

**WIX PARISH COUNCIL**

Clerk to the Council: Mrs Emma Cansdale Tel: 01255 871483

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Colchester Road

Wix, Manningtree

Essex CO11 2PD

Minutes of the Annual Meeting of the Parish Council at the Village Hall on Monday 23rd May 2016

**Attendance: Cllr Guy Nelson, Cllr Sue usher, Cllr Ray Murray**

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| 16/075 | **Election of Chairman**  Following a brief discussion, it was resolved to elect Cllr Nelson as chairman.  **Proposed: Cllr Lusher**  **Seconded: Cllr Murray**  **Agreed by all**  Cllr Nelson signed the declaration of acceptance of office as chairman, witnessed by the clerk. |
| 16/076 | **Election of Vice Chairman**  Following a brief discussion, it was agreed to defer the election of a vice-chair until the June meeting. |
| 16/077 | **Apologies for Absence**  Cllr Pilling, Cllr Bowers, Cllr Townley, Cllr Mitchell |
| 16/078 | **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 Lusher 16/081 g) Cheque made payable to Tony Lungley. |
| 16/079 | **Minutes**  **T**he Minutes of the Parish Council meeting dated 18th April 2016 were accepted as a correct record and duly signed by the chairman. |
| 16/080 | **Public participation session with respect to items on the agenda and other matters that are of mutual interest**   * Nettles are growing round near the bin past the bottle bank, and by the pond. The salt bins are also becoming overgrown. It was agreed to ask Steve Wood to add it to his cutting schedule. * White Hart- Is there building working going on? Cllr Lusher advised the hoarding being erected related to access to the garden of the White Hart, which has been sold, and not any building work. * Steve Wood raised an issue with the triangle at the top of the hill on Bradfield Rd. PMC leave an advertising board out, which makes it difficult for Steve to cut the grass. It was agreed to ask PMC to maintain the grass area or remove the board so the PC can maintain it. * Holly Cottage, Bradfield. The hedge is still overgrown. ECC had agreed to cut it back. The clerk will write to the owners and ECC again. |
| 16/081 | **Finance** (appendix 1)\*\*   1. To review and to consider the findings of the review of the effectiveness of internal control.   Following a discussion, it was agreed that the internal controls were effective.     1. To resolve to approve the Annual Governance Statement   **Proposed: Cllr Lusher**  **Seconded: Cllr Murray**  **Agreed by all**  These were signed by the RFO Emma Cansdale and the Chairman Cllr Nelson.   1. To consider the Accounting Statements.   The Accounting Statements were discussed and considered.   1. To resolve to approve the Accounting Statements, and be signed off by the Chair. **Proposed: Cllr Lusher**   **Seconded: Cllr Murray**  **Agreed by all**  It was resolved to approve the Accounting Statements which were signed by the RFO, Emma Cansdale, and the Chairman, Cllr Nelson.   1. To receive the internal audit report   The Clerk read the covering letter from the internal auditor and it was agreed to discuss the findings at a future meeting.   1. To resolve to approve the accounts ending 31st March 2016 and to be signed off by the chair   **Proposed: Cllr Lusher**  **Seconded: Cllr Murray**  **Agreed by all**  It was resolved to approve the accounts ending 31st March 2016, which were signed by the Chairman, Cllr Nelson.   1. To receive a finance update and approve cheques for payment   **Proposed: Cllr Neslon**  **Seconded: Cllr Murray**  **Agreed by all** (Cllr Lusher did not vote in the cheque made payable to Cllr Lungley)  Total figure for payment £3772.00 |
| 16/082 | **Planning:**   1. To receive the planning applications and make recommendations for approval/objection.  * [Change of use of existing farm buildings to training centre and vehicle workshops, repairs and alterations to existing buildings.](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=O5XRZIQB0GS00)   Richwill Farm Oakley Road Wix Manningtree Essex CO11 2SF  Ref. No: 16/00577/FUL | Received: Thu 14 Apr 2016 | Validated: Thu 14 Apr 2016 | Status: Pending Consideration   * [Change of use of existing farm buildings to training centre and vehicle workshops, repairs and alterations to existing buildings.](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=O5XSJYQB0GS00)   Richwill Farm Oakley Road Wix Manningtree Essex CO11 2SF  Ref. No: 16/00578/LBC | Received: Thu 14 Apr 2016 | Validated: Thu 14 Apr 2016 | Status: Pending Consideration   * [Proposed 4no. detached dwellings and charge of use of land from agricultural to domestic use.](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=O5B9SYQB0JH00)   The Granary Barn Bradfield Road Wix Manningtree Essex CO11 2SH  Ref. No: 16/00519/OUT | Received: Mon 04 Apr 2016 | Validated: Mon 04 Apr 2016 | Status: Pending Consideration  Following a discussion, it was agreed to recommend ‘in favour’ to TDC on the above applications.  **Proposed: Cllr Nelson**  **Seconded: Cllr Lusher**  **Agreed by all.** |
