



NOTICE OF PARISH COUNCIL MEETING

Members are duly summoned to attend

MONDAY 11 MARCH 2024, QUEEN ELIZABETH HALL, 7.30pm

06.03.24 *Karen Elliott*. Clerk and Proper Officer

AGENDA

- 1 47/24 **APOLOGIES**
 - a) **RECEIVE** apologies for absence.
 - b) **NOTE** decisions to accept apologies for absence.
- 2 48/24 **DECLARATIONS OF INTEREST**
 - a) **RECEIVE** declarations of interest relating to the agenda.
 - b) **NOTE** decisions of requests for dispensation relating to the agenda.
- 3 49/24 **MINUTES - APPROVE** minutes (previously circulated) as a true record - *for signature by the chair.*
 - a) minutes of the extraordinary meeting held on 12 February 2024
 - b) minutes of the meeting of the council held on 12 February 2024
- 4 50/24 **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 the 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 51/24 **GOVERNANCE**
 - a) To confirm arrangements for year-end audit.
 - b) **RESOLVE** bank account administration, RFO registration, consider switch to Unity Trust online banking.
 - c) Internal control review - *for completion by non-bank signatory member.*
 - d) **RECEIVE** NALC briefing on council email addresses and password security.
 - e) **RESOLVE** to **ADOPT** ICO model publication scheme. Template to be completed.
 - f) **RECEIVE** reports on Business continuity and IT updates.
 - g) Councillor training schedule, new code of conduct training with MO.
- 6 52/24 **FINANCE**
 - a) **RECEIVE** RFO report (previously circulated) - monthly budget review, HMRC update.
 - b) **RECEIVE** and **CONFIRM** bank reconciliation for month ended 29 February 2024 - *for signature by 2 members.*
 - c) **RECEIVE** and **APPROVE** accounts for payment - *for signature by 2 members.*
 - d) **RESOLVE** to **APPROVE** HP business account & new laptop, Microshade VSM cloud storage, Parish Online gov.uk domain/website/emails, Link Eleven IT invoice & ongoing support, council correspondence PO Box.
- 7 53/24 **PLANNING - CONSIDER** the following applications or decisions presented to Council for comment:
 - a) 240297 Land at, Rye Farm, Rye Lane, CO2 0JL - Cornerstone application for prior notification of proposed development by telecommunications code systems operators for the siting of a telecommunications base station comprising a 21m high lightweight lattice mast (21m to top of antennas), with 3 no. antennas - 09.03.24 <https://www.colchester.gov.uk/wampd/?id=240297>
 - b) 240404 - 62A Malting Green Road, CO2 0JJ - Single-storey rear extension and minor internal alterations to form larger kitchen and dining area - 18.03.24 - <https://www.colchester.gov.uk/wampd/?id=240404>
 - c) 240451 Nightingale Corner, The Folley, CO2 0HZ - Construction of part two storey part single storey extension to rear of property extending kitchen, utility, dining and living space at ground floor. At 1st floor a new master bedroom and dressing room - consultation to 25.03.24 - <https://www.colchester.gov.uk/wampd/?id=240451>
 - d) 232572 The Ridings, 240001 Winston House
- 8 54/24 **CLERK'S REPORT** - correspondence received.
- 9 55/24 **OPEN SPACES** - parish maintenance, tree felling.
- 10 56/24 **PARISH MATTERS** - Denbury homes, Heatherfields lease & rent increase, EOLS, CCC Local Plan review, ECC EV strategy, Highways, parish road works, Help with heater, CCTV quotes & service contract, parish office use for community Police pilot scheme, Newsletter, 5-year plan, RCCE rural affordable housing CALC update.
- 11 57/24 **BRIEF REPORTS OF MEMBERS** - matters for forthcoming agenda.
- 12 58/24 **NEXT MEETING** - Monday 08 April 2024, Queen Elizabeth hall, 7.30pm. To confirm annual parish meeting date.
- 13 59/24 **PERSONNEL MATTERS - RESOLVE** pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 for public and press to leave the meeting due to the confidential nature of business to be transacted.
 - a) Participation in LGPS as published in the required notice on 02.03.24 - *signed minutes to be submitted.*
 - b) Outstanding issues relating to previous employee - correspondence, ICO report, complaint.

Close of meeting