



## WIX PARISH COUNCIL

Clerk to the Council: Mrs Emma Cansdale  
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Minutes of the Annual Meeting of the Parish Council at the Village Hall on Monday 21<sup>st</sup> May 2018

**Attendees: Cllr Guy Nelson (chair), Cllr Gary Bowers, Cllr Sue Lusher, Cllr Ray Murray, Cllr Kerry Mitchell, Cllr Mark Townley, Cllr Bob Jemmett.**

18/078 **Election of Chairman**

Cllr G Nelson was nominated as chair.

**Proposed: Cllr Mitchell**

**Seconded: Cllr Lusher**

**Agreed by all.**

Cllr Nelson signed the Acceptance of Office of Chairman, and took the seat.

18/079 **Election of Vice-chairman**

Cllr S Lusher was nominated as vice-chair

**Proposed: Cllr Nelson**

**Seconded: Cllr Jemmett**

**Agreed by all**

18/080 **Apologies for Absence**

None

18/081 **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 Bowers and Cllr Murray declared an 'other pecuniary interest' under item 18/087 1), as trustees of the Village Hall

18/082 **Minutes.**

The Minutes of the Parish Council meeting dated 16<sup>th</sup> April 2018 and extraordinary meeting dated 30<sup>th</sup> April were accepted at a correct record and duly signed by the chair.

The minutes for the Annual Parish Meeting dated 30<sup>th</sup> April 2018 were noted and signed as a correct record.

18/083 **Public participation session with respect to items on the agenda and other matters that are of mutual interest**

A resident raised a complaint regarding the agenda not being posted on the Parish Council notice board before the May meeting

A resident enquired regarding what the solar farm money is going to be spent on? Could it be given back to each council tax payer. This will be discussed as a substantial item in a future meeting

18/084

**Clerks Report**

The clerk reported on the actions of the last month, which was predominantly completing all required work for the Annual Governance and Accountability Review; the internal audit, prepping the accounts and preparing documents for the external audit and setting up new year files. Work on the General Data Protection Regulations has been carried out, and some highways issues reported.

**Finance**

18/085

**Payments**

To receive monthly finance update and approve payments (appendix 1) Total payments £802

**Proposed: Cllr Nelson**

**Seconded: Cllr Townley**

**Agreed by all. RESOLVED**

18/086

**Accounts for year ending 31<sup>st</sup> March 2018 and Annual Governance and Accountability Review.**

- a) Section 1, Annual Governance Statement 2017/18, completed and approved.
- b) Section 2, Accounting Statements 2017/18, approved.
- c) The internal audit report was received and discussed.
- d) The accounts ending 31<sup>st</sup> March 2018 were approved and signed off by the chair and RFO  
*Section 1 and 2 of the AGAR, and the accounts to be signed off by the chair and RFO*

**Proposed: Cllr Townley**

**Seconded: Cllr Murray**

**Agreed by all. RESOLVED**

18/087

**Grants and Donations**

**a) To approve the following annual grants and donations**

- 1) Village hall donation £600 **Proposed: Cllr Jemmet** **Seconded: Cllr Lusher**, Cllrs Murray and Bowers did not vote.
- 2) Churchyard maintenance £500 **Proposed: Cllr Mitchell** **Seconded: Cllr Murray**
- 3) Youth Club donation £400 **Proposed: Cllr Jemmett** **Seconded: Cllr Murray**
- 4) Poppy Appeal (to be paid in November) £100 **Proposed: Cllr Lusher** **Seconded: Cllr Mitchell**  
**Agreed by all. RESOLVED**

**b) To open the grants scheme for local groups to apply for funding (application forms available from the clerk or website)** It is noted that the Grant Scheme is now open. To be advertised, in the parish magazine, website, and on Facebook. **ACTION: Clerk.**

18/088

**Planning:**

To receive and make recommendations on the following planning applications:

None

18/089

**Trees**

- a) To receive a report on work carried out.  
Cllr Nelson reported on the storm damage on the field. There was a large branch on a horsechestnut tree left broken and 'hanging' which has been removed by Cllr Nelson and Cllr Jemmett. Some vegetation has been left for bonfire night. Some pollarding has taken place by the container, by persons unknown.  
Some additional work required thinning trees out in that area.  
Cllr Nelson has cut back the willow and horsechestnut regrowth from previously felled trees, and the . ½ dead maple by the MUGA has been removed (identified as requiring removal in 2017 tree report)
- b) To discuss the offer of a tree from the village hall. Cllr Nelson suggested between the silver birch and MUGA, we could have an ornamental cherry. This was generally agreed and Cllr Bowers will take this back to the village hall committee.
- c) To resolve to purchase a larger stake to re-stake the Royal Oak. An amendment was made to seek advice from Clive Dawson, and purchase the most appropriate solution. Budget of £100  
**Proposed: Cllr Nelson**

**Seconded: Cllr Townley  
Agreed by all**

**Documents**

- 18/090 **To complete the annual review of the Standing Orders  
Agreed.**
- 18/091 **To complete the annual review of the Financial Regulations  
Agreed**
- 18/092 **To complete the annual review of the Risk Register.  
To circulate additional items.**
- 18/093 **To agree meeting dates. (appx 2)  
3<sup>rd</sup> Monday of the month, excluding August and December (no meetings).**

**General**

- 18/094 **General Data Protection Regulations update**  
The clerk reported that, as circulated, parish councils are no longer required to appoint a DPO. However, the clerk will complete a data audit and data impact assessment, and will ensure the council complies with the regulations.
- 18/095 **Community Speed Watch**  
a) To receive status report  
Cllr Lusher reported that 770 vehicles have been recorded as speeding (across the area) since the beginning of the year. Following the criminal incident, the CSW team are back on track
- 18/096 **Crime Report**  
There has been an out-building break in on Colchester road and suspicious activity around homes in the village.
- 18/097 **Correspondence.**  
Youth Club- The youth club have requested use of the playing field for their end of term bouncy event. The clerk will check if they will need power.

Following a discussion on this item, it was agreed to write Terms of Reference for field hire. **Action Clerk.**

- 18/098 **Reports and updates**
- **Highways- Clerk. Clacton Road 30mph sign is still damaged. Following a discussion is was agreed to investigate requesting a LHP signage review under the Local Highways Panel.**
  - **Village Hall- Cllr Bowers. Toilets are going to be upgraded.**
  - **TDALC- Cllr Mitchell . No meeting yet.**

- 18/099 **Items to be added to next Agenda**

Terms of Reference, field hire

Allotments.

Solar Farm Money- definitive list for consultation.

Mower. A update will be provided at the meeting following receipt of a report from Stourwood Landscapes.

Fireworks budget and event

- 18/100 **Items of interest and note.**

- The next Parish Council Meeting will be held on Monday 18th June 2018

Members of the public please be advised that, in order for the council to give an effective response, matters they wish to raise must be brought to the notice of the Parish Council at least seven working days before the date of the meeting in writing or by email to the clerk- Thank you.

Emma Cansdale

\*\*Denotes attachment available from the Clerk 