

WORMINGFORD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY 14TH MAY 2015

IN WORMINGFORD VILLAGE HALL, AT 8.00 P.M.

In the Chair: Cllr. Bentley
Present: Cllrs. Boyce, Evans, Flatman, Grimsey, Hearne, Pullman
Clerk: Mrs. H. Cook
Also Present Cllr Nigel Chapman and two members of the public

15/088: Declaration of Acceptance of Office

All Councillors signed the Declaration of Acceptance of Office and this was witnessed by the Clerk.

15/089: Election of Chairman 2015/2016

Chairman Mr Collins opened the meeting and asked for nominations for Chairman. Cllr Bentley was nominated. There being no further nominations Cllr Bentley was elected as Chairman.

15/042: 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.

Cllr Bentley thanked Mr Collins for his time as a Councillor and as Chair of the Parish Council.

15/090: Election of Vice Chairman 2015/2016

Cllr Bentley asked for nominations for Vice Chairman. Cllr Hearne was nominated. There being no further nominations Cllr Hearne was elected as Vice Chairman.

15/043: 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.

15/091: Chairman's Welcome, Apologies for Absence

Cllr Bentley welcomed everybody to the meeting. Mr Strathern had sent his apologies.

15/092: Declaration of Interests

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

Cllr Flatman & Pullum were asked to complete the declaration form within 28 days. All other Cllrs confirmed that no changes were needed to their current declaration form.

No declarations were made.

15/093: Public Participation Session with Respect to Items on the Agenda and other matters that are of mutual Interest

- A member of the public spoke regarding the need for a bus shelter for Church Road.

- A member of the public confirmed that Wormingford had been entered into the Best Kept Village Competition. Cllrs thanked Wormingford in Bloom for a wonderful job.
- A member of the public complained about an overgrown hedge in Robblets Way/Chancery Drive. Cllr Boyce would confirm to the Clerk who the land belonged to before a letter was sent to ask if this could be cut back.

15/094: Ward & County Councillors to Address the Members if Present

Cllr Chapman declared nothing to report.

15/095: Confirmation of Minutes – Meeting Held on 16th April 2015

Draft minutes of the meeting held on Thursday 16th April, Annual Parish Assembly Meeting held on Thursday 16th April and the extraordinary meeting held on Tuesday 28th April had been circulated prior to the meeting. Cllrs agreed that these were a true record of the meeting.

15/044: RESOLVED that the minutes of the meeting held on Thursday 16th April, Annual Parish Assembly Meeting held on Thursday 16th April and the extraordinary meeting held on Tuesday 28th April were a true record of the meeting and were signed by Chairman. Cllr Flatman & Pullman abstained due not to being present or Cllrs at these meetings.

15/096: Email Service of Summonses & Agenda

The Clerk explained that in order to officially receive Summonses and Agenda's by email it was now required to have this in writing. All Cllrs signed the forms.

15/097: Representatives 2015/16

Colchester Association of Local Councils: All Cllrs
Essex Association of Local Councils: All Cllrs
Recreation Trust: Cllr Grimsey
Neighbourhood Plan: All Cllrs
Environmental: All Cllrs
Parochial Church Council: Cllr Evans
Broadband/Website: Cllr Boyce & Clerk
Neighbour Action Panel: Cllr Grimsey
Financial: Cllr Evans

15/045: RESOLVED that the members named above act as representatives for the various organisations on behalf of Wormingford Parish Council.

15/098: Re-Adoption of Standing Orders

15/046: RESOLVED that the Standing Orders be re-adopted by the Council.

15/099: Re-Adoption of Financial Regulations

15/047: RESOLVED that the Financial Regulations be re-adopted by the Council.

15/100: Risk Assessment

Cllr Boyce agreed to re-look at this document for a future meeting.

15/048: RESOLVED that the Risk Assessment be re-adopted by the Council.

15/101: Asset Register 2015/16

The Clerk raised a question regarding the ownership of the War memorial. This item would be brought back to the June/July meeting.

15/102: Responsible Financial Officer

15/049: RESOLVED that the Clerk (Mrs Helen Cook) continues to act as Responsible Financial Officer to Wormingford Parish Council.

15/103: Insurance

Councillors agreed to continue with their current provider, after the Clerk had secured a reduced cost in the premium.

15/050: RESOLVED that the insurance be continued with Aon and the premium be paid at the next meeting.

15/104: Worm & Rec Trust

Mr Jones presented a proposal to remove the Worm Magazine from the Parish Council in order to obtain sponsorship from a Village business. The local business would finance any shortfall that the magazine may have and the PC would no longer have any financial or involvement in the running of the magazine.

Cllrs discussed this proposal but agreed that this would need to be thought about and discussed at the next meeting. Mr Jones was asked to put his proposal in writing.

Mr Jones reported that the Sports Pavilion had been broken into and that this had been reported to the Police.

The Rec Trust had many events planned including, football, fun day, Classical Music, Quiz and many more. The play equipment would be painted over the summer.

