

WORMINGFORD PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING, FOLLOWED BY THE PARISH COUNCIL MEETING HELD ON THURSDAY 11TH MAY 2023

IN THE WORMINGFORD VILLAGE HALL

In the Chair: Cllr. Bentley
 Present: Cllrs. Byrne, Boyce, Fenn, Patmore
 Clerk: Mrs Cook
 Also Present: Three members of the public

	<u>ANNUAL PARISH COUNCIL MEETING</u>
23/097	<u>WELCOME, APOLOGIES FOR ABSENCE</u> The Chairman welcomed everyone to the meeting at 7.00pm. Cllr Fenn would be arriving late. Cllr Barber sent his apologies.
23/098 23064	<u>COMPLETION OF DECLARATION OF OFFICE</u> RESOLVED that all Councillors sign the Declaration of Office, witnessed by the Parish Clerk. Cllr Fenn would complete this on arrival to the meeting.
23/099 23065	<u>ELECTION OF CHAIRMAN 2023/24</u> The Chairman asked for nominations for the Chairman for 2023/24. Cllr Bentley was nominated by Cllr Byrne and seconded by Cllr Boyce. There being no further nominations Cllr Bentley was elected as Chairman. RESOLVED that Cllr Bentley be elected Chairman of Wormingford Parish Council, to hold office until the next Annual Parish Council meeting. Cllr Bentley took the Chair and signed the acceptance papers.
23/100 23066	<u>ELECTION OF VICE CHAIRMAN 2023/24</u> The Chairman asked for nominations for the Vice-Chairman for 2023/24. Cllr Byrne was nominated by Cllr Bentley and seconded by Cllr Boyce. There being no further nominations Cllr Byrne was elected as Vice-Chairman. RESOLVED that Cllr Byrne be elected Vice-Chairman of Wormingford Parish Council, to hold office until the next Annual Parish Council meeting. Cllr Byrne signed the acceptance papers.
23/101	<u>DECLARATION OF INTERESTS</u> No declarations of interest were raised. The Clerk reminded Cllrs that a new Declaration of Interest form must be sent to Colchester City Council's Monitoring Officer.
23/102 23067	<u>CONSENT FORM</u> RESOLVED to receive the Council Summons and Agenda to all Councillors electronically.
23/103	<u>REPRESENTATIVE 2023/24</u> Colchester Association of Local Councils – All Councillors Essex Association of Local Councils – Cllr Bentley Recreation Trust – Cllr Byrne Love & Robinson Trust – Mr Tansley Colchester Skip Hire Liaison – Cllrs Fenn & Bentley Parochial Church Council – Cllr Boyce Website – Clerk Financial – Cllr Byrne Personnel Committee – Cllrs Bentley, Patmore & Boyce Footpaths – Mrs Wallace & Mr Thompson Transport – Cllr Byrne

