

# WETHERSFIELD PARISH COUNCIL



**Members of the Council are hereby summoned to attend the Parish Council Meeting to be held at Wethersfield Village Hall on Wednesday, 10<sup>th</sup> January 2018 commencing at 7.30pm for the purpose of transacting the following business:**

The meeting will be open to the public unless the Council directs otherwise.

## AGENDA

1. **Apologies for Absence.**
2. **To receive member's declarations of interest and dispensations in items on the agenda.**  
Dispensations should be requested from the Clerk up to the day before the meeting.
3. **Minutes:**
  - (i) Acceptance of the minutes from the ordinary meeting of the Parish Council held on 15<sup>th</sup> November 2017.
  - (ii) Acceptance of the minutes from the personnel sub-committee meeting of the Parish Council held on 21<sup>st</sup> November 2017.
4. **Public participation session with respect to items on the agenda and other matters that are of mutual interest or local concern:** A maximum of 15 minutes shall be allowed for public question time with 3 minutes allocated for each member of the public to speak.
5. **Report from the Clerk:** An update on matters arising from the last meeting together with any correspondence received. (Appendix I)
6. **Resignation of Councillor:** Confirmation and acceptance of the resignation of Mr Richard Burdge.
7. **Co-option:** To consider co-opting any interested candidates onto the Parish Council to fill the vacancy in Blackmore End ward.
8. **Wethersfield Village Store and Post Office:** A general discussion on the future of the shop and post office and the possibility of making it an ACV (Asset of Community Value).
9. **Dog Chase, Wethersfield:** Motion Proposed by Cllr Bowers:  
To request Essex Highways block off the lower (High Street) end of Dog Chase to traffic and make it a no through road.

10. **Wethersfield Village Hall:**
- (i) Motion proposed by Cllr Barker:  
To approve the signing of a lease granted to Wethersfield Village Hall CIO which enables the CIO, as an independent charitable body, to manage Wethersfield Village Hall for a minimum of the next seven years on behalf of the Parishioners of Wethersfield.
  - (ii) An update on the response from the CIO to the suggestion, which was made at the November meeting, to secure larger funding to carry out major improvements to the village hall by increasing the precept over a set number of years. This would then allow monies to be borrowed from banking institutions against the precept income.
  - (iii) Motion proposed by Cllr Bowers:  
To appoint Cllr Godley as the Parish Council's representative on the Village Hall CIO to serve for 2018.
11. **Broadband in Wethersfield:** An update from Cllr Bowers on the recent arrival of Superfast Broadband.
12. **Wethersfield Community Website:**
- (i) An update on the community website.
  - (ii) A general discussion on the development of a set of Rules and Regulations which will need to be agreed and followed by all users of the community website.
13. **Data Protection Policy:**  
An update on the adoption of a Data Protection Policy including the introduction of dedicated email addresses for councillors.
14. **Dislodged kerbstone on the corner of Lower Green Road and Syers Green, Blackmore End:** To consider action to be taken on the kerbstone which has been dislodged and requires re-setting.
15. **Gully in Slip Road alongside The Green:** An update on whether Essex Highways will clear the blocked drain.
16. **Litter Picking in Beazley End and Codham -** Motion proposed by Cllr Daniel:  
To extend the existing litter picking route in February, April, June, August, October and December each year to include Beazley End and Codham, as identified on the attached map (appendix II), but stopping at the parish boundary. This will cost an additional £25 per extended route.
17. **Trees in Wethersfield:**
- (i) An update on the tree outside The Old Coach House.
  - (ii) Motion proposed by Cllr Barker:  
To appoint "Brambles" to undertake work on the trees on The Green, as recommended by Braintree District Council, and to remove the lower branches of the fir tree near the telephone box for the inclusive price of £780. If accepted, the work will be carried out on 13<sup>th</sup> January 2018.
18. **Complaints Procedure, Code of Conduct and Standing Orders:** To review progress on producing a final version for approval.
19. **Policy for Events on The Green:** To receive any comments on the Events Policy recently circulated by the Chairman.

20. **Planning:** To consider and make comments to Braintree District Council on any applications received.
21. **Personnel Matters:**
- (i) Responsible Financial Officer: An update on the current vacant position of RFO.
  - (ii) Motion proposed by Cllr Barker:  
To increase the clerk's salary point 19 from the 1<sup>st</sup> April 2016 from £9.551 per hour to £9.647 per hour, an increase of £0.096 per hour, in accordance with the NALC (National Association of Local Councils) salary scales.
  - (iii) Motion proposed by Cllr Barker:  
To increase the clerk's salary point 19 from the 1<sup>st</sup> April 2017 from £9.647 per hour to £9.743 per hour, an increase of £0.096 per hour, in accordance with the NALC salary scales.
  - (iv) Motion proposed by Cllr Barker:  
To promote the clerk and increase the clerk's salary from 1<sup>st</sup> January 2018 from salary point 19 to salary point 20 within the range 18 to 22 in Scale LC1 as set out in the 2016-2018 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. The clerk's new salary would be £10.099 per hour.
  - (v) Motion proposed by Cllr Barker:  
To pay the demand from HMRC regarding the Tax and NIC which has been assessed by the Inland Revenue based on the earnings of the previous clerk. As it was a requirement that the demand was paid by Wednesday, 22<sup>nd</sup> November 2017 to avoid further penalties, it has already been settled.
  - (vi) Motion proposed by Cllr Barker:  
To register Wethersfield Parish Council's Clerk with HMRC.
22. **Finance:**
- (i) To approve payments/cheques for signature.
  - (ii) To consider and agree the Budget for 2018/19 (previously circulated).
  - (iii) To consider and agree the 2018/19 Parish Council Precept.
23. **Items from Councillors to be added to the next Agenda**
24. **Next Parish Council Meeting:** The next meeting of Wethersfield Parish Council will be held at Blackmore End Village Hall on Wednesday, 14<sup>th</sup> February 2018 commencing at 7.30pm.



**Alison Lucas**  
Clerk to Wethersfield Parish Council

**4<sup>th</sup> January 2018**