



NOTICE OF PARISH COUNCIL MEETING

Members are duly summoned to attend

MONDAY 08 APRIL 2024, QUEEN ELIZABETH HALL, 7.30pm

03.04.24 *Karen Elliott*. Clerk and Proper Officer

AGENDA

1 APOLOGIES

- a) **RECEIVE** apologies for absence - *received in writing by the clerk prior to the meeting*
- b) **NOTE** decisions to accept apologies for absence.

2 DECLARATIONS OF INTEREST

- a) **RECEIVE** declarations of interest relating to the agenda - *received in writing by the clerk prior to the meeting*
- b) **NOTE** decisions of requests for dispensation relating to the agenda.

3 MINUTES

- a) **APPROVE** minutes of the meeting of the council held on 25 March 2024 as a true record - *for signature by the chair*
- b) **APPROVE** minutes of the meeting of the council held on 11 December 2023 as a true record - *for signature by the chair*
- c) **RECEIVE** minutes of the meeting of the personnel committee held on 11 March 2024

4 PUBLIC PARTICIPATION (*shall not exceed 15 minutes*)

- a) **RECEIVE** reports from City and County Councillors.
- b) **RECEIVE** public comments relating to the agenda or matters for future consideration.

Members of public may make representations, answer questions and give evidence at a meeting they are entitled to attend, shall direct comments to the chair and not speak for more than 3 minutes. A question shall not require a response nor start debate. Matters will be considered in accordance with the agenda.

5 GOVERNANCE

- a) **RESOLVE** bank account administration
 - i. RFO registration update
 - ii. **CONSIDER** switch to Unity Trust online banking
- b) **RECEIVE** Internal control statement and report - *Councillor Mrs C Chambers*
- c) **RECEIVE** ICO model publication report - *Councillor Mrs S.E. Hughes & Cllr Mrs Chambers*
- d) **RESOLVE** Business continuity and IT
 - i. Parish Online gov.uk domain, website, emails
 - ii. Microshade VSM iCloud document storage and data security
- e) **RESOLVE** Councillor training and governance
 - i. training schedule for 2024/25
 - ii. new code of conduct training with MO
 - iii. submit new register of interests within 28 days to MO and hard copy to clerk
- f) Review Allotment agreement terms and conditions, Asset Register, Insurance policy documents.
- g) **CONSIDER** council structure - appointment of community facilities committee

6 FINANCE

- a) **RECEIVE** RFO report (previously circulated) - end of year budget review, VAT reclaim, transfer funds to Reserve account.
- b) **RECEIVE** and **CONFIRM** bank reconciliation for month ended 31 March 2024 - *for signature by 2 members to be appointed.*
- c) **RECEIVE** and **APPROVE** accounts for payment - *for signature by 2 members to be appointed.*
- d) **RESOLVE** to **APPROVE** quotes/invoices Microshade, Parish Online, laptop, Prunus trees, newsletter printing, grass cutting.

7 PLANNING - **CONSIDER** the following applications or decisions presented to Council for comment:

- a) 240297 Land at Rye Farm, CO2 0JL Cornerstone application for prior notification of proposed telecommunications code systems operators siting of a telecommunications base station comprising a 21m high lightweight lattice mast, with 3 no. antennas - www.colchester.gov.uk/wampd/?id=240297 **DECISION: PRIOR APPROVAL REQUIRED (APPROVED)**
- b) 240001 Winston House, 54 High Road, CO2 0DT - Two storey rear extension. www.colchester.gov.uk/wampd/?id=240001 **DECISION: APPROVE CONDITIONAL**
- c) CCC Local Plan Review update.

8 CLERK'S REPORT - correspondence received.

9 PARISH MATTERS

- i. Open spaces - **CONSIDER** 2024/25 Grounds Maintenance contract (grass cutting), Parish Tree Survey, tree felling.
- ii. Allotments, multi sports courts, free benches - *Councillor I.P. Moore*
- iii. FOLS - *Cllr Mrs Chambers*
- iv. Highways: potholes/road works meeting with developers and highway engineers - *Cllr Mrs M.A. Hughes*
- v. CCTV update - *Councillor P Pyke*
- vi. Community Constabulary pilot scheme update
- vii. Newsletter update - *Cllr Mrs S.E. Hughes*
- viii. 5-year plan - *Councillor Mrs M Holmes*
- ix. Play areas - *Cllr Mrs Holmes*

10 BRIEF REPORTS OF MEMBERS - matters for forthcoming agenda.

11 NEXT MEETING - Annual meeting of the council to be held Monday 13 May 2024, Queen Elizabeth Hall, 7.30pm. Annual Parish Meeting to be held Monday 13 May - to confirm time and format.

12 PERSONNEL MATTERS - **RESOLVE** pursuant to s1(2) Public Bodied Act 1960 for public and press to leave the meeting due to the confidential nature of business to be transacted.

Outstanding issues relating to previous employee - correspondence, ICO report, complaint.
Close of meeting