

**WIX PARISH COUNCIL**

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Colchester Road

Wix, Manningtree

Essex CO11 2PD

**Minutes of the Meeting of the Parish Council on Monday 20th June 2016**

**Attendance:** Cllr Guy Nelson (chairman), Cllr Gary Bowers (vice-chairman), Cllr Kerry Mitchell, Cllr Mark Townley, Cllr Sue Lusher, Cllr Steve Pilling, Cllr Ray Murray.

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| 16/093 | **Apologies for Absence**  None |
| 16/094 | **To receive members’ declaration of interests in items on the Agenda**  Councillors to declare any disclosable pecuniary interests, other pecuniary interests, and non-pecuniary interests not already declared.  Cllr’s Murray and Mitchell declared a non-pecuniary interest in item’s relating to Wix Fayre (16/100 a) iii)- grand draw donation. 16/110 Wix Fayre fireworks request)  Cllr Townley declared a pecuniary interest in items relating to Wix fayre as above.  Cllr’s Lusher, Bowers and Murray declared a non- pecuniary interest in item 16/100 a) i)  Cllr Bowers declared a pecuniary interest in item 16/100 b) - expenses claim  Cllr Murray declared a pecuniary interest in item 16/100 b) - expenses claim |
| 16/095 | **Minutes**  The Minutes of the Parish Council meeting dated 23rd May 2016 were accepted as a correct record and duly signed by the chairman, Cllr Nelson |
| 16/096 | **Public participation session with respect to items on the agenda and other matters that are of mutual interest**  A resident raised the continuing issue of the hedge at Holly Cottage on Bradfield Rd and also the narrow section of footway on Harwich Rd junction with Clacton Rd. There is some disagreement over whether a footpath exists there, or if it is just a kerb edging. The clerk will ask ECC to attend a site visit, and to investigate, possibly as part of the planned Capital Footway works. |
| 16/097 | **Clerks Report**  The clerk reported on the following incidents and actions:  LHP- speed reduction  Big Society grant application  Drainage issues on Colchester Rd  Fly tipping, Colchester Rd, Honey Pot Lane  Beacon- Thanks to Cllrs Bowers and Murray  PMC cutting the grass on the traffic island at the end of Spinnels Lane |
| 16/098 | **Election of Vice Chairman**  Cllr Bowers was nominated and agreed to stand as vice-chairman.  **Proposed: Cllr Lusher**  **Seconded: Cllr Murray**  **Agreed by all**.  Cllr Bowers was elected as vice-chairman |
| 16/099 | **General Power of Competence**  To agree that Wix Parish Council meets the criteria for the GPC, (at least 2 thirds elected members and a CiLCA qualified clerk), and to resolve to adopt the General Power of Competence  **Proposed: Cllr Lusher**  **Seconded: Cllr Murray**  **Agreed by all**.  It was resolved that Wix Parish Council adopt the General Power of Competence. |
| 16/100 | **Finance** (appendix 1)\*\*   1. To approve the following donations:  * Village Hall £600   **Proposed: Cllr Pilling**  **Seconded: Cllr Townley**  **Agreed by all** *(Cllr’s Lusher, Bowers and Murray declared an interest and did not vote.*   * Church yard £500   **Proposed: Cllr Nelson**  **Seconded: Cllr Lusher**  **Agreed by all**   * Wix Fayre Grand Draw donation £150   **Proposed: Cllr Bowers**  **Seconded: Cllr Lusher**  **Agreed by all** *(Cllr’s Murray, Mitchell and Townley declared an interest and did not vote)*  It was resolved to award the above donations to the Village Hall, Church Yard (for the maintenance of) and Wix Fayre (Grand draw prize).   1. The list of cheques for payment were received and approved for payment, totalling £754.58   **Proposed: Cllr Mitchell**  **Seconded: Cllr Townley**  **Agreed by all.** *(Cllr’s Murray and Bowers declared an interest and did not vote)* |
| 16/101 | **Planning:**  Recommendations were agreed on the following planning applications:   * [Variation of condition 02 and 09 of planning permission 14/00918/FUL to vary the approved plans to be in accordance with the solar farm as constructed and to vary the wording of external lighting condition to include two lights on DNO substation. Open for Comment](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=O6E9UVQB0EL00)   Barn Farm Wix Road Bradfield Manningtree Essex CO11 2SP  Ref. No: 16/00672/FUL | Received: Fri 29 Apr 2016 | Validated: Fri 27 May 2016 | Status: Awaiting decision  Whilst this application is in Bradfield, Wix PC have been sent the consultation  It was resolved to submit a No Objection comment to TDC  **Proposed: Cllr Nelson**  **Seconded: Cllr Lusher**  **Agreed by all**  **For information only:**  16/00831/TELLIC | New DSLAM box, new BT duct, new power duct. | Opposite The Brambles Wix Road Bradfield Essex |
