

# WORMINGFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 11<sup>TH</sup> JUNE 2020

ON-LINE VIA ZOOM DUE TO COVID-19, AT 7.00 P.M.

In the Chair: Cllr. Bentley  
Present: Cllrs. Boyce, Byrne, Evans  
Clerk: Mrs. Cook  
Also Present Cllr Chapman and three members of the public

20/079	<b><u>WELCOME, APOLOGIES FOR ABSENCE</u></b> The Chairman welcomed everyone to the meeting. Cllr Grimsey, Fenn and Hearne had sent their apologies.
20/080	<b><u>DECLARATION OF INTERESTS</u></b> No Cllrs declared an interest.
20/081	<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 had contacted the Clerk prior to the meeting nor wished to speak on-line.
20/082	<b><u>WARD &amp; COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u></b>  Cllr Chapman spoke briefly on the following items:  Colchester Borough Council now working in recovery mode with regards to COVID-19. Discussions are taking place what the next stage will be after the Inspector rejected the Local Plan.
20/083	<b><u>CONFIRMATION OF MINUTES</u></b>  20035 <b>RESOLVED</b> that the minutes of the meeting held on Thursday 7 <sup>th</sup> May 2020 were a true record of the meeting and would be signed by the Chairman outside the meeting.
20/084	<b><u>PLANNING APPLICATION</u></b>  20036 1) <b>PLANNING APPLICATION: 200978. LAND WEST OF CLARGETT, CHURCH ROAD, WORMINGFORD, COLCHESTER, CO6 3AD. PROPOSED CHANGE OF USE OF HIGHWAY LAND TO PRIVATE LAND.</b> <b>RESOLVED</b> that the Councillors have no comment on this application.
20/085	<b><u>PLANNING APPLICATION UPDATE</u></b>  1) <b>PLANNING APPLICATION: ESS/34/20/COL: COLCHESTER SKIP HIRE, LAND AT GREENACRES, PACKARDS LANE, WORMINGFORD.</b> The Clerk confirmed that no decision had yet been reached.  2) <b>PLANNING APPLICATION: 200459. FAIRFIELDS FARM, FORDHAM ROAD, WORMINGFORD, COLCHESTER.</b> The Clerk confirmed that no decision had yet been reached.  3) <b>PLANNING APPLICATION: 193069. LAND TO REAR OF GOODWINS FARM, CREPPING HALL ROAD, WAKES COLNE, COLCHESTER, CO6 2AP.</b> The Clerk confirmed that no decision had yet been reached.
20/086	<b><u>REC TRUST</u></b> A report had been circulated to Cllrs prior to the meeting which would be attached to the minutes.

## Approved Minutes – 11<sup>th</sup> June 2020

<b>20/087</b>	<b><u>REPRESENTATIVE 2020/21</u></b>																						
	Colchester Association of Local Councils – All Councillors Essex Association of Local Councils – All Councillors Recreation Trust – Cllr Byrne Colchester Skip Hire Liaison - Cllr Bentley & Fenn Fairfield's Farm Produce Ltd Liaison – Not currently in action, to be confirmed if needed Parochial Church Council – Cllr Boyce Website - Clerk Financial – Cllr Evans Personnel Committee – Cllrs Boyce, Bentley & Grimsey Play Area – All Cllrs & Rec Trust Footpaths – TBC Transport – Cllr Byrne Love Robinson Trust – Mr Tansley																						
20037	<b>RESOLVED that the named above act as representatives for the various organisations on behalf of Wormingford Parish Council for 2020/21.</b>																						
<b>20/088</b>	<b><u>REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES 2020/21</u></b>																						
	Standing Orders Financial Regulations Risk Assessment Asset Register Social Media Policy Co-option Policy & application form Code of Conduct Privacy Notice Freedom of Information Publication scheme Document and disposal policy Data Breach Reporting form																						
20038	<b>RESOLVED that the above documents and Policies are adopted for 2020/21.</b>																						
<b>20/089</b>	<b><u>PLAY AREA INSPECTION REPORT</u></b>																						
	The Clerk confirmed that this would be put on the July agenda as the report had not yet been received.																						
<b>20/090</b>	<b><u>SALT BAG PARTNERSHIP 2020/21 SCHEME</u></b>																						
20039	<b>RESOLVED that the Parish Council did not need any further salt but would remain in the scheme.</b>																						
<b>20/091</b>	<b><u>VEGETATION AROUND BUS SHELTER</u></b>																						
20040	<b>RESOLVED to have the hedge cut and general tidy up around the Sudbury bound bus shelter twice a year at a cost of £75 each cut.</b>																						
<b>20/092</b>	<b><u>FINANCIAL MATTERS</u></b>																						
	1) <b>FINANCIAL STATEMENT.</b>  The five invoices including the Standing Orders for the Clerks Salary & Pension were checked by all Councillors present.																						
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 15%;">Payee</th> <th style="width: 15%;">Description</th> <th style="width: 10%;">Invoice</th> <th style="width: 10%;">Chq Number</th> <th style="width: 10%;">Net</th> <th style="width: 10%;">VAT</th> <th style="width: 10%;">Gross</th> </tr> </thead> <tbody> <tr> <td>SO</td> <td>Employee</td> <td>Salary</td> <td>PAYE</td> <td>SO</td> <td>£ 301.20</td> <td>£ -</td> <td>£ 301.20</td> </tr> </tbody> </table>							Date	Payee	Description	Invoice	Chq Number	Net	VAT	Gross	SO	Employee	Salary	PAYE	SO	£ 301.20	£ -	£ 301.20
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SO	Essex Pension Fund	Pension	N/A	SO	£ 97.68	£ -	£ 97.68
11/06/2020	Employee	Expenses	N/A	101403	£ 15.01	£ -	£ 15.01
11/06/2020	Worm in Bloom	S137 Grant	N/A	101404	£ 250.00	£ -	£ 250.00
11/06/2020	Janet Stobart	Internal Audit	N/A	101405	£ 180.00	£ -	£ 180.00

