



## WIX PARISH COUNCIL

Clerk to the Council: Mrs Emma Cansdale  
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### Minutes of the Parish Council Meeting at the Village Hall on Monday 18<sup>th</sup> May 2015

Present: Cllr's Guy Nelson, Gary Bowers, Sue Lusher, Ray Murray, Steve Pilling, Kerry Mitchell, Mark Townley.  
Emma Cansdale, Clerk  
District Councillor, Zoe Fairley  
MoP 8

- 15/082      **To elect a Chairman**  
Councillor Nelson in his role as vice-chair asked for nominations for chair. Councillor Lusher nominated Councillor Nelson. Seconded by Steve Pilling.  
**Agreed by all. Carried**  
Cllr Nelson signed his Declaration of Acceptance of Office as Chair, and took the rest of the meeting.
- 15/083      **To elect a Vice-chairman**  
Cllr Nelson asked for nominations for vice-chair. Cllr Murray proposed Cllr Bowers. Seconded by Steve Pilling.  
Cllr Nelson proposed Cllr Lusher.  
4 votes received in favour of Cllr Bowers, 2 votes received in favour of Cllr Lusher, 1 abstention.  
Cllr Bowers was nominated as vice-chair. **Carried**
- 15/084      **Signing of the Declaration of Acceptance of Office and to accept the Agenda by email**  
The Declaration of acceptance of Office was signed by all councillors, prior to the meeting. All councillors signed to accept the agenda and summons by email.
- 15/085      **Signing of the Declaration of Acceptance of the Code of Conduct**  
All councillors signed to accept the CoC. Clerk to amend any reference to TDC, to state WPC.
- 15/086      **Introduction of all Councillors and briefing from the Clerk**  
All councillors introduced themselves
- 15/087      **Introduction of the District Councillor- Zoe Fairley.**  
Councillor Fairley introduced herself, and gave a brief description of her role, and key priorities for the village, such as improved broadband. As soon as she has her TDC email address she will forward to the clerk.
- 15/088      **Apologies for Absence**  
None
- 15/089      **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 Nelson declared a non-pecuniary interest relating to the Village Hall donation, as a member of the committee.  
Cllr's Murray and Pilling declared a non-pecuniary interest relating to the Fayre donation, as a member of the committee.  
Cllr Townley declared a pecuniary interest relating to the Fayre, as a trader at the Fayre.  
Cllr Nelson declared a pecuniary interest relating to his expenses claim.

- 15/090 **Minutes**  
Acceptance of Minutes of Parish Council meeting dated 20<sup>th</sup> April 2015  
The minutes were accepted as a correct record of the meeting and signed by the Chair, Cllr Nelson.
- 15/091 **Progress Report from the Clerk**  
The clerk gave her report (available on the website)
- 15/092 **Public participation session with respect to items on the agenda and other matters that are of mutual interest**
- A resident requested that the notice board be brightened up.
  - Query regarding the Cement works- it is still in probate.
  - Problem with Highways, depression in carriage to side of cross roads. Doesn't meet the ECC criteria for repair. Clerk to contact the ECC, HLO
  - Poppy appeal- donation cheque is on the finance sheet for signing at this meeting.
- 15/093 **Finance** (available on the website)  
To receive a finance update and approve cheques for payment  
**Proposed: Cllr Bowers**  
**Seconded: Cllr Mitchell**  
**Agreed by all**, line by line, by councillors without an interest. Carried.
- 15/094 **Planning:**  
No application received in time for meeting, but 2 notifications for information only.
- 15/095 **Standing Orders\*\* and Financial Regulations**  
**a) Review WPC Standing Orders.** Following a discussion and subject to some amendments, a final version of the SO's were agreed (Clerk to clarify the position on recording/photographing meetings).  
**Proposed: Cllr Nelson**  
**Seconded: Cllr Lusher**  
**Agreed by all. Carried.**
- b)** The clerk reported that there has been a change in regulations regarding the tendering process for contracts, and recommended the Financial Regulations are updated when legal guidance has been provided by NALC.  
**Proposed: Cllr Nelson**  
**Seconded: Cllr Lusher**  
**Agreed by all. Carried.**
- 15/096 **Wix Parish Council Risk Assessment \*\***  
Following a discussion it was agreed to accept the Risk Assessment (addition of 'Loss of Clerk') Will be reviewed annually, and also after the clerk has attended the Risk assessment training.  
**Proposed: Cllr Nelson**  
**Seconded: Cllr Lusher**  
**Agreed by all. Carried.**
- 15/097 **Portfolio's\*\***  
a) To assign members as portfolio holders.  
b) Where there is more than one member to a portfolio, to elect Chairs, and leads for individual aspects.  
Following a discussion, members were assigned to portfolio's as shown in the document (see website)  
**Proposed: Cllr Nelson**  
**Seconded: Cllr Bowers**  
**Agreed all. Carried**
- 15/098 **Firework Night**  
a) To approve the purchase of fireworks and sundries and to arrange a meeting of the fireworks working group. Following a discussion it was agreed that the firework working group would meet and discuss the allocation of the fireworks budget, and report back to the next meeting with proposals. Clerk to provide accounts from previous displays.  
b) The clerk read out the response to Cllr Pilling, regarding the use of the precept for the fireworks.
- 15/099 **Field Gate Post**  
WPC agreed to seek quotes for the replacement pedestrian field gate post, which is currently broken.

**Proposed: Cllr Lusher**  
**Seconded: Cllr Townley**  
**Agreed by all. Carried**

15/100

**Banking**

Following a discussion it was agreed to allow all councillors as signatories for the bank accounts

**Proposed: Cllr Nelson**  
**Seconded: Cllr Lusher.**  
**Agreed by all. Carried.**

The clerk provided the personal details forms and bank mandate.

*Post meeting- for administrative reasons, only Cllr Bowers and Cllr Pilling will be added to the mandate.*

15/101

**To approve date of Wednesday 27<sup>th</sup> May for an Extraordinary Meeting to sign the End of Year accounts, and audit, following the internal audit on the 19<sup>th</sup> May**

**Proposed: Cllr Bowers**  
**Seconded: Cllr Pilling**  
**Agreed by all, Carried**

15/102

**TDALC**

Following a discussion, Cllr Mitchell agreed to be the WPC representative for the bi-monthly TDALC meetings.

**Carried**

15/103

**Playground:**

The clerk counter signed the playground book.

15/104

**Society of Local Council Clerks**

It was agreed to approve payment for membership of the clerk to the SLCC. At a cost of £128, (£10 joining fee, £118 annual subs), to be split with Dedham Parish Council.

**Proposed: Cllr Mitchell**  
**Seconded: Cllr Lusher**  
**Agreed by all. Carried**

15/105

**Items to be added to next Agenda**

**Microsoft office. Buy.**

**2 noticeboards.**

**Training**

**Orchard**

15/106

**The next Parish Council meeting is on Monday 15<sup>th</sup> June 2015 at 7:30 pm**

15/107

**Signing of cheques.** Cheques were signed by Cllr's Nelson, Lusher and Murray

**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 five working days before the date of the meeting in writing or by email to the clerk- Thank you.**