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| 16/083 | **The Queens 90th Birthday celebrations**  To receive an update of the Queen’s 90th birthday celebrations.  WPC have not yet decided if the beacon lighting will go ahead (due to safety and logistic reasons- and because the village hall is not available on the proposed night).  A form will be included in the June edition of the parish magazine, asking for details of children living in Wix, under the age of 11, for the purpose of gifting a souvenir. |
| 16/084 | **Field Drainage**  Cllr Murray reported that 2 companies have been to look at the field drainage. They will need to carry out an exploratory dig, and the field will require secondary drainage. In order to maintain effective drainage after any work is carried out, the field will need to be spiked and sanded annually.  WPC awaits formal quotes for the work (which may be in the region of £15,000-£20,000) |
| 16/085 | **Update on the Pond**  John Mathews reported that he laid claim back in 2003, and as no one has claimed since he now has ownership. It was agreed by both John Mathews and WPC that Mr Mathews will be responsible for maintenance of the pond and fencing, but the Parish Council will mow the grass. In the future Mr Mathews may choose to gift the pond to the parish council. At this future point WPC will decide what they wish to do with it. |
| 16/086 | **Parking restrictions**  To approve the proposed extents of the waiting restrictions at Wix Cross Roads ready for submission to TDC/NEPP.  It was agreed by all to defer to the next meeting. |
| 16/087 | **Mower**  To receive a report on the current situation with the mower, and approve necessary work  Gets the grass blown out, then it doesn’t overheat.  It was agreed to defer to the next meeting. Cllr Lusher also called for more volunteers to assist with the mowing. Clerk to add a piece in the Parish Magazine. |
| 16/088 | **Correspondence**  None received. |
| 16/089 | **Playground:**  Signing of playground log book- Signed by the Clerk. The clerk also took over responsibility for carrying out the playground checks.  Clerk to purchase wheelie bin bags for the play area. |
| 16/090 | **Reports and updates**   * **Highways-** It was reported that part of path opposite the school is under the grass and will need cutting back if ECC are to carry out any footway repairs. * **Village Hall-** Nothing to report. * **Playground Light-** Cllr Murray reported that the contractor has looked at the light and will submit a formal quote. This will include use of a cherry picker or scaffolding**.** * **TDALC-** No report * **New play area-**The clerk reported that WPC were through the first round of funding application with TDC’s Big Society Fund, and will be submitting the second stage application this week. * **Drainage on footway beside school-** Clerk is investigation**.** * **Trees-** The clerk reported that she is seeking a quote for a tree survey by a company that carry out surveys on behalf of local authorities and who will produce an unbiased report as they do not carry out any of the work. Quotes will be for the playing field and the church yard. |
| 16/091 | **Items to be added to next Agenda**  **Annual review of the Standing Orders**  To carry out the annual review and resolve to approve any changes.  **Annual review of the Financial Regulations**  To carry out the annual review and resolve to approve any changes  Mower  Parking  Field drainage  Playground lights  Bonfire budget  Volunteers for mower training. |
| 16/092 | **The next Parish Council meeting is on Monday 20th June 2016 at 7:30 pm**  The public meeting closed at 8.45pm  *The meeting is closed to the public in accordance with the Public Bodies Admission Act 1960*  ***The clerk also left the room for this item.***  **Clerks salary**  To receive a report from Cllr Nelson on the Clerks pay review following her CiLCA qualification.  Following the presentation of a report and further discussion, Cllr Murray requested this item be deferred to the next meeting as he felt unable to vote in favour of awarding a pay rise until he had heard the views of the missing councillors.  ***Minute taken by the Chairman, Cllr Nelson***  Additional urgent item.  **Mower Insurance,**  It was agreed to renew the Mower Insurance with Came and Company at £256.23**,** renewal date of 16th June 2016  **Proposed: Cllr Lusher**  **Seconded: Cllr Murray**  **Agreed by all** |