

# WORMINGFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 14<sup>TH</sup> SEPTEMBER 2017

IN WORMINGFORD VILLAGE HALL, AT 7.00 P.M.

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

17/163	<b><u>WELCOME, APOLOGIES FOR ABSENCE</u></b> Cllr Hearne welcomed everyone to the meeting. Cllr Bentley sent his apologies due to family commitments.
17/164	<b><u>DECLARATION OF INTERESTS</u></b> No interests were declared.
17/165	<b><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></b> The planned litter pick was discussed and agreed to postpone due to the verges not having been cut. A resident confirmed that they had litter picked Church Road, the Cllrs thanked them.
17/166	<b><u>WARD &amp; COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></b> Cllr Chapman spoke briefly about the following:  ❖ Confirmed that he had called in the Planning Application: 170226 – Fairfield Farm and this should be heard by the Planning Committee before Christmas.
17/167	<b><u>CONFIRMATION OF MINUTES</u></b>
17/067	<b>RESOLVED</b> that the minutes of the meeting held on Thursday 13 <sup>th</sup> July were a true record of the meeting and were signed by Vice-Chairman.
17/168	<b><u>PLANNING APPLICATIONS</u></b>
17/068	1) PLANNING APPLICATION: 172085. 9 CHILTON COTTAGES, MAIN ROAD, WORMINGFORD, COLCHESTER, CO6 3AY. EXTENSION OF CLADDING TO HOUSE FROM APPROVED APPLICATION 170043. <b>RESOLVED</b> that the comments made by Cllrs confirming that work had already commenced on site and that the extension seemed rather large for the size of plot be passed onto Colchester Borough Council Planning Department.
17/069	2) PLANNING APPLICATION: 172206. PAUL FLATMAN FARMS, PACKARDS LANE, WORMINGFORD, COLCHESTER, CO6 3AH. PROPOSED STORAGE BUILDING. <b>RESOLVED</b> that the Parish Council do not currently support this application due to the lack of information. Cllrs asked the Clerk to forward the comments made by Cllrs regarding this application along with concerns over the proposed use of the storage building and possible future use to Colchester Borough Council Planning Department.
17/070	3) UPDATE ON PLANNING APPLICATION: 170226: FAIRFIELD FARM, FAIRFIELDS ROAD, WORMINGFORD, CO6 3AQ. REMOVAL/VARIATION OF A CONDITION. <b>RESOLVED</b> that the Clerk write to CBC confirming the continuing odour from the site along with reports from residents of working outside of the current allowed working hours.

