

# WORMINGFORD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY 11<sup>TH</sup> FEBRUARY 2016

IN WORMINGFORD VILLAGE HALL, AT 7.00 P.M.

In the Chair: Cllr. Bentley  
 Present: Cllrs Boyce, Evans, Grimsey, Hearne, Pullum, Ruse  
 Clerk: Mrs. H. Cook  
 Also Present: Two members of the public

16/019	<b><u>WELCOME, APOLOGIES FOR ABSENCE</u></b> Cllr Bentley welcomed everybody to the meeting.	
16/020	<b><u>DECLARATION OF INTERESTS</u></b> No declarations were made.	
16/021	<b><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></b> No members of the Public wished to speak.	
16/022	<b><u>WARD &amp; COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></b> Cllr Chapman was not present.	
16/023	<b><u>CONFIRMATION OF MINUTES</u></b> Draft minutes of the meeting held on Thursday 7 <sup>th</sup> January 2016 had been circulated prior to the meeting. All agreed that these were a true record of the meeting. Cllr Pullum abstained due to not being present at the meeting.	
16/012	<b>RESOLVED that the minutes of the meeting held on Thursday 7<sup>th</sup> January 2016 were a true record of the meeting and were signed by Chairman.</b>	
16/024	<b><u>PLANNING APPLICATIONS</u></b>  1) <b>PLANNING APPLICATION: 160065.</b> QUINCES COTTAGE, CHURCH ROAD, WORMINGFORD, COLCHESTER, CO6 3AZ. PROPOSED TWO STOREY REAR EXTENSION, SINGLE STOREY FRONT EXTENSION, REPLACEMENT ROOF TILES WITH SLATES AND WOOD BURNER FLUE.  2) <b>PLANNING APPLICATION: 160089.</b> COCKRELLS FARM, LITTLE HORKESLEY ROAD, WORMINGFORD, ESSEX, CO6 3AP. CHANGE OF USE – AGRICULTURAL LAND TO RESIDENTIAL GARDEN.  3) <b>PLANNING APPLICATION: 160119.</b> ESSEX & SUFFOLK GLIDING CLUB, WORMINGFORD AIRFIELD, FORDHAM ROAD, WORMINGFORD. PROPOSED EXTENSION TO MOTOR TRANSPORT SHED.  Cllrs discussed these applications and had no concerns.	
16/013	<b>RESOLVED that the Clerk send the decision of support to Colchester Borough Council, Planning Department regarding Planning Application 160065, 160089 &amp; 160119.</b>	CLERK
16/025	<b><u>WORM AND REC TRUST</u></b>  1) UPDATE REGARDING THE REC TRUST  Mr Jones was not present. Mrs Tansley confirm that a table top sale would take place on the last Sunday of the month and a quiz to raise funds would take place on the last Friday of the month.	

