

WETHERSFIELD PARISH COUNCIL



Members of the Council are hereby summoned to attend the Parish Council Meeting to be held at Blackmore End Village Hall on Wednesday, 14th March 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:**
Acceptance of the minutes from the ordinary meeting of the Parish Council held on 14th February 2018.
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. **Co-option:** To consider co-opting interested candidates onto the Parish Council to fill the vacancy in Wethersfield ward and the vacancy in Blackmore End ward.
7. **Wethersfield Village Hall:**
 - (i) To consider obtaining an EPC (Energy Performance Certificate) rating.
 - (ii) Any questions for the Chair of Wethersfield Village Hall CIO, submitted in advance to the clerk, relating to the progress and financial report circulated at February's meeting.
8. **Blackmore End Village Hall:** To consider obtaining an EPC (Energy Performance Certificate) rating.
9. **Wethersfield Village Store and Post Office:**
Motion proposed by: Cllr Godley
To apply to Braintree District Council to make the Village Store and Post Office an Asset of Community Value.

10. **Wethersfield Community Website:**
 - (i) To discuss a formal launch of the community website and approve the flyer to be sent to all residents in the parish.
 - (ii) To discuss the appointment of a volunteer website administrator.
11. **Data Protection Policy:**
 - (i) To discuss new data protection laws following receipt of a GDPR toolkit from the National Association of Local Councils.
 - (ii) Data Protection Officer: An update on the requirement to appoint a DPO.
12. **Potholes:** To discuss potholes.
13. **Complaints Procedure, Code of Conduct and Standing Orders:** To review progress on producing a final version for approval.
14. **Road and Gully Map:** To consider compiling a map of drains and gullies in the parish to pass to local authorities.
15. **Planning:** To consider and make comments to Braintree District Council on any applications received.
16. **Personnel Matters:** Responsible Financial Officer: An update on the current vacant position of RFO.
17. **Finance:**
 - (i) To agree to defer the motion proposed by Cllr Daniel at the February meeting (minute reference: 17/204(ii)) for another month until a drawing of the Beazley End sign has been produced.
 - (ii) To approve payments/cheques for signature.
 - (iii) Motion proposed by Cllr Barker:
To approve C W Low & Son Ltd's quotation dated 2nd March 2018 for grass verge trimming. The price quoted of £35 per mile has remained the same since 2015.
 - (iv) Approval of Emergency Expenditure: To agree a protocol to approve emergency expenditure.
18. **Grants/Donations:** To consider donations or grants to be awarded in 2018/19.
19. **Items from Councillors to be added to the next Agenda**
20. **Next Parish Council Meeting:** The next meeting of Wethersfield Parish Council will be the Annual Parish Meeting to be held at Wethersfield Village Hall on Wednesday, 11th April 2018 commencing at 7.30pm. This meeting will be followed by an Ordinary Meeting of the Parish Council.



Alison Lucas
Clerk to Wethersfield Parish Council

8th March 2018

