clerk to request invoice from Cllr Mason then arrange payment
- ii. Other payments
 - i. ACTION: 2 payments at £50 for Amanda's leaving gifts and £30 for APM refreshments to be reimbursed to Cllr Pleasance

19. Subscription to EasyPC Accounts software

- i. Approved
- ii. ACTION: Clerk to subscribe and invoicing to PC for payment

20. Public Comment

- i. Jean – GG Neighbourhood watch volunteers now 3 short and no new volunteers come forward. Need to promote GG NW scheme more.
- ii. Cllr Todd suggested could benefit from more visibility on GG Facebook page, WhatsApp groups, noticeboard on green and emails.
- iii. Jean not so confident with digital communications and not all GG parishioners have email or want to share email hence paper newsletter through doors
 - i. ACTION: Clerk to obtain meeting details from Jean for NW for inclusion on PC website and potentially include information on how to volunteer support to the scheme to support Jean with distribution of newsletters or coordinate some of the digital 'promotion'
 - ii. ACTION: Clerk to PC website details of Neighbourhood Watch Steering Group Meeting on 27/05/26 at Maurice Rowson Hall, Gosfied, starting at 2pm - refreshments available.
- iv. Complaint from parishioner regarding flooding at bottom of lane by junction with A1124 (near Bluebridge). Reports of running water checked with Anglia Water operative who confirmed it is not a broken pipe as no water supply to that location. Suspicion it is caused by underwater springs and no management by Highways to reliably resolve the matter.

- i. ACTION: Parishioners encouraged to report to BDC with photos, coordinates (What3Words) as frequently as possible.
 - ii. ACTION: Greenwatch (Ken/Colin) to include in the list of priorities for resolution
 - v. Complaint from parishioners about repeated non-attendance of Parish Councillors at PC meetings. Parishioners complained about lateness of councillors arriving after start of PC meetings with no apologies.
 - i. ACTION: Cllr Foster to address matter of non-attendance without apologies with Cllrs Butler and Mason
 - ii. ACTION: Cllr Foster to address matter of non-attendance without apologies to District and County councillors
 - iii. ACTION: Clerk to issue reminder for all dates, times to all PC councillors (PC email address and personal email address for certainty) with firm message about submission of apologies as requested and expected.
 - iv. NB A parish councillor can be asked to stop attending a parish council meeting if they do not attend for **six consecutive months**. This rule is automatic and does not require a vote by the council. However, if a councillor can provide an acceptable reason for their absence, such as serious illness, the six-month rule can be reset. It is important for councillors to inform the Clerk in advance of any absences and to provide an apology if they cannot attend. If no apologies are sent, it is recorded in the minutes as an absence.
 - v. Link to NALC information on PC: [Microsoft Word - LTN5.docx](#)
21. Receive reports from outside bodies, training courses, village reps
- i. None reported
22. Next Meeting
- i. July 8th 2026 at 7.15pm