| 16/102 | **Parking restrictions**  Proposed extents of the waiting restrictions at Wix Cross Roads for submission to TDC/NEPP  Wix Parish Council discussed the safety issues at the cross roads, which had led to the desire to submit parking restrictions at the location.  The owner of 2 Rose Cottages, Mr Seaman made representation against the proposed parking restrictions, citing the reason he parks there, and some background to the matter. These include having been threatened when he had parked in the lay-by outside Minters Cottages, and that parking restrictions outside his property would reduce its value.  Following a detailed discussion with the Parish Council, Mr Seaman agreed to find an alternative suitable parking arrangement, and the parish council would not submit the application for parking restrictions at this stage. To note, Cllr Townley offer the Waggon car park as an alternative, during the week (but not at weekends)  It was resolved to hold the parking restriction application for a period of 3 months and to assess the situation then. During this time, Mr Seaman will endeavour to park in a safer location.  **Proposed: Cllr Lusher**  **Seconded: Cllr Bowers**  **Agreed by all** |
|  | **Documents** |
| 16/103 | **Annual review of the Standing Orders**  A review of the standing orders was completed.  Following a discussion, it was resolved to add the following statement to the Standing Orders.  “The Parish Council shall not incur any unplanned expenditure on capital projects within the last 6 months of its 4-year term, over a value of £1000. If the parish council wishes to suspend standing orders to incur such expenditure, it must be a unanimous decision taken by the whole council”  **Proposed: Cllr Bowers**  **Seconded: Cllr Nelson Agreed by all** |
| 16/104 | **Annual review of the Financial Regulations**  A full review of the financial regulation was carried out using the NALC model. The revised regulations will be circulated with the minutes and placed on the website.  **Proposed: Cllr Nelson**  **Seconded: Cllr Lusher**  **Agreed by all** |
|  | **Village amenities** |
| 16/105 | **Field Drainage**  Cllr Bowers gave an update on the field drainage and reported the following:  2 companies have provided very rough estimates (no formal estimates yet), as further information is required. If the parish council can locate where the drainage has been in the past, it may only need secondary drainage and/or top dressing.  Both companies provided guestimates in the region of:  Full drains £15,000 plus  Secondary £5000-10,000  Top dressing £2000  It was agreed that the edge of the field must be flailed, so investigations can be carried out and fed back to the contractors. Formal quotes can then be received. |
| 16/106 | **Willows on field.**  Dedham Vale Trees Surgery quoted £500 for the removal of the willow trees on the field  It was resolved to accept the quote.  **Proposed: Cllr Bowers**  **Seconded: Cllr Nelson**  **Agreed by all**  Cllr Bowers reported quotes for the following work:  3 Lombardy poplars near powerlines. £525 to top, £650 to remove. Ask UKPN  Horse chestnut near Beacon. £200 to remove.  Tall willow is hollow inside. £1100 to remove.  It was agreed to return to the July meeting with these as substantive items on the agenda for full discussion and with further quotes as there were some objections raised, particularly regarding the removal of the healthy horse chestnut near the beacon. The clerk will contact UKPN regarding the poplars near the powerlines. |
| 16/107 | **Mower**  To receive a report from Cllr Nelson (circulated prior to the meeting) on the current situation with the mower, and to discuss the following options.   * To return the mower to a fully functioning state and continue to use. * To return the mower to a fully functioning state and sell. Hire a contractor to carry out the work * To leave the mower in its current state and sell. Remove. * To ‘exchange’ the larger mower for a smaller one (ie 3 gang) * If the decision is to maintain a parish owned mower, to seek additional volunteers to cut the grass. * Cllr Nelson added the following option: To appoint contractor for this year, whilst the council owned mower is being fixed.   A lengthy discussion took place, and it was agreed that initially the mower must be repaired. Cllr Bowers and Cllr Nelson will action. The next decision will be taken in the July meeting.  **Proposed: Cllr Bowers**  **Seconded: Cllr Murray**  **Agreed by all**  A formal vote of thanks was given to Tony Lungley for all his work over the last 7 years  Cllr Lusher reported that for personal reasons Tony Lungley will no longer be able to drive the council owned grass cutting equipment. As a result, if the council decides to continue cutting the grass in-house, new volunteers need to be identified and trained to operate the mower.  Cllr Bowers offered to familiarise himself with the mower in the short term and cut the grass at the next opportunity. |
| 16/108 | **Village volunteer group**  Cllr Nelson proposed Wix Parish Council form a working group of councillors, residents and friends called the Friends of Wix Volunteers who can work on village projects and village assets for the good of the whole community under the guidance of the Parish Council (and therefore covered by the Parish Council insurance).  It was agreed to progress and seek volunteers. The clerk will place an article calling for volunteers in the next Parish Magazine. |
|  | **Events** |
| 16/109 | **Bonfire budget**  Following a discussion, it was resolved to approve the same budget as last of £2000 + VAT (plus credit note) for the purchase of fireworks for the November 5th bonfire and fireworks display. Sundries and logistical costs to be approved at the September meeting.  **Proposed: Cllr Nelson**  **Seconded: Cllr Murray**  **Agreed by all** |
