

WORMINGFORD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY 22ND JANUARY 2015 IN WORMINGFORD VILLAGE HALL, AT 8.00 P.M.

In the Chair: Cllr. C. Grimsey
Present: Cllrs Bentley, Boyce & Hearne
Clerk: Mrs. H. Cook
Also Present Cllr Nigel Chapman, two member of the public

15/001: Chairman's Welcome, Apologies for Absence

Cllr Grimsey welcomed everybody to the meeting. Cllr Collins sent his apologies due to personal commitments.

15/002: Declaration of Interests

To receive any "Disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests" relating to items on the agenda.

No declarations were made.

15/003: Public Participation Session with Respect to Items on the Agenda and other matters that are of mutual Interest

A member of the public reported the flooding on Church Road and its pavement. The Clerk was provided with photographic evidence. It was agreed that the Clerk would report and follow this up with Essex County Council.

A member of the public reported overgrown hedges on the pavement of Church Road. It was agreed that that Clerk would send a polite letter to the owners of the properties to ask them to address the issue.

A member of the public reported the damaged chain linked fence on the side of the football pitch. Mr Brian Jones agreed to have a look at this to see if it could be repaired and would report back to the Clerk before the next meeting.

15/004: Ward & County Councillors to Address the Members if Present

Cllr Nigel Chapman asked if the relocated litter bin was now in place. Cllrs agreed to check and report back.

14/005: Confirmation of Minutes – Meeting Held on 9th December 2015

Draft minutes of the meeting held on Tuesday 9th December 2014 had been circulated prior to the meeting. All agreed that these were a true record of the meeting (Cllr Hearne abstained due to not being present at the meeting).

15/001: RESOLVED that the minutes of the meeting held on Tuesday 9th December 2014 were a true record of the meeting and were signed by the Vice-Chairman.

14/006: Worm & Rec Trust

Mr Brian Jones spoke briefly:

- ❖ Recycling bins had been overflowing at Christmas. It was agreed that the Clerk would find out how often they are emptied and who to contact if they needed emptying in between visits.
- ❖ The carpets have been replaced.
- ❖ The outside door in the kitchen would be replaced next week.
- ❖ Fundraising by starting a 100 club would start in the next couple of weeks.

14/007: Planning Applications

No planning applications.

14/008: Public Facilities

Playground Project – Mr Jones reported that the surface has been completed. When the weather improves the play equipment will be painted, and a bench will be installed.

Bus Shelters – The Clerk reported that this work was not likely to take place till March due to a delay with paperwork at Essex County Council.

14/009: Insurance

The Clerk reported that the renewal for the Parish Council was in June. The policy would need to be looked at possibly along with the Rec Trust in order to investigate any possible savings.

15/002: RESOLVED that the Clerk start looking at the Insurance Policy for the Parish Council and to also start preparing documents in order to seek other quotes.

14/010: Grants 2015/16

15/003: RESOLVED that the Parish Council would grant £500 to Wormingford in Bloom for 2015/16.

15/004: RESOLVED that the Parish Council would grant £400 to the Church towards maintenance of the Churchyard for 2015/16.

15/005: RESOLVED that the Parish Council would grant £250 to Dedham Vale Area of Outstanding Natural Beauty and Stour Valley Project for 2015/16.

15/006: RESOLVED that the Parish Council would grant £1,200 to the Rec Trust towards their insurance for 2015/16.

It was agreed to bring back the Post Office Grant, once Cllr Collins had inquired on the use of the service.

15/011: Parish Plan

Cllrs agreed to speak to CBC to seek advice on starting a Parish Plan, due to the current consultation on CBC's Local Plan.

Cllrs agreed that a response was required from the Parish Council regarding the consultation and that this should be put on the Agenda for February. In the meantime Cllrs would read the full document, and draft a possible response.

15/012: Data Protection

15/007: RESOLVED that the Clerk sign the EALC consent form with regards to publishing photographs and links to the Parish Council website.

15/013: Yearly Membership

The Clerk explained that if you handle personal information about individuals you have an obligation to protect that information under Data Protection. The cost for the year would be £35.

15/008: RESOLVED that Wormingford Parish Council sign up to the yearly membership with the Information Commissioner Officer.

15/014: Asset Register 2014/15

15/009: RESOLVED that the Asset Register 2014/15 is approved and is signed by the Vice-Chair.

15/015: Risk Assessment 2014/15

Cllr Boyce agreed to revisit this document in time for this year's AGM meeting for the 2015/16 approval.

15/010: RESOLVED that the Risk Assessment 2014/15 is approved and is signed by the Vice-Chair.

15/016: Essex Flood Partnership Board

Cllrs discussed this letter and agreed that they were not aware of any problems in Wormingford.

15/017: Financial Matters 2014/15

1) Financial Statement. (Items to be approved for payment and signed as per payment schedule).

The eight invoices including the Clerks' Salary were passed around for all Councillors to have a look at and agree.

15/011: RESOLVED that after further consideration, the eight cheques detailed on the payment schedule be authorised for payment.

2) Monthly Budget Information.

The Clerk had sent round details prior to the meeting. No questions were asked.

3) Update on Changes to Accounts.

The Clerk updated Cllrs on the complications that had arisen since the last meeting, regarding trying to change the contact details and also the signatories for the account. After much time spent by the Chairman, the account details should now be accurate.

4) Update on HMRC – VAT & RTI for PAYE.

The Clerk confirmed that the VAT Claim for 2013/14 had now been received. The Clerk also confirmed that Wormingford PC was now registered and set up for RTI PAYE.

15/018: Correspondence

The Clerk had circulated correspondence via email throughout the month. No matters were raised.

15/019: Items of Consideration for Future Agendas

Standing Orders
Local Plan

Parish Plan
Potholes – possible road report
Update on flooding on Church Road
Update on fencing

15/020: 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.

15/012: RESOLVED to close the meeting to the Public during the consideration of Agenda item 15/021, 15/022 and 15/023.

Meeting closed at 9.10pm

15/021: Pension Scheme for the Clerk

It was confirmed that the legal notice was displayed for 28 days.

15/013: RESOLVED that the Clerk can now proceed in joining Essex Pension Fund and this should be backdated from 1st November 2014.

15/022: Expenses

It was discussed that it was not appropriate for the Clerk to use her personal mobile number for work purposes and that a mobile phone should be purchased by the Parish Council. It was also agreed that the Clerk would also be paid per print for printing expenses due to her other work commitments.

15/014: RESOLVED that the Clerk purchase a pay as you go mobile phone and publicise the new telephone number as the contact point for the Parish Council. Recognising that call costs made from this type of phone are reasonably expensive, the Clerk would continue to use her personal phone when contacting Councillors and in such instances would recharge the Parish Council 9.58p per minute (BT Standard rate).

15/015: RESOLVED that the Clerk will charge the Parish Council per print using her own equipment rather than the Parish Council purchase a printer and that the per print cost would be 4p per print.

15/023: Clerk Hours

The Clerk explained the extra hours which were worked in November and December. Cllrs agreed that the transfer of responsibilities would take some months to settle into the expected four hour a week pattern, although that this would need to be reviewed in the next financial year.

15/016: RESOLVED that the Clerk be paid for her extra hours which have been completed in November and December. Any extra hours to the end of the financial year would also be honoured. The hours required for the post would be reviewed at the beginning of the financial year 2015/16.

Cllr Grimsey thanked everyone for attending and the meeting closed at 9.30pm. The date of the next meeting is Thursday 19th February 2015.

Signed:.....

Chairperson of the Parish Council

Date: 19th February 2015