15/105: Planning Applications

- 1) Planning Application: 150591. Butts Cottage, Fordham Road, Wormingford, Colchester, CO6 3AQ. Front Porch built within the existing building line.**

Cllrs discussed this application and noted that while they supported the application the roof pitch was not sympathetic to the original construction.

- 2) Planning Application: 150823. Garnons Farm, Garnons Chase, Wormingford, Colchester, CO6 3AS. Removal of existing manure storage pad to accommodate new hay/straw storage barn.**

Cllrs discussed this application and supported the application.

- 3) Planning Application: 150767. Grove Farm, Wormingford Grove, Wormingford, Essex, CO6 3AJ. Application for prior notification of Agricultural or forestry development – Proposed building.**

Cllrs discussed this application. The Clerk confirmed that a neighbour had contacted Mr Collins as they had not been contacted by CBC. The Clerk confirmed that she had contacted CBC to ask for an extension of time to be granted for the neighbour to comment, this information would be passed on to the resident. Cllrs supported this application.

15/051: RESOLVED that the Clerk send the decision of support and comments to Colchester Borough Council, Planning Department.

15/071: Public Facilities

The proposed bus shelter at Church Road was discussed. It was agreed that Essex County Council should be informed that the shelter was no longer suitable and an enquiry should be made to establish if we could make a further application for a smaller shelter. If this is possible the PC would approach the landowner for permission before confirming the request for a new shelter.

15/052: RESOLVED that the Essex County Council be told that the bus shelter was no longer require and enquire if the PC would be eligible to put on the list for a smaller bus shelter.

15/107: Neighbourhood Plan

Cllrs discussed taking this matter forward and agreed that a committee needed to be formed in order to ascertain what sort of plan may be viable for the village and how to manage this project further. It was agreed to bring this item back to the June meeting.

15/108: Home to School Transport

No members of the public had contacted the Council regarding this matter. It was agreed not to take the matter further.

15/109: Councillor Training

It was agreed to defer this item until the June meeting when the financial position may be better understood.

15/110: Membership Renewals

15/053: RESOLVED that the Clerk arrange for the renewal of the EALC/NALC membership.

15/111: Financial Matters 2014/15

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

PAYABLE TO:	CHEQUE NUMBER:	TOTAL:
H COOK (APRIL SALARY)	101116	£426.31
H COOK (APRIL EXPENSES)	101117	£55.00
ESSEX PENSION FUND (APRIL)	101118	£101.94
DESIGN SWEET	101119	£106.60
RECREATIONAL TRUST	101120	£1,200.00
WORMINGFORD IN BLOOM	101121	£500.00
JOHN TURNER	101122	£200.00
ESSEX ASSOCIATION OF LOCAL COUNCILS	101123	£120.84

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

15/054: RESOLVED that after further consideration, the eight cheques detailed on the payment schedule be authorised for payment.

2) Internal Audit Report. Cllr Bentley read out the clean Internal Audit Report letter and thanked the Clerk for her hard work with regards to this matter.

- 3) **Approval of Annual Return (Final Accounts) for 2014/15.** Cllrs approved the Annual Return and Annual Governance Statement, the Chair and the Clerk signed the relevant papers.

15/055: RESOLVED the Annual Return and Annual Governance Statement be signed by the Chair and the Clerk and on completion be sent to the External Auditor.

- 4) **Monthly Budget Information.** It was agreed that the Clerk would meet with Cllr Evans before the next meeting.

- 5) **To Confirm Signatories for Bank Accounts.**

15/056: RESOLVED the Cllr Grimsey, Boyce would continue as signatories and Cllr Hearne & Bentley would be added. Cllr Evans would not be a signatory due to becoming the Financial Representative.

15/112: Chairman & Clerk's report

Due to the change in Council no report had been prepared for this month.

15/113: Correspondence

The Clerk had circulated correspondence via email throughout the month and the correspondence file will be passed round.

It was agreed that correspondence would mainly be by email, in order to save time and printing cost. The Clerk agreed to create a pack for Cllr Grimsey on the urgent matters.

15/114: Items of Consideration for Future Agendas

Worm
Post Office Grant
Parish Plan
Course EALC
Financial – cash flow.

15/115: 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.

15/057: RESOLVED to close the meeting to the Public during the consideration of Agenda item 15/116.

Meeting closed at 9.50pm

15/116: Human Resources & Personnel

Cllr Bentley asked the Council to consider moving the monthly meetings to 7.00pm.

15/038: RESOLVED that the Parish Council monthly meetings be moved to start at 7.00pm

The Clerk asked for a volunteer in order to put notices on the noticeboard, Cllr Bentley & Evans agreed to share this responsibility.

The Clerk requested that a copy of the village hall keys be cut, in order for the Chairman to hold a copy. The Rec Trust had been consulted and they were happy for the PC to do this.

15/039: RESOLVED that the Clerk arrange for a copy of the Village Hall keys to be made.

Meeting opened at 9.55pm

Cllr Bentley thanked everyone for attending and the meeting closed at 9.56pm. The date of the next meeting is Thursday 11th June at 7.00pm.

Signed:.....

Chairperson of the Parish Council

Date: 11th June 2015