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23068	<p>Telecommunication & Broadband – Cllr Boyce Social Media – Cllr Byrne</p> <p>RESOLVED that the members named above act as representatives for the various organisations on behalf of Wormingford Parish Council.</p>
23/104	<p><u>REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICES</u></p> <p>Standing Orders Financial Regulations On-line Banking Policy Risk Assessment Risk Assessment for litter picking Risk Assessment for Footpath Representative Risk Assessment for Book Exchange Asset Register Training Policy Social Media Policy Complaints Policy Co-Option Policy – Change to include attending two meetings prior to applying and the item being at the end of the meeting. Code of Conduct Freedom of Information Publication Scheme Retention & Disposal Policy Privacy Notice Data Breach Reporting Form</p>
23069	<p>RESOLVED that the Co-Option Policy include the requirement for applicants to have attended two prior Parish Council meetings. The Co-Option processes will now take place at the end of a meeting rather than at the beginning.</p>
23070	<p>RESOLVED that the above policies be adopted and re-adopted by Wormingford Parish Council.</p>
23/105	<p><u>RESPONSIBLE FINANCIAL OFFICER</u></p>
23071	<p>RESOLVED that Mrs Cook the Parish Clerk acts as the Responsible Financial Officer to Wormingford Parish Council.</p>
23/106	<p><u>DELEGATION OF POWER</u></p>
23072	<p>RESOLVED to delegate Powers to the Parish Clerk and adopt the Delegation of Power Policy.</p>
23/107	<p><u>MEMBERSHIP RENEWALS</u></p>
23073	<p>RESOLVED that the memberships for EALC, NALC, CALC and SLCC are renewed for 2023/24.</p>
23/108	<p><u>INSURANCE</u></p>
23074	<p>RESOLVED that the insurance is renewed at a cost of £399.44 with Zurich.</p>
23/109	<p><u>FINANCIAL</u></p>
23075	<p>RESOLVED that the Clerk's Salary and Pension continue to be paid as a Standing Order for 2023/24.</p>
23076	<p>RESOLVED that the Information Commissioner Office and Unity Trust Bank continue to be paid as a Direct Debit for 2023/24.</p>
23077	<p>RESOLVED that the signatories for 2023/24 will be Cllrs Bentley, Boyce and Patmore.</p> <p>The Annual Parish Council meeting was closed.</p>
	<p><u>PARISH COUNCIL MEETING</u></p>
23/110	<p><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></p> <p>The following items were raised by members of the public</p> <ul style="list-style-type: none"> ❖ The grass cutting at the top of Sandy Hill. Cllrs confirmed that this was likely to have been a resident rather than official cutting. ❖ Planning Application: ESS/30/22/COL – Fairfield's Farm had been refused by Essex County Council. Cllr Barber

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	<p>was liaising with Enforcement.</p> <ul style="list-style-type: none"> ❖ The condition of Fordham Road. ❖ A request for the Co-Option Application Form to be sent out to a member of the public.
23/111	<p><u>WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT OR BY EMAILED REPORT</u></p> <p>Cllr Laws had asked that the following be circulated:</p> <p>“Housing and sustainable villages:</p> <p>At a recent village Parish Assembly I briefly outlined the Local Plan process (the document which determines where future housing will go) and in explaining that housing growth is being considered between the A120 and the A133 it was pointed out to me that some villages are suffering from a perfect storm of:</p> <p>large premium new build homes ex-Local authority (social) housing being sold off & smaller properties enlarged resulting in making it even harder for local people / younger folks to get on the ladder, which helps to ensure sustainable villages with a mix of age groups.</p> <p>The City of Colchester Council Planners are able to:</p> <p>work with parish councils to allocate sites which meet local needs – recently this happened in Layer de la Haye. Policy was put in place to include reference to smaller properties/single storey dwellings that Planning could control through the use of conditions.</p> <p>support parish councils to develop neighbourhood plans & support rural exception sites – housing for local people outside village envelopes</p> <p>The next Local Plan period 2033+ will be an opportunity for parish council's to have an input and shape the direction of future housing needs for our communities.</p> <p>I obviously want to ensure that the unique identities of our villages prevail and striking a balance between sustainability and any housing growth is a delicate one. As well as sharing your thoughts with your elected City Councillors your parish council is also a great place to make your views known.”</p>
23/112	<p><u>CONFIRMATION OF MINUTES</u></p> <p>23078 RESOLVED that the minutes of the meeting held on Thursday 20th April 2023 held in the Village Hall were a true record of the meeting and were signed by the Chairman.</p>
23/113	<p><u>CO-OPTION</u></p> <p>23079 RESOLVED that Wormingford Parish Council would advertise the two Councillor Vacancies with a deadline for applications of the 5th June, so that any applications received can be discussed at the June meeting.</p>
23/114	<p><u>UPDATE ON PLANNING APPLICATIONS:</u></p> <ol style="list-style-type: none"> 1) PLANNING APPLICATION: 230739/230738. THE CROWN PUBLIC HOUSE, MAIN ROAD, WORMINGFORD. NO DECISION. 2) PLANNING APPLICATION: 222609. 3 FORDHAM ROAD, WORMINGFORD, CO6 3AG. NO DECISION 3) PLANNING APPLICATION: 222491. RESERVOIR, FAIRFIELDS FARM, FORDHAM ROAD, WORMINGFORD, CO63AQ. NO DECISION. 4) PLANNING APPLICATION: 221319/221320: THE DELL, CHURCH ROAD, WORMINGFORD, CO6 3AZ. CONDITIONAL APPROVAL. 5) PLANNING APPLICATION: ESS/30/22/COL: FAIRFIELDS FARM, FORDHAM ROAD, WORMINGFORD, CO6 3AQ. REFUSED 6) PLANNING APPEAL: APP/A1530/W/22/3291210. OAK FOLLY COTTAGE, COLLETT'S CHASE, WORMINGFORD, COLCHESTER, CO6 3AU. NO DECISION. 7) PLANNING APPLICATION: CC/COL/106/21. BOXTED BRIDGE, BOXTED, CO4 5TB. NO DECISION.
23/115	<p><u>COLCHESTER SKIP HIRE LIAISON MEETING</u></p> <p>Cllr Bentley confirmed that he attended the meeting on the 11th May where the following items were discussed:</p> <ul style="list-style-type: none"> ❖ New Plant running ❖ No complaints received. ❖ Airfield Application refused, currently reviewing whether to appeal.