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17/169	<p><b><u>LIAISON MEETING WITH COLCHESTER SKIP HIRE</u></b></p> <p>Cllr Fenn confirmed that he attended the liaison meeting with Colchester Skip Hire earlier in the day and reported the following points:</p> <ul style="list-style-type: none"> <li>❖ A Bore hole had been installed</li> <li>❖ A new Planning Application for a new building and an increase of parking spaces from 48 to 92 would be made in October/November.</li> <li>❖ A meeting for Parish Councillors and Fordham Parish Councillors had been arranged for the 3<sup>rd</sup> October at 6pm in order to receive a presentation on the new plans.</li> <li>❖ A meeting for immediately affected residents is being proposed for the 6<sup>th</sup> October at 6pm.</li> <li>❖ Clarification was being sort on current vehicle movements, proposed movements and currently allowed movements.</li> <li>❖ Clarification was being sort on the current conditions set regarding the doors being opened for long periods of time.</li> <li>❖ Odour complaints had been reported.</li> <li>❖ Noise monitoring was to be rearranged.</li> <li>❖ Clarification of collecting domestic waste was sort following on from an article in the Gazette. It was confirmed that only commercial waste could be collected.</li> <li>❖ The next liaison meeting was planned for the 19<sup>th</sup> December.</li> </ul>
17/170	<p><b><u>WAR MEMORIAL</u></b></p> <p>The Clerk confirmed that she was asking Essex County Council for advice regarding land ownership, this item would be brought back to the October meeting.</p>
17/171	<p><b><u>SAFETY OF LANE LEADING TO WCEC</u></b></p> <p>Cllr Beckensall confirmed that due to the Summer holidays vehicle movements had been less. Item to be deferred to the October meeting.</p>
17/172	<p><b><u>PLAY AREA</u></b></p> <p>1) Update on Play Area Project</p>
17/071	<p><b>RESOLVED that the Clerk submit the CIF Funding application.</b></p> <p>2) To discuss current play area report and proposed actions.</p> <p>The Rec Trust confirmed that they would fix the hole in the play area surface temporarily.</p> <p>3) To receive a report from Mr Jones regarding the play equipment training.</p> <p>A written report had be received and circulated. Mr Jones had identified the hole in the play area surface and also confirmed that visual inspection reports needed to be kept for 21 years.</p>
17/173	<p><b><u>LOCALITY BUDGET</u></b></p> <p>Cllr Chapman confirmed that applications for funding of up to £6,000 across the shared ward would need to be in by the end of October.</p>
17/072	<p><b>RESOLVED that the Clerk submit an application for funding for the play area for £1,000.</b></p>
17/174	<p><b><u>REC TRUST</u></b></p> <p>The Rec Trust confirmed that fundraising by holding quizzes, coffee mornings, fashion show and being on the craft table for the Christmas fayre was taking place.</p> <p>The Rec Trust confirmed that they had given the Clerk an invoice directly from the supplier regarding the replacement chairs.</p>
17/073	<p><b>RESOLVED that the cheque for the Chairs be made directly to the supplier and that this would be the Rec Trust grant for 2017/18.</b></p>
17/175	<p><b><u>BUS SHELTER</u></b></p> <p>Cllr Evans confirmed that the Bus Shelter had now been treated by himself and Cllr Bentley. New timetables had been put up three times, all have been removed. The Clerk ask Cllr Evans to place a copy of the timetable on the noticeboard</p>