£	-	£
843.89	-	843.89

20041 **RESOLVED that after further consideration five payments detailed on the schedule be authorised for payment.**

**2) MONTHLY BUDGET INFORMATION**

The Clerk had circulated the budget information prior to the meeting. No questions were raised.

**3) INTERNAL AUDIT REPORT**

The clean Internal Audit had been circulated to Councillors, no questions were raised.

**4) CERTIFICATE OF EXEMPTION**

20042 **RESOLVED that Wormingford Parish Council meet the Financial Requirements in order to be exempt from a basic review.**

**5) APPROVAL OF THE GOVERNANCE STATEMENTS FOR 2019/20**

20043 **RESOLVED that the Governance Statement is completed and approved. This will be signed by the Chairman and Clerk outside the meeting due to COVID-19.**

**6) APPROVAL OF ANNUAL RETURN (FINAL ACCOUNTS) FOR 2019/20. PRIOR TO SUBMISSION TO THE AUDIT COMMISSION.**

20044 **RESOLVED that the Annual Return is approved and signed by the Chairman and Clerk outside the meeting.**

**7) CONFIRMATION OF NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN.**

20045 **RESOLVED that the confirmation of Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return will be placed on the noticeboard and website until the 24<sup>th</sup> July 2020.**

**20/093 CORRESPONDENCE RECEIVED**

All correspondence had been circulated to Councillors.

**20/094 CHAIRMAN & CLERK'S REPORT**

The Chairman confirmed the following:

- ❖ The Play area is currently closed due to COVID-19.
- ❖ A volunteer scheme has been set up by the Parish Council in order to help self-isolating residents; further information can be obtained from the Clerk.

Clr Bentley thanked everyone for attending and the meeting closed at 7.28pm.

The date of the next meeting would be Thursday 9<sup>th</sup> July at 7.00pm, we expect this to be another on-line meeting but this would be confirmed one week prior to the meeting.

Signed:.....

Chairperson of the Parish Council

Date: 9<sup>th</sup> July 2020

MRS HELEN COOK

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

5<sup>th</sup> June 2020

## Report for WPC meeting 11<sup>th</sup> June 2020

1. The playing field has now re-opened after a first grass cut by Tom Dobell and a huge amount of work by the 2 Brian's, with just a few helpers on the first 2 days (everyone disappeared after that) to get ready for the public to use safely again. Strangely fewer people are using it now than when it was closed.
2. We are continuing work in the Pavilion, the hole in the ceiling was repaired and we are now having the whole bar area painted. We will then review any other repairs and improvements that may be needed.
3. There has been repair work completed on the Football field to an area causing problems making it unfit for purpose.
4. We are now looking for a roofer to repair the damage done to the Hall roof, previously by vandals.

We do not expect football to be again for some time. Also the Hall will remain closed until much later in the year. It will be too expensive to keep it cleaned and safe with the situation as it is. The Covid 19 grant will certainly help us to survive until things return to a much safer time.

Gill Tansley  
Treasurer.