

WORMINGFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 11TH MAY 2017

IN WORMINGFORD VILLAGE HALL, AT 7.00 P.M.

In the Chair: Cllr. Bentley
Present: Cllrs Beckensall, Boyce, Evans, Grimsey, Hearne
Clerk: Mrs. H. Cook
Also Present Cllr Chapman & 4 members of the public

17/085	<u>WELCOME, APOLOGIES FOR ABSENCE</u> The Clerk opened the meeting.
17/086	<u>ELECTION OF CHAIRMAN 2017/18</u> The Clerk asked for nominations for Chairman. Cllr Bentley was nominated. There being no further nominations Cllr Bentley was elected as Chairman. 17/029 RESOLVED that Cllr Bentley be elected Chairman of the Council, to hold office until the next Annual Meeting of the Council. Cllr Bentley took the Chair. The Acceptance form was signed by Cllr Bentley and the Clerk.
17/087	<u>ELECTION OF VICE CHAIRMAN 2017/18</u> Cllr Bentley asked for nominations for Vice-Chairman. Cllr Hearne was nominated. There being no further nominations Cllr Hearne was elected as Vice-Chairman. 17/030 RESOLVED that Cllr Hearne be elected Vice-Chairman of the Council, to hold office until the next Annual Meeting of the Council. The Acceptance form was signed by Cllr Hearne and the Clerk.
17/088	<u>DECLARATION OF INTERESTS</u> No members declared an interest.
17/089	<u>PARISH COUNCIL VACANCY</u> Cllr Bentley confirmed that two applicants had applied for the vacancy, Mr Fenn & Mr Scott-Cowley. Both candidates spoke about their backgrounds and the skills they could bring to the vacancy. Both candidates decided to leave the room so the Cllrs could vote. Cllr Bentley confirmed that this was not necessary. It was noted that both were very strong candidates. The decision was finally reached on geographical spread of Cllrs and that Mr Fenn had applied before but had missed the deadline. Mr Fenn and Mr Scott-Cowley re-joined the meeting. 17/031 RESOLVED that Mr Fenn be co-opted onto Wormingford Parish Council and that the acceptance of office is signed and verified by the Clerk.
17/090	<u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u> One member of the public spoke about the Clerk not being given any power to comment on Planning Applications due to not being a resident of the village. One member of the public asked whether the rubbish collection dispensation details had been finalised by Colchester Borough Council.
17/091	<u>WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u> Cllr Chapman spoke briefly on: ❖ Rubbish collection website will go live shortly and will include details of dispensations.

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	❖ A meeting is planned along with Cllr Brown to discuss rural highway issues with Essex County Council.
17/092	<u>CONFIRMATION OF MINUTES</u>
17/032	RESOLVED that the minutes of the meeting held on Thursday 13th April were a true record of the meeting and were signed by Chairman.
17/033	RESOLVED that the minutes of the Annual Parish Assembly Meeting held on Thursday 13th April were a true record of the meeting and were signed by Chairman.
17/093	<u>REPRESENTATIVES 2017/18</u> Colchester Association of Local Councils – Cllr Beckensall. Essex Association of Local Councils – All Councillors. Recreation Trust – Cllr Grimsey. Environmental – Cllr Fenn & Cllr Bentley. Parochial Church Council – Cllr Boyce. Website – Clerk & Cllr Beckensall. Financial - Cllr Evans Personnel Committee – Cllr Bentley, Cllr Boyce, Cllr Hearne. Footpath – Gary Grant, member of the public.
17/034	RESOLVED that the members named above act as representatives for the various organisations on behalf of Wormingford Parish Council.
17/094	<u>REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES FOR 2017/18</u> Standing Orders Financial Regulations Risk Assessment (including litter picking) Asset Register Social Media Policy
17/035	RESOLVED that the Standing Orders, Financial Regulations, Risk Assessment, Asset Register & Social Media Policy documents are re-adopted by the Parish Council.
17/095	<u>RESPONSIBLE FINANCIAL OFFICER</u>
17/036	RESOLVED that the Clerk (Mrs Helen Cook) continues to act as the Responsible Financial Officer to Wormingford Parish Council.
17/096	<u>INSURANCE</u>
17/037	RESOLVED that the renewal policy from AON be accepted for 2017/18.
17/097	<u>DELEGATED POWERS</u> The Clerk confirmed that the delegated powers would provide the Parish Council the ability to comment on applications which fall outside the normal meeting cycle. The Clerk would circulate the application on email for Cllrs to comment. This would only take place with simple non-contentious planning applications.
17/038	RESOLVED that the Clerk be given delegated powers to respond to simple non-contentious Planning Applications which fall outside the meeting cycle after seeking comments from Parish Councillors. The decision will be minuted at the following the meeting.
17/098	<u>PLANNING APPLICATIONS</u> Update on Planning Application: 170226: Fairfield Farm, Fairfields Road, Wormingford, CO6 3AQ. Cllr Bentley confirmed that Colchester Borough Council were waiting for work to be carried out by the applicant in order to reduce odour before the current application would be considered.
17/099	<u>SAFETY OF LANE LEADING TO WCEC</u>