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<b>17/176</b>	<b><u>REMEMBRANCE WREATH</u></b>																																																																
<b>17/074</b>	<b>RESOLVED to purchase a wreath for £17 and that Cllr Boyce would lay the wreath.</b>																																																																
<b>17/177</b>	<b><u>TRAINING</u></b>																																																																
<b>17/075</b>	<b>RESOLVED that Cllr Bentley and Hearne attend the EALC Chairman Day at a cost of £180.</b>																																																																
<b>17/076</b>	<b>RESOLVED that the Clerk attend the EALC Data Protection Course sharing cost with Chappel PC at a cost of £22.50.</b>																																																																
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<b>17/178</b>	<p><b><u>FINANCIAL MATTERS</u></b></p> <p>1) <b>FINANCIAL STATEMENT.</b></p> <p>The ten invoices including the Standing Orders for July &amp; August were checked by all Councillors present.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2"></th> <th align="center" colspan="2"><b>Cheque</b></th> </tr> <tr> <th colspan="2"></th> <th align="center"><u>Number</u></th> <th align="center"><u>£ p</u></th> </tr> </thead> <tbody> <tr> <td></td> <td>Salary</td> <td></td> <td></td> </tr> <tr> <td>H Cook</td> <td>July</td> <td>SO</td> <td align="right">286.30</td> </tr> <tr> <td>Essex Pension Fund</td> <td>July</td> <td>SO</td> <td align="right">72.63</td> </tr> <tr> <td>H Cook</td> <td>Salary August</td> <td>SO</td> <td align="right">286.30</td> </tr> <tr> <td>Essex Pension Fund</td> <td>August</td> <td>SO</td> <td align="right">72.63</td> </tr> <tr> <td>H Cook</td> <td>Jul &amp; Aug Expenses</td> <td>101298</td> <td align="right">27.45</td> </tr> <tr> <td>PKF Littlejohn LLP</td> <td>External Audit</td> <td>101299</td> <td align="right">120.00</td> </tr> <tr> <td>Wormingford Recreation Trust</td> <td>Post Office Subs</td> <td>101300</td> <td align="right">120.00</td> </tr> <tr> <td>Wormingford Recreation Trust</td> <td>Hall Hire</td> <td>101301</td> <td align="right">85.00</td> </tr> <tr> <td>Chappel Parish Council</td> <td>Share in Clerk Training</td> <td>101302</td> <td align="right">22.50</td> </tr> <tr> <td>Office Needs</td> <td>Chairs for RT Grant</td> <td>101303</td> <td align="right"><u>1,440.00</u></td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td align="right">2,532.81</td> </tr> <tr> <td></td> <td>Less VAT Content</td> <td></td> <td align="right">260.00</td> </tr> <tr> <td></td> <td></td> <td><b>Total Excluding VAT</b></td> <td align="right"><u><u>2,272.81</u></u></td> </tr> </tbody> </table> <p><b>17/078</b> <b>RESOLVED that after further consideration the six cheques and four Standing Orders detailed on the schedule be authorised for payment.</b></p> <p>2) <b>MONTHLY BUDGET STATEMENT</b> The Clerk had circulated this prior to the meeting.</p> <p><b>17/079</b> 3) <b>FINANCIAL REGULATIONS</b> <b>RESOLVED that updated Financial Regulations be adopted and signed by the Vice Chairman and Clerk.</b></p> <p><b>17/080</b> 4) <b>AUDIT 2016/17</b> The Clerk confirmed that the Parish Council had received a clean audit. <b>RESOLVED that Notice of Conclusion of the Audit and right to inspect the Annual Return would be placed on the noticeboard for 14 days.</b></p>			<b>Cheque</b>				<u>Number</u>	<u>£ p</u>		Salary			H Cook	July	SO	286.30	Essex Pension Fund	July	SO	72.63	H Cook	Salary August	SO	286.30	Essex Pension Fund	August	SO	72.63	H Cook	Jul & Aug Expenses	101298	27.45	PKF Littlejohn LLP	External Audit	101299	120.00	Wormingford Recreation Trust	Post Office Subs	101300	120.00	Wormingford Recreation Trust	Hall Hire	101301	85.00	Chappel Parish Council	Share in Clerk Training	101302	22.50	Office Needs	Chairs for RT Grant	101303	<u>1,440.00</u>			Total	2,532.81		Less VAT Content		260.00			<b>Total Excluding VAT</b>	<u><u>2,272.81</u></u>
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<b>17/179</b>	<b><u>CHAIRMAN &amp; CLERK'S REPORT</u></b>																																																																
	The Clerk confirmed that the pothole on Mill Hill had been reported and was not deemed urgent. The blocked drains																																																																

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	<p>outside the Church had been reported and would be followed up.</p> <p>Cllr Bentley had been contacted regarding the purchase of a defibrillator. Cllrs agreed not to pursue this matter as it was only recently raised before and issues with location, power, lighting, training and cost had stopped the matter going any further.</p> <p>Cllrs discussed the Essex Highway Survey and asked the Clerk to complete this following the discussions.</p>
<b>17/180</b>	<p><b><u>CORRESPONDENCE RECEIVED</u></b></p> <p>The Clerk had circulated correspondence via email throughout the month. No comments were made.</p>
<b>17/181</b>	<p><b><u>ITEMS OF CONSIDERATION FOR FUTURE AGENDAS</u></b></p> <p>Play Area          Safety of lane leading to WCEC          Planning, Fairfield          Colchester Skip Hire          War memorial</p>
<b>17/182</b>	<p><b>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.</b></p> <p><b>RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC:</b></p> <p><b>THAT THE PUBLIC BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF AGENDA ITEM 17/162.</b></p> <p><b>RESOLVED to not close the meeting to the Public during the consideration of Agenda item 17/183 as no items were needing to be discussed.</b></p>
<b>17/081</b>	<p><b><u>HUMAN RESOURCES &amp; PERSONNEL</u></b></p> <p>Cllr Hearne thanked everyone for attending and the meeting closed at 8.01pm.</p> <p>The date of the next meeting would be Thursday 12<sup>th</sup> October 2017, 7.00pm.</p> <p>Signed:.....</p> <p>Chairperson of the Parish Council <span style="float: right;">Date: 12<sup>th</sup> October 2017</span></p>

MRS HELEN COOK

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