**RETTENDON PARISH COUNCIL**

[www.rettendonandbattlesbridge.org.uk](http://www.rettendonandbattlesbridge.org.uk)

 **Parish Clerk:**

**Katherine Kane**

**10 Squirrels Field**

**Colchester**

**CO4 5YA**

**E: rettendonparishcouncil@outlook.com**

**AGENDA**

You are hereby summoned to a meeting of the Rettendon Parish Council to be held at the Rettendon Memorial Hall, Main Road, Rettendon, CM3 8DP

TUESDAY 14th May 2019

(commencing at 7.30pm)

Signed:

**Katherine Kane**

Katherine Kane

Parish Clerk

Please note copies of planning applications to be considered are available in the Committee Room from 7pm for Councillors and the public.

**1-19/20 To elect the Chairman of the Council and to receive declaration of acceptance of office.**

**2-19/20 To elect the Vice-Chairman of the Council and to receive declaration of acceptance of office**

**3-19/20 To receive Councillors’ declarations of acceptance of office**

**4-19/20** **Apologies and Reasons for Absence**

To be received by the Clerk

**5-19/20** **Declarations of Interest on Items on the Agenda**

The Chairman to remind Councillors to declare any interests now and as they become evident to them during the progress of the meeting.

**6-19/20 Public Forum – strictly 5 minutes only per speaker**

The Chairman to remind those taking part in the Forum that Rettendon PC operates strict timescales (maximum 5 minutes per speaker) to receive their information in the form of statements. There can be no debate on any issues, just the receipt and clarification of information.

**7-19/20 To agree the minutes of the meeting held on Tuesday 30th April 2019.**

**8-19/20 To receive the Essex County Councillor and Ward Councillors’ reports.**

**9-19/20 Clerk’s Report**

**10-19/20 To confirm the Clerk as Responsible Financial Officer for the Parish Council**

**11-19/20 Finance**

1. To agree to authorise invoices for payment, receive copy Bank statements and details of expenditure to date.
2. To agree to appoint three Councillors to check finances and sign cheques
3. To agree to approve the use of variable Direct Debit payments for utility bills

**12-19/20 To review the Terms of Reference for existing committees and Working Parties**

1. **Sonters Down Working Group**
2. **Human Resources Committee**

**13-19/20 To appoint members to existing committees and Working Parties**

1. **Sonters Down Working Group**
2. **Human Resources Committee**

**14-19/20 To review and adopt:**

1. **Standing Orders**
2. **Financial Regulations**
3. **Code of Conduct**
4. **Procedures for handling requests made under the Freedom of Information Act 2000 and data protection legislation**
5. **Complaints Procedure**

**15-19/20 To review the Parish Council’s inventory of land and assets including buildings and office equipment**

**16-19/20 To confirm the following annual subscriptions:**

1. **EALC/NALC**
2. **RCCE**

**17-19/20 To review the Council’s employment policies and procedures.**

**18-19/20 To review and agree the Council’s representation on outside bodies:**

1. **The Village Hall Management Committee**
2. **The Rettendon Almshouse Charity**
3. **The Richard Cannon Charity**

**19-19/20 To agree the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of the full Council**

 **June 25th 2019, July 30th 2019, September 24th 2019, October 29th 2019, November 26th 2019, December 17th 2019, January 28th 2020, February 25th 2020, March 31st 2020, April 28th 2020, May 26th 2020.**

**20-19/20 To agree the response to the following planning applications (all applications are available to view at** [**www.chelmsford.gov.uk**](http://www.chelmsford.gov.uk)**)**

19/00717/FUL -  Land North East Of Highview Woodham Road South Woodham Ferrers Chelmsford - Construction of two detached dwellings with detached garages and vehicular crossovers/accesses.

 19/00806/FUL - 8 Meadow Road Rettendon Chelmsford CM3 8DT - Single storey rear extension, front porch, brick outer skin and juliette balcony to rear.

**21-19/20 Highways and Footpaths – to note Essex Highways Notices and receive reports from Councillors.**

**22-19/20 Street Lighting**

**23-19/20 Reports from Councillors**

**24-19/20 Date of the next Parish Council Meeting –** 25th June 2019, 7.30pm at the Rettendon Memorial Hall, Main Road, Rettendon, CM3 8DP