

# WORMINGFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 9<sup>TH</sup> MAY 2019

IN WORMINGFORD VILLAGE HALL, AT 7.00 P.M.

In the Chair: Cllr. Bentley  
Present: Cllrs Boyce, Fenn, Grimsey  
Clerk: Mrs. Cook  
Also Present Two members of the public

19/074	<b><u>WELCOME, APOLOGIES FOR ABSENCE</u></b> The Clerk welcomed everyone to the meeting. Cllr Evans had sent his apologies due to family commitments. Cllr Chapman had also sent his apologies.
19/075	<b><u>COMPLETION OF DECLARATION OF OFFICE</u></b> All Councillors signed their Declaration of Office. Cllr Evans will sign his at the next meeting.
19/076  19028	<b><u>ELECTION OF CHAIRMAN 2019/20</u></b> The Clerk asked for nominations for Chairman. Cllr Bentley was nominated. There being no further nominations Cllr Bentley was elected as Chairman. <b>RESOLVED that Cllr Bentley be elected Chairman to 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.</b>
19/077	<b><u>ELECTION OF VICE-CHAIRMAN 2019/20</u></b> Cllr Bentley asked for nominations for Vice-Chairman. No nominations were made, this would be deferred to the June meeting.
19/078	<b><u>DECLARATION OF INTERESTS</u></b> Cllr Bentley declared a non-pecuniary interest on planning application 190868 due to being a neighbour. Cllrs reviewed their Declaration of Interest held with Colchester Borough Council. Cllr Evans would be asked to review this at the June meeting.
19/079	<b><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></b> A member of the public asked whether the new bus shelter belonged to the Parish Council. Cllr Bentley confirmed that they were the Parish Council's assets. A maintenance program would be looked at when discussing the budget at the end of the year. The Clerk was asked to return the removed plaque from the Bus Shelter to the Lucas family. Unless they would like it placed on the shelter which will be reused as a shelter for parents near the play area.
19/080	<b><u>WARD &amp; COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></b> Cllr Chapman was not present.
19/081  19029	<b><u>CONFIRMATION OF MINUTES</u></b> <b>RESOLVED that the minutes of the meeting held on Thursday 4<sup>th</sup> April 2019 were a true record of the meeting and were signed by the Chairman.</b>
19/082	<b><u>REPRESENTATIVES 2019/20</u></b> Colchester Association of Local Councils – All Councillors Essex Association of Local Councils – All Councillors

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19030	<p>Recreation Trust – Cllr Grimsey                  Colchester Skip Hire Liaison – Cllr Bentley &amp; Cllr Fenn                  Fairfield's Farm Produce Ltd Liaison – All Cllrs                  Parochial Church Council – Cllr Boyce                  Website – Clerk                  Financial – Cllr Evans                  Personnel Committee – Cllrs Bentley, Boyce &amp; Grimsey                  Play Area – Mr Jones                  Footpaths – Mr Grant                  Transport – To discuss at the June meeting</p> <p><b>RESOLVED that the members named above act as representative for the various organisations on behalf of Wormingford Parish Council.</b></p>
19/083	<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                  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> <p>19031 <b>RESOLVED that the above policies be re-adopted by Wormingford Parish Council.</b></p> <p>The Asset Register would be brought back to the June meeting to include the new bus shelter.</p>
19/084	<p><b><u>RESPONSIBLE FINANCIAL OFFICER</u></b></p> <p>19032 <b>RESOLVED that the Clerk (Mrs Helen Cook) continue to act as Responsible Financial Officer to Wormingford Parish Council.</b></p>
19/085	<p><b><u>MEMBERSHIP RENEWALS</u></b></p> <p>19033 <b>RESOLVED that the Parish Council renew the EALC/NALC membership at a cost of £137.25 and the CALC membership at a cost of £35.</b></p>
19/086	<p><b><u>MEMBERSHIP RENEWALS</u></b></p> <p>19034 <b>RESOLVED that the Parish Council renew their Insurance with Zurich at a cost of £442.64.</b></p>
19/087	<p><b><u>PLANNING APPLICATIONS:</u></b></p> <p>19035 1) <b>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.</b></p> <p><b>RESOLVED that no comment be made on this application.</b></p> <p>19036 2) <b>PLANNING APPLICATION: 191006. ESSEX GOVERNOR SERVICES LTD, WORMINGFORD ROAD, FORDHAM, COLCHESTER, CO6 3NS. PROPOSED WAREHOUSE EXTENTION.</b></p> <p><b>RESOLVED that Wormingford Parish Council raise the following points to the Planning Officer:</b></p> <ul style="list-style-type: none"> <li>❖ Cllrs would like to know what the unit will be used for?</li> <li>❖ If Colchester Borough Council were minded to approve the application, the Parish Council would request that the current hours of working along with confirmation that the current restriction of noise on the boundary would remain the same in order to retain neighbouring amenity.</li> </ul> <p>19037 3) <b>PLANNING APPLICATION: 190888. 4 CHANTRY DRIVE, WORMINGFORD, COLCHESTER, CO6 3FD. ERECTION OF TWO STOREY SIDE EXTENSION.</b></p> <p><b>RESOLVED that no comment be made on this application.</b></p>