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	Cllrs discussed that the lane was privately owned. Cllrs were unsure of all the owners. Cllr Beckensall agreed to speak to one of the owners and report back the Council in June.																																				
17/100	<p><u>PLAY AREA</u></p> <p>No meeting had yet been held, this would be scheduled before the June meeting.</p> <p>It was noted that a small section of surfacing had been vandalised and would cost £250 plus VAT to repair. The Clerk was asked to look into deterrents for vandalism with other Councils.</p>																																				
17/101	<p><u>REC TRUST</u></p> <p>The Rec Trust confirmed that they need to replace the chairs in the village hall. As this would be a huge cost they asked if the Parish Council could purchase these in order to claim the VAT back. The Clerk confirmed she would look into this issue and report back to the Rec Trust. It was suggested that the PC could purchase the chairs and gift to the Rec Trust in lieu of the 2017/18 grant.</p> <p>The Rec Trust confirmed that they were also looking into cost for wifi for the Village Hall.</p>																																				
17/102	<p><u>JUNE PARISH COUNCIL MEETING DATE</u></p> <p>17/039 RESOLVED that the June meeting would be held on Tuesday 13th June at 8pm due to the Elections.</p>																																				
17/103	<p><u>VILLAGE SIGN</u></p> <p>Cllr Bentley confirmed that the post is finished. Atlas Signs is kindly providing free of charge the letters for the sign. The sign should be put up in June with the help of Peter Ridge.</p>																																				
17/104	<p><u>DRAINAGE ON CHURCH ROAD</u></p> <p>This would be brought to the June meeting.</p>																																				
17/105	<p><u>SANDY HILL</u></p> <p>The Clerk agreed to contact Essex County Council regarding the possibility of closing the layby. The Clerk would also contact Colchester Borough Council regarding the cost of a litter bin and emptying costs. This item would be brought back to the June meeting.</p>																																				
17/106	<p><u>MEMBERSHIP RENEWALS</u></p> <p>17/040 RESOLVED that the Clerk arrange for the renewal of the EALC/NALC membership.</p>																																				
17/107	<p><u>TRAINING</u></p> <p>The Clerk asked Cllrs to contact her if anyone wished to attend any of the EALC training courses currently offered. The Clerk agreed to look into the cost of on site training.</p>																																				
17/108	<p><u>FINANCIAL MATTERS</u></p> <p>1) FINANCIAL STATEMENT.</p> <p>The eleven invoices including the Standing Orders for April were checked by all Councillors present.</p> <table border="0" style="width: 100%; margin-top: 20px;"> <thead> <tr> <th colspan="2"></th> <th align="center">Cheque</th> <th></th> </tr> <tr> <th colspan="2"></th> <th align="center">Number</th> <th align="center">£ p</th> </tr> </thead> <tbody> <tr> <td>H Cook</td> <td>Salary April</td> <td align="center">SO</td> <td align="right">283.45</td> </tr> <tr> <td>H Cook</td> <td>Salary April</td> <td align="center">101282</td> <td align="right">2.85</td> </tr> <tr> <td>Essex Pension Fund</td> <td>April</td> <td align="center">SO</td> <td align="right">71.92</td> </tr> <tr> <td>Essex Pension Fund</td> <td>April</td> <td align="center">101283</td> <td align="right">0.71</td> </tr> <tr> <td>H Cook</td> <td>April