



3<sup>rd</sup> MAY 2019

DEAR COUNCILLORS,

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL MEETING OF WORMINGFORD PARISH COUNCIL TO BE HELD IN THE WORMINGFORD VILLAGE HALL, AT 7.00 P.M. ON THURSDAY 9<sup>th</sup> MAY 2019 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.

*Helen Cook*

HELEN COOK, CLERK

## AGENDA

ITEM	MATTERS FOR DECISION
19/074	<b><u>WELCOME, APOLOGIES FOR ABSENCE</u></b> ALL APOLOGIES NEED TO GO THROUGH THE CLERK.
19/075	<b><u>COMPLETION OF DECLARATION OF OFFICE</u></b> ALL COUNCILLORS TO SIGN THE DECLARATION OF OFFICE.
19/076	<b><u>ELECTION OF CHAIRMAN 2019/2020</u></b> DECLARATION OF OFFICE TO BE SIGNED.
19/077	<b><u>ELECTION OF VICE CHAIRMAN 2019/20</u></b> DECLARATION OF OFFICE TO BE SIGNED.
19/078	<b><u>DECLARATION OF INTERESTS</u></b> ALL COUNCILLORS TO REVIEW THEIR DECLARATION OF INTEREST AND UPDATE IF NECESSARY WITH COLCHESTER BOROUGH COUNCIL.  TO RECEIVE ANY 'DISCLOSABLE PECUNIARY INTERESTS, OTHER PECUNIARY INTERESTS or NON-PECUNIARY INTERESTS' RELATING TO ITEMS ON THE AGENDA.
19/079	<b><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></b> The maximum time allowed for the public to participate is 10 minutes with each person being invited to speak for a maximum of 3 minutes. At the close of this item members of the public will no longer be permitted to address the council unless the Chairman deems it appropriate and adjourns the meeting.
19/080	<b><u>WARD &amp; COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></b>
19/081	<b><u>CONFIRMATION OF MINUTES</u></b> <ul style="list-style-type: none"><li>• MEETING HELD THURSDAY 4<sup>TH</sup> APRIL 2019.</li></ul>
19/082	<b><u>REPRESENTATIVE 2019/20</u></b> COLCHESTER ASSOCIATION OF LOCAL COUNCILS

	<p>ESSEX ASSOCIATION OF LOCAL COUNCILS  RECREATION TRUST  COLCHESTER SKIP HIRE LIAISON  FAIRFIELDS FARM PRODUCE LTD LIAISON  PAROCHIAL CHURCH COUNCIL  WEBSITE  FINANCIAL  PERSONNEL COMMITTEE  PLAY AREA  FOOTPATHS  TRANSPORT</p>
<b>19/083</b>	<p><b><u>REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES, POLICIES &amp; DOCUMENTS FOR 2019/20</u></b></p> <p>STANDING ORDERS  FINANCIAL REGULATIONS  RISK ASSESSMENT  ASSET REGISTER  SOCIAL MEDIA POLICY  CO-OPTION POLICY &amp; APPLICATION FORM  CODE OF CONDUCT  PRIVACY NOTICE  FREEDOM OF INFORMATION PUBLICATION SCHEME  DOCUMENT AND DISPOSAL POLICY  DATA BREACH REPORTING FORM</p>
<b>19/084</b>	<p><b><u>RESPONSIBLE FINANCIAL OFFICER</u></b></p> <p>CONFIRMATION OF CLERK TO ACT AS RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL.</p>
<b>19/085</b>	<p><b><u>MEMBERSHIP RENEWALS</u></b></p> <p>TO DISCUSS RENEWING MEMBERSHIP:</p> <ol style="list-style-type: none"> <li>1) EALC/NALC</li> <li>2) CALC</li> </ol>
<b>19/086</b>	<p><b><u>INSURANCE</u></b></p> <p>TO DISCUSS THE INSURANCE RENEWAL.</p>
<b>19/087</b>	<p><b><u>PLANNING APPLICATIONS:</u></b></p> <p>TO DISCUSS MAKING COMMENTS ON THE FOLLOWING PLANNING APPLICATIONS. COMMENTS WILL BE SUBMITTED TO COLCHESTER BOROUGH COUNCIL PLANNING DEPARTMENT ON BEHALF OF THE PARISH COUNCIL:</p> <ol style="list-style-type: none"> <li>1) PLANNING APPLICATION: 190868. 1 CHILTON COTTAGES, MAIN ROAD, WORMINGFORD, COLCHESTER, CO6 3AY. SINGLE STOREY REAR KITCHEN EXTENSION, WITH BIFOLD DOORS AND SKY LANTERN WITH FLAT ROOF.</li> <li>2) PLANNING APPLICATION: 191006. ESSEX GOVERNOR SERVICES LTD, WORMINGFORD ROAD, FORDHAM, COLCHESTER, CO6 3NS. PROPOSED WAREHOUSE EXTENSION.</li> <li>3) PLANNING APPLICATION: 190888. 4 CHANTRY DRIVE, WORMINGFORD, COLCHESTER, CO6 3FD. ERECTION OF TWO STOREY SIDE EXTENSION.</li> </ol>
<b>19/088</b>	<p><b><u>PLANNING APPLICATION UPDATE</u></b></p> <p>TO CONFIRM ANY DECISIONS RECEIVED BY COLCHESTER BOROUGH COUNCIL REGARDING:</p>

