

WORMINGFORD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 12TH MAY 2016

IN WORMINGFORD VILLAGE HALL, AT 7.00 P.M.

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

16/086	<u>ELECTION OF CHAIRMAN 2016/17</u> The Clerk opened the meeting and asked for nominations for Chairman. Cllr Bentley was nominated. There being no further nominations Cllr Bentley was elected as Chairman.	
16/038	RESOLVED that Cllr Bentley be elected Chairman of 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.	
16/087	<u>ELECTION OF VICE-CHAIRMAN 2016/17</u> Cllr Bentley asked for nominations for Vice Chairman. Cllr Hearne was nominated. There being no further nominations Cllr Hearne was elected as Vice Chairman.	
16/039	RESOLVED that Cllr Hearne be elected Vice Chairman of the Council, to hold office until the next Annual Meeting of the Council. The Acceptance form was signed by Cllr Hearne and the Clerk.	
16/088	<u>WELCOME, APOLOGIES FOR ABSENCE</u> Cllr Nigel Chapman apologies were noted.	
16/089	<u>PARISH COUNCILLOR VACANCY</u> Cllr Bentley confirmed that the Parish Council has received one application within the deadline set and his details had been circulated to all the Cllrs.	
16/040	RESOLVED Mr Beckensall be co-opted onto Wormingford Parish Council and that the acceptance of office is signed and verified by the Clerk.	
16/090	<u>DECLARATION OF INTERESTS</u> No declarations were made.	
16/091	<u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u> No members of the public were present.	
16/092	<u>WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u> No Cllrs were present.	
16/093	<u>CONFIRMATION OF MINUTES</u> Draft minutes of the meeting held on Thursday 14 th April 2016 and the Annual Parish Assembly Meeting held also on Thursday 14 th April 2016 had been circulated prior to the meeting. Cllrs agreed that these were a true record of the meeting.	
16/041	RESOLVED that the minutes of the meeting held on Thursday 14th April and the Annual Parish Assembly Meeting held on Thursday 14th April were a true record of the meeting and were signed by Chairman. Cllrs Hearne & Pullum abstained due not to being present at these meetings.	

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<p>16/094</p> <p>16/042</p>	<p><u>REPRESENTATIVES 2016/17</u></p> <p>Colchester Association of Local Councils: Cllr Beckensall Essex Association of Local Councils: Cllr Pullum Recreation Trust: Cllr Grimsey Neighbourhood Plan: Cllr Bentley Environmental: Cllr Pullum Parochial Church Council: Cllr Boyce Website: Cllr Beckensall & Clerk Neighbour Action Panel: None at present, kept under review. Financial: Cllr Evans</p> <p>RESOLVED that the members named above act as representatives for the various organisations on behalf of Wormingford Parish Council.</p>	
<p>16/095</p> <p>16/043</p> <p>16/044</p> <p>16/045</p> <p>16/046</p> <p>16/047</p>	<p><u>REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICES FOR 2016/17</u></p> <p>Standing Orders</p> <p>RESOLVED that the Standing Orders be re-adopted by the Council.</p> <p>Financial Regulations</p> <p>RESOLVED that the Financial Regulations be altered to include raising the limit to £3,000 for estimates, £3,000 to £60,000 for quotes and over £60,000 for tendering. This would be amended and signed at the June meeting.</p> <p>Risk Assessment</p> <p>RESOLVED that the Risk Assessment be re-adopted by the Council. It was noted that some work on the document was needed to make the document more usable.</p> <p>Asset Register</p> <p>RESOLVED that the Asset Register be re-adopted by the Council.</p> <p>Social Media Policy</p> <p>RESOLVED that the Social Media Policy be re-adopted by the Council.</p>	<p align="center">JUNE</p>
<p>16/096</p> <p>16/048</p>	<p><u>RESPONSIBLE FINANCIAL OFFICER</u></p> <p>RESOLVED that the Clerk (Mrs Helen Cook) continues to act as Responsible Financial Officer to Wormingford Parish Council.</p>	
<p>16/097</p> <p>16/049</p>	<p><u>INSURANCE</u></p> <p>The renewal policy was discussed. The Clerk confirmed that the Street Furniture Declared Value needed to increase and she was waiting for a new quote.</p> <p>RESOLVED that the cheque for the insurance would be signed prior to the next meeting if required.</p>	<p align="center">CLERK</p>
<p>16/098</p>	<p><u>REC TRUST</u></p> <p>No member of the committee were present.</p>	
<p>16/099</p>	<p><u>PLANNING APPLICATIONS</u></p> <p>None Received.</p>	
<p>16/100</p>	<p><u>BROADBAND</u></p> <p>No update to report.</p>	