Expenses</td> <td align="center">101284</td> <td align="right">25.53</td> </tr> <tr> <td>Worm in Bloom</td> <td>Grant</td> <td align="center">101286</td> <td align="right">500.00</td> </tr> <tr> <td>Janet Stobart</td> <td>Internal Audit</td> <td align="center">101287</td> <td align="right">150.00</td> </tr> </tbody> </table>			Cheque				Number	£ p	H Cook	Salary April	SO	283.45	H Cook	Salary April	101282	2.85	Essex Pension Fund	April	SO	71.92	Essex Pension Fund	April	101283	0.71	H Cook	April Expenses	101284	25.53	Worm in Bloom	Grant	101286	500.00	Janet Stobart	Internal Audit	101287	150.00
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	S.P. Cousins Joinery Ltd	Timber and repair to sign	101288	600.00
	Ellisons Solicitors	Worm Advertising Error	101289	48.00
	EALC Aon UK Ltd	Subscription Insurance	101290 101291	131.78 479.34
				<hr/>
			Total	2,293.58
		Less VAT Content		100.00
				<hr/>
		Total Excluding VAT		<u>2,193.58</u>
17/041	RESOLVED that after further consideration the nine cheques and two Standing Orders detailed on the schedule be authorised for payment.			
	2) MONTHLY BUDGET STATEMENT The Clerk had circulated this prior to the meeting. No questions were raised.			
	3) INTERNAL AUDIT REPORT. The Clerk read out the Internal Audit letter.			
	4) APPROVAL OF GOVERNANCE STATEMENTS FOR 2016/17.			
17/042	RESOLVED that the Governance Statement be completed and signed by the Chair and Clerk.			
	5) APPROVAL OF ANNUAL RETURN (FINAL ACCOUNTS) FOR 2016/17.			
17/043	RESOLVED the Annual Return be signed by the Chair and Clerk and sent to the External Auditor.			
	6) TO CONFIRM SIGNATORIES FOR BANK ACCOUNTS.			
17/044	RESOLVED the signatories would continue with Cllrs Bentley, Boyce, Hearne & Grimsey.			
	7) TO CONFIRM STANDING ORDERS FOR 2017/18.			
17/045	RESOLVED that the Standing Orders for the Clerk Salary and Essex Pension Fund continue for 2017/18.			
17/109	<u>CHAIRMAN & CLERK'S REPORT</u>			
	No items to report.			
17/110	<u>CORRESPONDENCE RECEIVED</u>			
	The Clerk had circulated correspondence via email throughout the month. No comments were made.			
17/111	<u>ITEMS OF CONSIDERATION FOR FUTURE AGENDAS</u>			
	Village Sign Church Road, water drainage Rubbish at Sandy Hill Play Area Safety of lane leading to WECE Planning, Fairfield			
17/112	IN ACCORDANCE WITH SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 THE PARISH COUNCIL MAY EXCLUDE THE PUBLIC FROM A MEETING WHENEVER PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS, AND WHERE SUCH A RESOLUTION IS PASSED, THIS ACT SHALL NOT REQUIRE THE MEETING TO BE OPEN TO THE PUBLIC DURING PROCEEDINGS TO WHICH THE RESOLUTION APPLIES.			
	RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC:			
	THAT THE PUBLIC BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF AGENDA ITEM 17/113.			
17/046	RESOLVED to not close the meeting to the Public during the consideration of Agenda item 17/113 as no items were needing to be discussed.			
17/113	<u>HUMAN RESOURCES & PERSONNEL</u>			

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Cllr Bentley thanked everyone for attending and the meeting closed at 8.35pm.

The date of the next meeting would be Tuesday 13th June 2017, 8.00pm.

Signed:.....

Chairperson of the Parish Council

Date: 13th June 2017

MRS HELEN COOK

CLERK TO WORMINGFORD PARISH COUNCIL, 3 SEARLE WAY, EIGHT ASH GREEN, COLCHESTER, ESSEX. CO6 3QS E-MAIL: wormingford@outlook.com