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<p><b>19/088</b></p>	<p><b><u>PLANNING APPLICATION UPDATE</u></b></p> <p>1) <b>PLANNING APPLICATION: ESS/15/19/COL.</b> COLCHESTER SKIP HIRE, GREENACRES, PACKARDS LANE, WORMINGFORD, ESSEX, CO6 3AH.</p> <p>The Clerk confirmed that approval had been granted.</p> <p>2) <b>PLANNING APPLICATION: 190059/190060.</b> THE COACH HOUSE, PACKARDS LANE, WORMINGFORD, CO6 3AH.</p> <p>The Clerk confirmed that no decision had been reached.</p> <p>3) <b>PLANNING APPLICATION: ESS/09/18/COL.</b> COLCHESTER SKIP HIRE, LAND AT GREENACRES, PACKARDS LANE, WORMINGFORD.</p> <p>The Clerk confirmed that no decision had been reached, this was likely to be June/July. Cllrs discussed that the boundary hedge had been cut severely this week. The Clerk was asked to write to Cllr Brown for an update on this matter.</p>												
<p><b>19/089</b></p>	<p><b><u>FAIRFIELDS FARM</u></b></p> <p>No further developments had been made since the April meeting. Cllrs were frustrated with the continuing odour and the lack of action from Colchester Borough Council. It was agreed that Cllr Bentley would talk to Cllr Chapman about the concerns of the Council and agree a way forward.</p> <p>Residents were in the meantime advised to keep reporting any issues to Colchester Borough Council.</p>												
<p><b>19/090</b></p>	<p><b><u>REC TRUST</u></b></p> <p>A representative confirmed that the electrics in the hall were in good condition and had been certified. A Fun day was being held on the 21<sup>st</sup> July. The Village Hall hires had also increased.</p>												
<p><b>19/091</b></p>	<p><b><u>WHITE FINGER POST</u></b></p> <p>The Clerk confirmed that the white finger post and signs had been replaced.</p>												
<p><b>19/092</b></p>	<p><b><u>TELEPHONE BOX</u></b></p> <p>Cllrs discussed using the telephone box as a place for a defibrillator, although the power source was an issue. The Clerk had circulated some quotes for solar panel defibrillator units. The question of housing it at the new bus shelter or indeed asking whether the pub would consider having one was raised. The Clerk was asked to explore these options.</p> <p>Cllrs discussed that a resident had been in touch about turning the telephone box into a book exchange. The Clerk was asked to contact Wakes Colne Parish Council to ask on the use and upkeep in their village. The Clerk was also asked to write to the resident and ask how they planned to set up the scheme and maintain it. This item would be brought back to the June meeting.</p>												
<p><b>19/093</b></p>	<p><b><u>CHURCH ROAD</u></b></p> <p>The Clerk confirmed that the possible lead from Cllr Brown following the April meeting would not be possible. The Local Highway Panel Officer could only consider visiting the site and suggesting schemes to be funded by the Panel if it had first been rejected by NEPP. Cllr Boyce agreed to complete the application form alongside photographic evidence to be submitted to NEPP before the July deadline.</p>												
<p><b>19/094</b></p>	<p><b><u>FINANCIAL MATTERS</u></b></p> <p>1) <b>FINANCIAL STATEMENT.</b></p> <p>The twelve invoices including the Standing Orders for the Clerks Salary &amp; Pension were checked by all Councillors present.</p> <table border="1" data-bbox="215 1995 1222 2092"> <tr> <td>Employee</td> <td>Salary</td> <td>SO</td> <td>£ 292.01</td> <td>£ -</td> <td>£ 292.01</td> </tr> <tr> <td>Employee</td> <td>Salary</td> <td>101358</td> <td>£ 9.19</td> <td>£ -</td> <td>£ 9.19</td> </tr> </table>	Employee	Salary	SO	£ 292.01	£ -	£ 292.01	Employee	Salary	101358	£ 9.19	£ -	£ 9.19
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Employee	Salary	101358	£ 9.19	£ -	£ 9.19								