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<p>16/101</p> <p>16/050</p>	<p><u>BUS SHELTER</u></p> <p>Cllrs discussed Worm in Bloom request for guttering to be added to Chappel Corner Bus Shelter. Cllr Bentley had obtained some quotes for materials including a new water butt.</p> <p>RESOLVED that materials be purchased up to the cost of £150. Cllr Bentley would carry out the work.</p>	<p>CLLR BENTLEY</p>																								
<p>16/102</p>	<p><u>NEIGHBOURHOOD PLAN</u></p> <p>Cllrs discussed the poor uptake for the planned meeting on the 18th May. It was agreed to ask the Clerk to send out another reminder. A decision would be made on Monday lunchtime on whether to cancel the meeting.</p>	<p>CLERK</p>																								
<p>16/103</p>	<p><u>LITTER PICKING</u></p> <p>The litter picking session was confirmed as Saturday 21st May at 10am, meeting at the Village Hall. The Cllrs asked the Clerk to chased CBC regarding the litter picking on Packards Lane and Fordham Road.</p>	<p>CLERK</p>																								
<p>16/104</p>	<p><u>HEDGE OF CHURCH ROAD</u></p> <p>Cllr Bentley confirmed that some brambles had been trimmed back, however this was only a temporary solution and it was already noted to be becoming an issue again. The Clerk was asked to send a letter to the owner requesting the hedge to be removed or for a more substantial cut to take place. Cllrs were concerned about pedestrian safety, as when the foliage is obstructing the path people tend to step out into the road.</p>	<p>CLERK</p>																								
<p>16/105</p> <p>16/051</p>	<p><u>MEMBERSHIP RENEWALS</u></p> <p>RESOLVED that the Clerk arrange for the renewal of the CALC membership.</p>																									
<p>16/106</p> <p>16/052</p>	<p><u>FINANCIAL MATTERS 2015/16</u></p> <p>1) FINANCIAL STATEMENT.</p> <p>The four invoices including the Clerks' Salary were passed around for all Councillors to have a look at and agree.</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 (Salary April)</td> <td style="text-align: center;">101189</td> <td style="text-align: right;">280.66</td> </tr> <tr> <td>H Cook (Expenses April)</td> <td style="text-align: center;">101190</td> <td style="text-align: right;">44.37</td> </tr> <tr> <td>Essex Pension Fund (April)</td> <td style="text-align: center;">101191</td> <td style="text-align: right;">71.20</td> </tr> <tr> <td>CALC (Subs 16-17)</td> <td style="text-align: center;">101192</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td></td> <td style="text-align: center;">Total</td> <td style="text-align: right; border-top: 1px solid black;">431.23</td> </tr> <tr> <td style="text-align: right;">Less VAT Content</td> <td></td> <td style="text-align: right;">2.87</td> </tr> <tr> <td></td> <td style="text-align: center;">Total Excluding VAT</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">428.36</td> </tr> </tbody> </table> <p>RESOLVED that after further consideration the four payments detailed on the schedule be authorised for payment.</p> <p>2) INTERNAL AUDIT REPORT</p> <p>Cllr Bentley read out the Internal Audit Report letter and thanked the Clerk for her hard work with regards to this matter.</p> <p>3) APPROVAL OF GOVERNANCE STATEMENTS FOR 2015/16 PRIOR TO SUBMISSION TO THE AUDIT COMMISSION.</p>		Cheque Number	£ p	H Cook (Salary April)	101189	280.66	H Cook (Expenses April)	101190	44.37	Essex Pension Fund (April)	101191	71.20	CALC (Subs 16-17)	101192	35.00		Total	431.23	Less VAT Content		2.87		Total Excluding VAT	428.36	
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<p>16/053</p> <p>16/054</p> <p>16/055</p> <p>16/056</p>	<p>RESOLVED the Governance Statement be completed and signed by the Chair and Clerk.</p> <p>4) APPROVAL OF ANNUAL RETURN FOR 2015/16</p> <p>RESOLVED the Annual Return be signed by the Chair and Clerk and sent to the External Auditor.</p> <p>5) MONTHLY BUDGET INFORMATION</p> <p>The Clerk had circulated this prior to the meeting.</p> <p>6) TO CONFIRM SIGNATORIES FOR THE BANK ACCOUNTS</p> <p>RESOLVED the signatories would continue with Cllrs Bentley, Boyce & Hearne.</p> <p>7) TO DISCUSS SETTING UP STANDING ORDERS FOR CLERK SALARY AND PENSION</p> <p>RESOLVED that a monthly Standing Orders would be set up for the Clerks Salary and Essex Pension Fund.</p>	<p>CLERK</p>
<p>16/107</p>	<p><u>CHAIRMAN & CLERK’S REPORT</u></p> <p>It was noted that the length of Fordham Road from its junction with Packards Lane, north for a distance of approximately 1000 metres to its junction with Sandy Hill would be closed on 31st May till the 2nd June while carriageway repairs took place.</p>	
<p>16/108</p>	<p><u>CORRESPONDENCE RECEIVED</u></p> <p>The Clerk had circulated correspondence via email throughout the month. No comments were made.</p>	
<p>16/109</p>	<p><u>ITEMS OF CONSIDERATION FOR FUTURE AGENDAS</u></p> <p>Noticeboard Repair Road Sign Financial Regulations Risk Assessment</p>	
<p>16/110</p> <p>16/057</p>	<p>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.</p> <p>RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC:</p> <p>THAT THE PUBLIC BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF AGENDA ITEM 16/111.</p> <p>RESOLVED not to close the meeting to the Public during the consideration of Agenda item 16/111 as there were no matter to discuss.</p>	
<p>16/111</p>	<p><u>HUMAN RESOURCES & PERSONNEL</u></p> <p>No matters were raised to discuss.</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 9th June 2016.</p> <p>Signed:.....</p> <p>Chairperson of the Parish Council</p> <p align="right">Date: 9th June 2016</p>	

MRS HELEN COOK

CLERK TO WORMINGFORD PARISH COUNCIL, 3 SEARLE WAY, EIGHT ASH GREEN, COLCHESTER, ESSEX. CO6 3QS E-MAIL: wormingford@outlook.com