

# WETHERSFIELD PARISH COUNCIL



**Following the Annual Parish Meeting, Members of the Council are hereby summoned to attend an Ordinary Meeting of the Parish Council to be held at Wethersfield Village Hall on Wednesday, 11<sup>th</sup> April 2018 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 14<sup>th</sup> March 2018.
4. **An update from the Chairman relating to issues which were raised during the public participation session at the meeting held on 14<sup>th</sup> March 2018.**
5. **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 and it is requested each member of the public speak for a maximum of 3 minutes.
6. **Report from the Clerk:** An update on matters arising from the last meeting together with any correspondence received. (Appendix I)
7. **Co-option:**
  - (i) Motion proposed by: Cllr J Barker:  
To adopt the co-option policy (Appendix II) dated 11<sup>th</sup> April 2018 where co-option is to be decided by a signed ballot.
  - (ii) To verify the dates the co-option notices and advertisements were placed on the website and notice boards (Appendix III).
  - (iii) To consider co-opting interested candidates onto Wethersfield Parish Council to fill the two vacancies. This is subject to Agreement of 7(i) and (ii) above.

8. **Planning:**
  - (i) To consider and make comments to Braintree District Council on any applications received.
  - (ii) To consider supporting the residents of Keepers Cottage, Poor Park, Wethersfield in applying for planning permission or a certificate of lawful development.
  
9. **Diversion of Footpaths 36 and 28:** To consider whether to support an application sent to Essex Highways for the diversion of footpaths 36 and 28 which go through Valley Farm, Oak Hill, Wethersfield, CM7 4AJ (details already circulated).
  
10. **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 2<sup>nd</sup> March 2018 for grass verge trimming. The price quoted of £35 per mile has remained the same since 2015.
  - (iv) To agree to renew the Street Cleaning Agreement for a further 12 months. Braintree District Council's contributions will increase to £2,218.29 for 2018/19.
  - (v) Approval of Emergency Expenditure: To agree a protocol to approve emergency expenditure.
  
11. **Grants/Donations: To consider donations or grants to be awarded in 2018/19.**
  
12. **Responsible Financial Officer:** To discuss the appointment of an RFO.
  
13. **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.
  
14. **Blackmore End Village Hall:** To consider obtaining an EPC (Energy Performance Certificate) rating.
  
15. **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.
  
16. **Wethersfield Community Website:**
  - (i) To approve the flyer to be sent to all residents in the parish.
  - (ii) An update on appointing a volunteer website administrator.
  
17. **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.
  
18. **Complaints Procedure, Code of Conduct and Standing Orders:** To review progress on producing a final version for approval.

19. **Parking on Verge in Beazley End:** To agree to put “no parking” notices on vehicles which are parking on the grass area by the notice board. (Appendix IV)
20. **Potholes:** To discuss potholes as requested by Cllr Martin.
21. **Vehicles speeding through Wethersfield:** To consider any action to be taken following a complaint.
22. **Items from Councillors to be added to the next Agenda**
23. **Next Parish Council Meeting:** The next meeting of Wethersfield Parish Council will be the Annual Meeting of the Council to be held at Wethersfield Village Hall on Wednesday, 9<sup>th</sup> May 2018 commencing at 7.30pm.



**Alison Lucas**  
**Clerk to Wethersfield Parish Council**

**5<sup>th</sup> April 2018**