

**Minutes of Sible Hedingham Annual Parish Council Meeting** held at the  
Village Hall, Parkfields, Sible Hedingham on  
**Monday 8<sup>th</sup> May 2017 at 7.30pm**

Present: Cllr's R Volkwyn, N Pachent, P Gammon, J Stopher, L Parkin, L Heywood, J Skittrall, B Newman, S Metson, District Cllr H Johnson, Mrs G McCoyd (clerk) and 5 members of public.

**Public Comment:**  
There was no public comment.

14. To elect a Chair:

It was proposed by Cllr L Parkin and seconded by Cllr J Skittrall that Cllr R Volkwyn is re-elected as Chairman. All were in favour.

15. To complete Declaration of Acceptance of Office of Chairman

Cllr R Volkwyn signed his Declaration of Office and thanked the Councillors for electing him

16. Apologies for Absence

Cllrs G Jefferson (business), D Holmes (business) D Finch (another meeting) P Sarel non-attendance.

17. To elect Vice Chairman

Cllr R Volkwyn read an email that had previously been sent to the clerk from Cllr G Jefferson stating that if she were to be nominated as Vice Chair of the Parish Council she would be happy to accept.

It was proposed by Cllr R Volkwyn and seconded by Cllr J Skittrall that Cllr G Jefferson be re-elected as Vice Chairman. All were in favour.

18. To note that all Councillors must review their Declaration of Interest forms and to notify the clerk and BDC of any changes

It was duly noted.

19. Members Declarations. To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members.

There were no declarations of Interest

20. To confirm minutes of the Parish Council meeting held 10<sup>th</sup> April 2017

The minutes of the meeting held on 10<sup>th</sup> April, having been circulated, were taken as read, were confirmed and signed by the Chairman as a correct record.

21. Matters arising from those minutes

There were no matters arising.

22. To review delegation arrangements and terms of reference for committees a. Finance and Funding b. Planning c. Recreations and Amenities d. Personnel

It was agreed that the delegation arrangements and reviewed terms of reference for these committees were accepted.

23. To elect Committees: a. Finance and Funding, b. Planning, c. Recreation and Amenities, d. Personnel

It was resolved that the following Cllr's be elected to the PC Committees:

Finance and Funding: Cllr's R Volkwyn, G Jefferson, B Newman, L Parkin, L Heywood, and J Stopher

Planning: Cllr's R Volkwyn, G Jefferson, L Parkin, P Sarel, J Skittrall, B Newman, L Heywood and P Gammon

Recreation and Amenities: Cllr's R Volkwyn, G Jefferson, D Holmes, S Metson, N Pachent, and J Stopher

It was then agreed to amalgamate the Interview Panel and the Personnel Committee to form one Personnel Committee with any three from the Personnel Committee then forming the Interview Panel as required.

Personnel: Cllr's R Volkwyn, G Jefferson, D Holmes and S Metson.

24. To elect Advisory Groups: a. Emergency Planning, b. Footpaths and PROW, c. Water Management.

It was resolved that the following are elected to the Advisory Groups:  
Emergency Planning: Cllr's R Volkwyn, G Jefferson, D Holmes and J Skittrall.

Footpaths and PROW: Cllr's R Volkwyn, G Jefferson, P Gammon, N Pachent, L Parkin, H Johnson, Miss C Cannell, Dr N Edwards, Mr O Hawkes, Mr A Putnam, Mrs S Rees, and Mrs P Volkwyn.

Water Management: Cllr's R Volkwyn, G Jefferson, D Holmes and Mr T Law.

25. To appoint representatives to other organisations: a. Halstead Area Crime Prevention Panel (2) b. EALC (2) c BALC (2) e. Hedingham Twinning Association (1) plus Chairman as President of Association e. Tree Warden (1) f. ECC Parish Public Transport (1), g. Youth Council (1)

The following appointments were agreed:

Halstead Area Crime Prevention Panel: Cllr J Stopher

EALC: Cllr G Jefferson

BALC: Cllr's L Parkin and L Heywood

Hedingham Twinning Association: Cllr's R Volkwyn and J Skittrall

Tree Warden: Cllr H Johnson

ECC Parish Public Transport: There was no nomination.

Youth Council: Cllr N Pachent

26. To review Standing Orders, Financial Regulations and Complaints Procedure

The Standing Orders, Financial Regulations and Complaints Procedure were reviewed and agreed.

27. To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

The procedure was reviewed and agreed, with it being noted that Data Protection Regulations were due to change in May 2018 at which point the Council's procedure would be reviewed.

28. To review the Council's policy for dealing with the Press/Media

Cllr R Volkwyn said the best advice he had been given when asked for a quote by the Press was to ask them to phone back in 10 minutes so thought could be given.

It was noted that usually the Press phoned the Chair or the Clerk and it was agreed that this process would continue.

29. To receive the Accounts for payment. Appendix 1

It was proposed by Cllr J Skittrall and seconded by Cllr S Metson and carried that the accounts are paid.

30. Any other business (agenda items for next meeting and exchange of information only)

Cllr S Metson said that the photos of litter that were put on facebook sometimes by the village maintenance operative were giving a bad impression of the village. It was agreed that the village maintenance operative would be asked not to post photos of litter.

Cllr R Volkwyn stated that vandals had been damaging equipment at the Recreation Ground, drawing graffiti and frightening the elderly along Cambridge Avenue and Gibson Road by causing damage. He said it was important that all offences were reported to the Police.

Cllr R Volkwyn congratulated Cllr L Heywood on her recent trek in the Himalayas which had raised money for Age UK (Essex)

There being no further business the meeting closed