

# WETHERSFIELD PARISH COUNCIL



**Members of the Council are hereby summoned to attend the Annual Parish Council Meeting to be held at Wethersfield Village Hall on Wednesday 9<sup>th</sup> May 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. **To elect a Chairman.**
2. **To receive the Chairman's Declaration of Acceptance of Office.**
3. **To elect a Vice Chairman.**
4. **Apologies for Absence.**
5. **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.
6. **Minutes:**
  - (i) Acceptance of the minutes from the ordinary meeting of the Parish Council held on 11<sup>th</sup> April 2018.
  - (ii) To receive the minutes from the Annual Parish meeting held on 11<sup>th</sup> April 2018.
7. **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.
8. **Report from the Clerk:** An update on matters arising from the last meeting together with any correspondence received. (Appendix I)
9. **Resignation of Councillor:** Confirmation and acceptance of the resignation of Mrs Eve Newell.
10. **To receive a report from the District Councillor**

11. **Planning:** To consider and make comments to Braintree District Council on the following applications:
- (i) 18/00618/FUL - 13 Meadside Wethersfield, CM7 4BN  
Amendments to approved garage (application reference 17/00486/FUL) including the addition of first floor studio with north-facing dormer window and other associated alterations.
  - (ii) 18/00726/FUL - Sandhills House, Braintree Road, Wethersfield, CM7 4AG  
Erection of a single storey rear extension.
  - (iii) 18/00742/FUL - Little Thatch, Brick Kiln Green, Blackmore End CM7 4DT  
Erection of replacement garage and improvements to existing access and bridge.
  - (iv) 18/00783/FUL - Mission Cottage, Blackmore End, Wethersfield, CM7 4DD  
Erection of single storey rear extension to enlarge kitchen and provide utility. Repositioning of existing kitchen window in new extension. Repositioning existing side door in new extension. Infill existing site door opening.
  - (v) 18/00762/FUL - Land Adjacent to 39 Saffron Gardens, Wethersfield.  
Erection of 1no. 2 bedroom dwelling.
12. **Grants/Donations:**  
Motion proposed by: Cllr Barker  
To donate £200 to BEARS as agreed at the meeting held in April 2018 (minute reference 11/18-19).
13. **Personnel:**  
Motion proposed by: Cllr Vincent  
To increase the clerk's salary point 20 from the 1<sup>st</sup> April 2018 from £10.099 per hour to £10.301 per hour, an increase of £0.202 per hour, in accordance with the NALC salary scales.
14. **Finance:**
- (i) To agree to defer the motion proposed by Cllr Daniel at the February 2018 meeting (minute reference: 17/204(ii)) for another month.
  - (ii) To approve payments/cheques for signature.
  - (iii) To confirm the financial year end 2017/18 carried forward figure of £36,428.10.
  - (iv) To approve and sign Section 1, the Annual Governance Statement of the Annual Return for 2017/18.
  - (v) To approve and sign Section 2, the Accounting Statements of the Annual Return for 2017/18.
  - (vi) Motion proposed by: Cllr Barker:  
To agree to purchase a gift, up to the value of £50, for the internal auditor who has worked on the Parish Council's Annual Return free of charge.
15. **Adoption of Policy for Emergency Expenditure:**  
Motion proposed by: Cllr Vincent  
To adopt the following policy: *"If the clerk or a councillor is made aware of an urgent matter which is the responsibility of the council, and which requires action before the next scheduled meeting, a minimum of **four** councillors must be consulted and agree before such expenditure can be authorised. Consultation between the four councillors may be in the form of a face to face discussion, telephone conversation or exchange of emails but in any event confirmation must be given to the clerk by the chairman before payment can be made"*.

16. **Responsible Financial Officer:** To discuss the appointment of an RFO.
17. **Section 106 - Blackmore End Playing Field Access Improvements (as agreed in minutes dated February 2017, Page 18 minute reference 16(i)):** To agree for Section 106 funds to be paid directly by Braintree District Council to Blackmore End Playing Field rather than via the Parish Council.
18. **Closure of the Post Office:** To discuss the imminent closure of the post office in Wethersfield.
19. **Moving the defibrillator:**  
Motion proposed by: Cllr Barker  
To agree to relocate the defibrillator from the post office to outside the village hall.
20. **Wethersfield Village Hall:**  
(i) Motion proposed by: Cllr Godley  
To approve emergency expenditure to repair a leak in the kitchen roof because when it rains water is dripping onto an electrical box.  
(ii) To consider whether to allow scooters to park on the village green when the “Essex & Herts Scooter Club’s Annual Rideout” stops at the village hall on 28<sup>th</sup> May for a breakfast/mid-morning break.  
(iii) To discuss various items raised in an email received from the Chair of the CIO dated 23<sup>rd</sup> April.
21. **Wethersfield Community Website:**  
(i) To amend the flyer to be sent to all residents in the parish.  
(ii) An update on appointing a volunteer website administrator.
22. **Data Protection Policy:**  
(i) To discuss implementing audits for councillors and the clerk to be compliant with GDPR.  
(ii) Data Protection Officer: An update.
23. **Complaints Procedure, Code of Conduct and Standing Orders:** A progress on updating the documents which is currently being undertaken by a working party.
24. **Vehicles speeding through Wethersfield:**  
(i) To consider moving the speed sign from Blackmore End to Wethersfield.  
(ii) To consider setting up a speed watch group.
25. **Items from Councillors to be added to the next Agenda**
26. **Next Parish Council Meeting:** The next meeting of Wethersfield Parish Council will be held at Blackmore End Village Hall on Wednesday, 13<sup>th</sup> June 2018 commencing at 7.30pm.



**Alison Lucas**  
Clerk to Wethersfield Parish Council

**3<sup>rd</sup> May 2018**