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	❖ Next meeting 5 th September.
23/116	<p><u>REC TRUST</u></p> <p>Cllr Byrne gave a brief review covering the following:</p> <ul style="list-style-type: none"> ❖ The Coronation Event raised £525. ❖ 2nd July will be the 'Raise the Roof' event. ❖ 25th May is the AGM being held in the marquee at the Crown Public House. ❖ 15th May till the 24th June the Village Hall will be closed so that the roof can be replaced. No Post Office facility will be available during this time.
23/117	<p><u>LOCAL HIGHWAY PANEL</u></p> <p>1) Wormingford Bridge: The Clerk confirmed that Cllr Barber was willing to talk to other Colchester Councillors in order to fund the longer survey on the bridge.</p> <p>23080 RESOLVED to write to Cllr Barber confirming that the Parish Council would like to see a traffic survey on Wormingford Bridge for three months, during the harvest season of July, August and September.</p> <p>2) Packards Lane Junction: The Clerk confirmed that an update from the Local Highway Panel should be received in time for the June meeting.</p> <p>3) Salt Bin for junction with B1508 and Packards Lane: The Clerk confirmed that this application was now going through the validation stage.</p> <p>4) Removal of layby at the top of Sandy Hill: The Clerk confirmed that this would cost the Local Highway Panel £10,500. This was now waiting to be approved for funding.</p> <p>5) New bus shelter prior to Chapel Corner: The Clerk confirmed that a recommend design was being proposed in year 1 and implementation in year 2. Funding was yet to be approved.</p>
23/118	<p><u>PARISH PATH PARTNERSHIP (P3)</u></p> <p>Cllrs discussed the scheme offered by Essex County Council, it was agreed to arrange an on-line meeting to discuss this further before bringing it back to the next meeting.</p>
23/119	<p><u>SID PROJECT</u></p> <p>Cllr Byrne confirmed to retrieve data from the SID for the June meeting.</p>
23/120	<p><u>NEIGHBOURHOOD WATCH</u></p> <p>Cllrs agreed due to the hall closure to arrange for a representative from the Colchester Neighbourhood Watch to attend the October Parish Council meeting if possible.</p>
23/121	<p><u>ARCHIVING</u></p> <p>23081 RESOLVED to pay the Clerk up to ten additional hours in order to archive old documents as per the retention and disposal policy.</p> <p>Cllrs confirmed that more may be needed and the item would be brought back if necessary.</p>
23/122	<p><u>PARISH COUNCIL LAPTOP</u></p> <p>23082 RESOLVED to destroy the hard drive of the old laptop and dispose of the machine.</p>
23/123	<p><u>GRASS CUTTING</u></p> <p>23083 RESOLVED to pay up to £100 for the grass to be cut around the bus stop and outside Easten Greene. The Clerk confirmed that she was waiting for confirmation of a quote.</p>
23/124	<p><u>WEBSITE</u></p> <p>23084 RESOLVED for all Councillors to review the website and contact the Clerk with any updates that are needed.</p>
23/125	<p><u>BUS SHELTER</u></p> <p>23085 RESOLVED for the three bus shelters to be cleaned at a cost of £160.</p>
23/126	<p><u>FINANCIAL MATTERS 2023/24</u></p>