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<p>16/014</p>	<p>2) UPDATE ON PLAY AREA REPORT</p> <p>The Council still had not received a report from the Rec Trust. Cllr Bentley agreed to speak to Mr Jones regarding this matter. A playground course run by the EALC was discussed. Cllr Grimsey agreed to see if she was free to attend.</p> <p>3) TO DISCUSS THE WORM MAGAZINE.</p> <p>Cllrs discussed the previously circulated agreement. Cllr Bentley confirmed that Mr Jones was happy with the agreement.</p> <p><b>RESOLVED that the Worm Magazine agreement be signed by the Chairman and Clerk. The Chairman would seek Mr Brian Jones signature after the meeting and would confirm this at the March meeting.</b></p>	<p>CLLR BENTLEY / CLLR GRIMSEY</p> <p>CLLR BENTLEY</p>																																				
<p>16/026</p>	<p><b><u>PUBLIC FACILITIES</u></b></p> <p>1) BROADBAND.</p> <p>Cllr Boyce confirmed work was progressing and we are just waiting for the connection of the Fibre Cabinet. To keep up dated when the fibre cabinet will be ready members of the public can check <a href="http://www.superfast-openreach.co.uk/where-and-when/">www.superfast-openreach.co.uk/where-and-when/</a></p>																																					
<p>16/027</p>	<p><b><u>FINANCIAL MATTERS</u></b></p> <p>1) <b>FINANCIAL STATEMENT.</b> (ITEMS TO BE APPROVED FOR PAYMENT AND SIGNED AS PER PAYMENT SCHEDULE)</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center; border-bottom: 1px solid black;">Cheque Number</th> <th style="text-align: right; border-bottom: 1px solid black;">£ p</th> </tr> </thead> <tbody> <tr> <td>H Cook (January Salary)</td> <td style="text-align: center;">101169</td> <td style="text-align: right;">191.74</td> </tr> <tr> <td>Essex Pension Fund (January)</td> <td style="text-align: center;">101170</td> <td style="text-align: right;">44.44</td> </tr> <tr> <td>H Cook (Expenses January)</td> <td style="text-align: center;">101171</td> <td style="text-align: right;">22.56</td> </tr> <tr> <td>Information Commissioner</td> <td style="text-align: center;">101172</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>Design Sweet (February)</td> <td style="text-align: center;">101173</td> <td style="text-align: right;">89.72</td> </tr> <tr> <td>Chappel Parish Council</td> <td style="text-align: center;">101174</td> <td style="text-align: right;">7.50</td> </tr> <tr> <td>EALC</td> <td style="text-align: center;">101175</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>Jaydee Living Ltd</td> <td style="text-align: center;">101176</td> <td style="text-align: right;">197.94</td> </tr> <tr> <td></td> <td style="text-align: center;">Total</td> <td style="text-align: right; border-top: 1px solid black;">738.90</td> </tr> <tr> <td></td> <td style="text-align: center;">Less VAT Content</td> <td style="text-align: right;">32.99</td> </tr> <tr> <td></td> <td style="text-align: center;"><b>Total Excluding VAT</b></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;"><b>705.91</b></td> </tr> </tbody> </table> <p>The Clerk confirmed that the Locality funding for the bin for the play area had been received.</p> <p><b>RESOLVED that the litter bin for the play area be purchased. The Rec Trust will be responsible for fixing the bin and emptying it.</b></p> <p>The eight invoices including the Clerks' Salary were passed around for all Councillors to have a look at and agree.</p> <p><b>RESOLVED that after further consideration, the eight cheques including the Salary detailed on the payment schedule be authorised for payment.</b></p> <p>2) <b>MONTHLY BUDGET INFORMATION.</b> CLERK TO PRESENT THE BUDGET SO FAR.</p> <p>The Clerk had sent round details prior to the meeting. No questions were asked.</p>		Cheque Number	£ p	H Cook (January Salary)	101169	191.74	Essex Pension Fund (January)	101170	44.44	H Cook (Expenses January)	101171	22.56	Information Commissioner	101172	35.00	Design Sweet (February)	101173	89.72	Chappel Parish Council	101174	7.50	EALC	101175	150.00	Jaydee Living Ltd	101176	197.94		Total	738.90		Less VAT Content	32.99		<b>Total Excluding VAT</b>	<b>705.91</b>	<p>CLERK</p>
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16/017	<p><b>3) INTERNAL AUDITOR 2015/16</b>  <b>RESOLVED that Jan Stobart be asked to complete the Internal Audit for 2015/16.</b></p>	CLERK
<p>16/028</p> <p>16/018</p> <p>16/019</p> <p>16/020</p> <p>16/021</p>	<p><b><u>GRANT APPLICATIONS</u></b></p> <p>TO DISCUSS THE GRANTS FOR 2016/17 FOR:</p> <p>1) RECREATION TRUST  The grant application had been received.  <b>RESOLVED that a grant for the Rec Trust for 2016/17 be set at £1,200.</b></p> <p>2) WORM IN BLOOM  The grant application had been received.  <b>RESOLVED that a grant for the Worm in Bloom for 2016/17 be set at £500.</b></p> <p>3) MAINTENANCE OF THE CHURCHYARD  The grant application had been received.  <b>RESOLVED that a grant for maintenance of the Churchyard for 2016/17 be set at £400.</b></p> <p>4) POST OFFICE  Cllrs discussed the grant for the Post Office and agreed that as the invoices were from the Rec Trust the grant application should be made directly by them.  <b>RESOLVED that a grant for Post Office for audit purposes should be included within the Rec Trust paperwork and that for 2016/17 this be set at £240.</b></p>	
16/029	<p><b><u>NEIGHBOURHOOD PLAN</u></b></p> <p>Cllr Bentley had been in touch with RCE for a follow up session. The dates that were being looked at were the 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> March. He would keep the Council up to date with further updates, once a date had been finalised.</p>	CLLR BENTLEY
16/030	<p><b><u>SKIP HIRE MEETING</u></b></p> <p>Cllr Pullum gave a report to the Council. He confirmed that lorries were not allowed to stay off the yard overnight and were not allowed to leave before 6.30am. The external painting had been completed and the recent noise report was now available on-line. Cllrs thanked Cllr Pullum for attending.</p>	
<p>16/031</p> <p>16/022</p>	<p><b><u>EALC TRAINING</u></b></p> <p>1) UPDATE FROM CLERK ON THE TRANSPARENCY CODE BRIEFING.  The Clerk confirmed that the Council was complying with the Transparency Code. Funding was available for the extra work that had been undertaken and also for a scanner. The Clerk confirmed that an application for £445.06 had be logged with EALC.</p> <p>2) TO DISCUSS THE VILLAGE HALL TRAINING COURSE ON THE 10<sup>TH</sup> MARCH.  <b>RESOLVED that Cllr Bentley attend the Village Hall Training Course on the 10<sup>th</sup> March. Cllr Grimsey and Evans would look in their diaries for being a reserve.</b></p>	
16/032	<p><b><u>DRAINAGE ON CHURCH ROAD</u></b></p> <p>The Clerk confirmed that the flooding had been reported and that a Drainage Engineering Team would be carrying out an onsite inspection by the end of February. The Clerk would ask for an update prior to the next meeting.</p>	CLERK
16/033	<p><b><u>WATER &amp; WHERE IT GOES PROJECT?</u></b></p> <p>Details had been circulated prior to the meeting.  <b>RESOLVED that the project not be taken forward at this stage.</b></p>	
16/034	<p><b><u>ASSET REGISTER AND ANNUAL SURVEY</u></b></p> <p>1) TO AGREE THE ASSET REGISTER.  The Clerk confirmed that following on from the audit report that the asset register should show the value</p>	CLLR