	<ol style="list-style-type: none"> <li>1) <b>PLANNING APPLICATION: ESS/15/19/COL.</b> COLCHESTER SKIP HIRE, GREENACRES, PACKARDS LANE, WORMINGFORD, ESSEX, CO6 3AH.</li> <li>2) <b>PLANNING APPLICATION: 190059/190060.</b> THE COACH HOUSE, PACKARDS LANE, WORMINGFORD, CO6 3AH.</li> <li>3) <b>PLANNING APPLICATION: ESS/09/18/COL.</b> COLCHESTER SKIP HIRE, LAND AT GREENACRES, PACKARDS LANE, WORMINGFORD.</li> </ol>
19/089	<p><b><u>FAIRFIELD FARM</u></b></p> <p>UPDATE REGARDING INSTALLATION OF ODOUR CONTROL EQUIPMENT AND INFORMATION RECEIVED FROM COLCHESTER BOROUGH COUNCIL.</p>
19/090	<p><b><u>REC TRUST</u></b></p> <p>UPDATE FROM REPRESENTATIVE IF PRESENT.</p>
19/091	<p><b><u>WHITE FINGER POST</u></b></p> <p>UPDATE.</p>
19/092	<p><b><u>TELEPHONE BOX</u></b></p> <p>TO DISCUSS POSSIBLE USE.</p>
19/093	<p><b><u>CHURCH ROAD PARKING</u></b></p> <p>TO DISCUSS EMAIL RECEIVED FROM CLLR ANNE BROWN.</p>
19/094	<p><b><u>FINANCIAL MATTERS</u></b></p> <ol style="list-style-type: none"> <li>1) <b>FINANCIAL STATEMENT.</b> (ITEMS TO BE APPROVED FOR PAYMENT AND SIGNED AS PER PAYMENT SCHEDULE)</li> <li>2) <b>MONTHLY BUDGET INFORMATION.</b> CLERK TO PRESENT THE BUDGET SO FAR.</li> <li>3) <b>INTERNAL AUDIT REPORT –</b> LETTER TO BE READ OUT TO THE CLLRS IF RECEIVED.</li> <li>4) <b>APPROVAL OF GOVERNANCE STATEMENTS FOR 2018/19. PRIOR TO SUBMISSION TO THE AUDIT COMMISSION.</b> SIGNATURE BY CLERK AND CHAIRMAN.</li> <li>5) <b>APPROVAL OF ANNUAL RETURN (FINAL ACCOUNTS) FOR 2018/19. PRIOR TO SUBMISSION TO THE AUDIT COMMISSION.</b> SIGNATURE BY CLERK AND CHAIRMAN.</li> <li>6) <b>TO CONFIRM THAT WORMINGFORD PARISH COUNCIL ARE NOT EXEMPT FROM A LIMITED ASSURANCE REVIEW.</b></li> <li>7) <b>TO CONFIRM SIGNATORIES FOR BANK ACCOUNTS.</b></li> </ol>
19/095	<p><b><u>CHAIRMAN &amp; CLERK'S REPORT</u></b></p>
19/096	<p><b><u>CORRESPONDENCE RECEIVED</u></b></p> <p>EALC – E-BULLETINS, JOBS &amp; LEGAL UPDATES, MAKING THE LINK (ECC), HMRC UPDATES, S106 REPORTS, PENSION, CBC, AONB, ECC, RCCE, DEDHAM VALE.</p>
19/097	<p><b><u>ITEMS OF CONSIDERATION FOR FUTURE AGENDAS</u></b></p>
19/098	<p>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.</p> <p>RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC:</p>

	THAT THE PUBLIC BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF AGENDA ITEM 19/099.
<b>19/099</b>	<b><u>HUMAN RESOURCES &amp; PERSONNEL</u></b> TO DISCUSS ANY HR & PERSONNEL ISSUES.

MRS HELEN COOK

CLERK TO WORMINGFORD PARISH COUNCIL

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