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Essex Pension Fund	Pension	SO	£ 81.88	£ -	£ 81.88
Essex Pension Fund	Pension	101359	£ 10.64	£ -	£ 10.64
Employee	Expenses	101360	£ 15.02	£ -	£ 15.02
Wormingford Recreation Trust	S137 Grant	101361	£ 1,200.00	£ -	£ 1,200.00
Wormingford in Bloom	S137 Grant	101362	£ 250.00	£ -	£ 250.00
Mrs J Stobart	Internal Audit	101363	£ 175.00	£ -	£ 175.00
EALC	Membership	101364	£ 137.25	£ -	£ 137.25
Zurich Municipal	Insurance	101365	£ 442.64	£ -	£ 442.64
Dove Support	Laptop - Software	101366	£ 30.00	£ 6.00	£ 36.00
CALC	Membership	101367	£ 35.00	£ -	£ 35.00

£ 2,678.63	£ 6.00	£ 2,684.63
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19038

**RESOLVED that after further consideration twelve payments detailed on the schedule be authorised for payment.**

**2) MONTHLY BUDGET INFORMATION**

The Clerk had circulated budget proposals prior to the meeting.

**3) INTERNAL AUDIT REPORT**

The Internal Report had been circulated to all Cllrs. The Rec Trust was asked to forward a copy of the weekly play area report for the Parish Council files.

**4) APPROVAL OF GOVERNANCE STATEMENTS FOR 2018/19**

19039

**RESOLVED that the Governance Statement is approved and then signed by the Chairman and Clerk.**

**5) APPROVAL OF THE ANNUAL RETURN FOR 2018/19**

19040

**RESOLVED that the Annual Return is approved and signed by the Chairman and Clerk.**

**6) TO CONFIRM THAT WORMINGFORD PARISH COUNCIL ARE NOT EXEMPT FROM A LIMITED ASSURANCE REVIEW FOR 2018/19**

**RESOLVED that the Limited Assurance Review is carried out for 2018/19.**

19041

**7) TO CONFIRM SIGNATORIES FOR BANK ACCOUNTS**

**RESOLVED that the signatories for Wormingford Parish Council are Cllrs Grimsey & Boyce.**

19042

It was agreed to review another signatory at the June meeting.

**19/095**

**CHAIRMAN & CLERK'S REPORT**

- ❖ The Clerk would advertise the two vacant Councillor posts with the hope to co-opt at the June meeting.
- ❖ The Clerk was asked to report the overgrown foliage on the solar panel of the VAS sign.
- ❖ Cllr Fenn raised the strange route of lorries full of spoils from the Tollgate site. He had reported this to Cllr Chapman and Cllr Brown to investigate.

**19/096**

**CORRESPONDENCE RECEIVED**

The Clerk had circulated correspondence via email throughout the month.

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<p><b>19/097</b></p>	<p><b><u>ITEMS OF CONSIDERATION FOR FUTURE AGENDAS</u></b></p> <p>Fairfield Farm          Emergency Plan          Church Road parking          Bank Signatories          Co-option          Telephone Box          Vice Chair</p>
<p><b>19/098</b></p> <p><i>19043</i></p>	<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 19/099.</b></p> <p><b>RESOLVED to not close the meeting to the Public during the consideration of Agenda item 19/099.</b></p>
<p><b>19/099</b></p>	<p><b><u>HUMAN RESOURCES &amp; PERSONNEL</u></b></p> <p>Cllr Bentley thanked everyone for attending and the meeting closed at 8.20pm.</p> <p>The date of the next meeting would be Thursday 13<sup>th</sup> June 2019, 7.00pm.</p> <p>Signed:.....</p> <p>Chairperson of the Parish Council <span style="float: right;">Date: 13<sup>th</sup> June 2019</span></p>

MRS HELEN COOK  
 CLERK TO WORMINGFORD PARISH COUNCIL, E-MAIL: [wormingford@outlook.com](mailto:wormingford@outlook.com)