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	at which items were purchased and not alter this until disposal. Some further work would be needed on this and items such as the village hall, village sign and play equipment were discussed. A chairman's chest of documents were mentioned - this was not held by the current Chair or Clerk and would be looked into before the next meeting.	BENTLEY/ CLERK
16/023	2) TO ARRANGE FOR THE ANNUAL SURVEY TO BE COMPLETED. <b>RESOLVED that all items had been checked. The bus shelter on the Main Road, before the Church Road turning would need replacing in due course. The Clerk was asked to contact ECC to add this to their next funding allocation.</b>	CLERK
16/035	<b><u>PARISH CALENDAR</u></b> Details had been circulated prior to the meeting. Discussion were had regarding the date for the Annual Parish Assembly Meeting and possible speakers for this event. Cllr Bentley agreed to follow up on some possible suggestions and report back to the March meeting.	CLLR BENTLEY
16/024	<b>RESOLVED the Parish Calendar be published including the Annual Parish Assembly Meeting being held on the 14<sup>th</sup> April 2016.</b>	
16/036	<b><u>QUEEN'S 90<sup>TH</sup> BIRTHDAY</u></b> 1) TO DISCUSS THE 'CLEAN FOR THE QUEEN' SCHEME. Cllrs discussed holding a litter pick morning on the 5 <sup>th</sup> March. The Clerk was asked to advertise the event and seek some equipment from CBC. <b>RESOLVED that a litter pick morning be held on Saturday 5<sup>th</sup> March from 10am – 12, meeting at the Village Hall carpark.</b>	CLERK
16/025		
16/026	2) TO DISCUSS BEACON LIGHTING ON THE 21 <sup>ST</sup> APRIL 2016. <b>RESOLVED that the Parish Council would not be lighting the beacon on the 21<sup>st</sup> April.</b>	
16/037	<b><u>CHAIRMAN &amp; CLERK'S REPORT</u></b> The Clerk confirmed that Church Hall (152324/152323) and Cockrells Farm (152458/152457) had received conditional approval from CBC. The Clerk reminded Cllr Evans, Pullum and Ruse regarding the EALC training at Eight Ash Green Village Hall on the 24 <sup>th</sup> February.	
16/038	<b><u>CORRESPONDENCE RECEIVED</u></b> The Clerk had circulated correspondence via email throughout the month. No comments were made.	
16/039	<b><u>ITEMS OF CONSIDERATION FOR FUTURE AGENDAS</u></b> Village Hall course update EALC course update Asset Register	
16/040	<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> <b>RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC:</b> <b>THAT THE PUBLIC BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF AGENDA ITEM 16/041.</b>	
16/027	<b>RESOLVED to close the meeting to the Public during the consideration of Agenda item 16/041.</b> Meeting closed at 8.15pm	
16/041	<b><u>HUMAN RESOURCES &amp; PERSONNEL</u></b> <b>RESOLVED that the new contract from 1<sup>st</sup> April 2016 for the Clerk confirming 6 hours per week would be signed by the Chairman and Clerk.</b> Cllr Bentley thanked everyone for attending and the meeting closed at 8.26pm. The date of the next meeting would be Thursday 10 <sup>th</sup> March 2016. Signed:.....	
16/028		

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	Chairperson of the Parish Council	Date: 10 <sup>th</sup> March 2016
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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)