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	<p>1) FINANCIAL STATEMENT</p> <p>The six invoices including the Standing Orders for the Clerks Salary & Pension were checked by Councillors.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Chq Number</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>Recreation Trust</td> <td>S137 Grant</td> <td>BACS</td> <td>£1,500.00</td> <td>£0.00</td> <td>£1,500.00</td> </tr> <tr> <td>EALC</td> <td>Membership</td> <td>BACS</td> <td>£148.22</td> <td>£0.00</td> <td>£148.22</td> </tr> <tr> <td>Zurich Municipal</td> <td>Insurance</td> <td>BACS</td> <td>£399.34</td> <td>£0.00</td> <td>£399.34</td> </tr> <tr> <td>Employee</td> <td>April Expenses</td> <td>BACS</td> <td>£76.43</td> <td>£6.46</td> <td>£82.89</td> </tr> <tr> <td>Employee</td> <td>May Salary</td> <td>SO</td> <td>£342.75</td> <td>£0.00</td> <td>£342.75</td> </tr> <tr> <td>Essex Pension Fund</td> <td>May Pension</td> <td>SO</td> <td>£111.50</td> <td>£0.00</td> <td>£111.50</td> </tr> </tbody> </table>	Payee	Description	Chq Number	Net	VAT	Gross	Recreation Trust	S137 Grant	BACS	£1,500.00	£0.00	£1,500.00	EALC	Membership	BACS	£148.22	£0.00	£148.22	Zurich Municipal	Insurance	BACS	£399.34	£0.00	£399.34	Employee	April Expenses	BACS	£76.43	£6.46	£82.89	Employee	May Salary	SO	£342.75	£0.00	£342.75	Essex Pension Fund	May Pension	SO	£111.50	£0.00	£111.50
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23086	<p>RESOLVED that after further consideration six payments detailed on the schedule be authorised for payment.</p> <p>2) MONTHLY BUDGET INFORMATION</p> <p>The Clerk had circulated the budget information prior to the meeting. No questions were raised.</p>																																										
23/127	<p><u>VILLAGE EVENTS – COUNCILLOR ATTENDANCE</u></p> <p>Several Councillors attended the Coronation Event and the 2nd July event at the Village Hall was noted.</p>																																										
23/128	<p><u>CHAIRMAN’S SOCIAL MEDIA NOTES</u></p> <p>Cllrs agreed that a note regarding the Housing Needs survey would be put on Facebook and would be in the Worm magazine.</p>																																										
23/129	<p><u>CORRESPONDENCE RECEIVED</u></p> <p>All correspondence had been circulated to Councillors.</p>																																										
23/130	<p><u>CHAIRMAN & CLERK’S REPORT</u></p> <p>The June meeting would be held in the marque of the Crown Public House. The Parish Council noted that no normal charge was made for using the marque, however, the Parish Council would offer to pay the normal Village Hall hire cost.</p> <p>The Clerk confirmed that she was still trying to arrange a date for defibrillator training. She would contact Colchester First Responder as no response had been received despite chasing.</p> <p>The Clerk confirmed that she continued to chase Cllr Barber regarding the potholes on Fordham Road but no date had yet been received with regards to repairs.</p>																																										
23/131	<p><u>ITEMS FOR FUTURE MEETINGS</u></p> <p>P3 Co-option</p> <p>Cllr Bentley thanked everyone for attending and closed the meeting at 8.07pm.</p> <p>The date of the next meeting would be Thursday 8th June 2023 in the marque of the Crown Public House at 7pm.</p> <p>Signed:.....</p> <p>Chairman of the Parish Council Date: 8th June 2023</p>																																										

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CLERK TO WORMINGFORD PARISH COUNCIL, E-MAIL: wormingford@outlook.com

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