| 16/110 | **Wix Fayre**  The Wix Fayre committee requested permission to stage a small fireworks display (approx. 5 minutes) at the end of the fayre, at 10.30pm  Cllr Bowers raised concerns, echoed by Cllr’s Lusher and Nelson. Points raised include a public display must be fully risk assessed, the fire service should be advised, the organising body must be appropriately insured, the display should be well advertised in terms of warning residents with live stock, the area must be cordoned off from the public, the cordon must stay in place until the fireworks are removed, they must not be removed until they have cooled, those lighting the fireworks or assisting (anyone within the cordon) must not have consumed alcohol. Further regulations for public displays must be investigated and adhered to  The parish council agreed in principle to the display, provided all the above is followed. Evidence of risk assessments and insurance must be provided to the parish council prior to the event. |
| 16/111 | **Training**  It was resolved to send Cllr Nelson and the clerk to the EALC Lone Working and Performance Appraisal course, subject to date confirmation at a cost of £50 per delegate.  **Proposed: Cllr Nelson**  **Seconded: Cllr Bowers**  **Agreed by all**  It was resolved to send Cllr Lusher and the clerk on the Land Management course, hosted by LCPAS, at a cost of £25 per delegate.  **Proposed: Cllr Bowers**  **Seconded: Cllr Mitchell**  **Agreed by all** |
| 16/112 | **Correspondence**   * **Kier- office closing** * **ECC Salt bag offer. To agree if Wix PC would like to take part in the salt partnership for 2016/17** It was resolved not to take part in the scheme this year, as there is still plenty of salt left. * **Insurance- to note Came and Company have provided three quotes for the Parish Insurance. To agree whether to use the three quotes and approve in July, or to seek additional quotes from 2 other brokers.**   It was resolved to accept the three quotes from Came and Company as the 3 prescribed quotes required, and was agreed to take up insurance with Ecclesiastical through C & C, on a 3-year agreement, at a cost of £528.48  **Proposed: Cllr Pilling**  **Seconded: Cllr Nelson**  **Agreed by all** |
| 16/113 | **Playground:**  Signing of playground log book |
| 16/114 | **Reports and updates**   * **Highways-** The clerk asked for and received confirmation that no one of the parish council directly objected to the closure of Bradfield Rd for the culvert work. * **Village Hall-** Cllr Bowers reported that it was agreed to light the car park with 3 LEDs, change taps for push taps, place a ramp in the corner car park to prevent water flowing into a neighbouring residents garden * **Playground Light-** Cllr Murray reported the light is being done Friday 24th June * **TDALC-** Cllr Mitchell- No report. * **New play area-** The clerk reported the Stage 2 Big Society application had been submitted. * **Drainage on footway beside school-** Substantive item on the July agenda * **Parish Magazine-** Cllr Murray reported that the magazine was short of copy. Emma Cansdale responded that she did offer to write a gardening article and recipe article if the magazine was short on copy, but did not receive a reply. |
| 16/115 | **Items to be added to next Agenda**  To review councillor portfolios.  Mower  Trees  Ditches  To reposition or remove the beacon to prevent damage to trees if it is used in the future. |
| 16/116 | **Items of interest and note.**   * The next Parish Council meeting is on Monday 18th July 2016 at 7:30 pm * Councillor training will be held on Monday 11th July at 7pm * Councillors Nelson, Lusher, Mitchel and the Clerk will be attending the Electoral Review briefing in on 14th/27th July * Cllr Mitchel will be attending the Parish Council super-fast broadband parish event on 13th July * Councillor Lusher and the clerk will be attending the TDC Community Resilience Forum at Weeley on 21st June. * Cllr Nelson will be attending the Tendring Tree Wardens meeting at Holland Mill Pits on 6th July. Bob Seago of the Essex Wildlife Trust who manages the reserve will be training attendees in positive identification of Ash Dieback. |
| 16/0117 | *The meeting is closed to the public in accordance with the Public Bodies Admission Act 1960*  **Clerks salary**  Cllr Nelson presented a pre-circulated proposal making a case to the council for increasing the clerk's salary from the current LCI/2 NJC scale point 18 to scale point 20. Cllr Pilling raised concerns regarding whether the hours the council currently pays the clerk accurately reflect the workload and requested that the council ask the clerk for a monthly report detailing the breakdown of the work carried out between meetings. Cllr Pilling was not satisfied that the Payroll Controls described in the 2015/2016 internal audit are either adequate or an accurate description of the measures being taken to ensure that the contracted hours are relevant to the clerks workload.  Following the discussion, the proposal to award a two scale point salary increase to scale point 20, backdated to 1st April 2016, was seconded by Cllr Murray and the motion was carried unanimously.  The meeting was closed at 2200 |
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Emma Cansdale 23rd June 2016