

RETTENDON PARISH COUNCIL

www.rettendonandbattlesbridge.org.uk

Parish Clerk:
Katherine Kane
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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 29th May 2018
(commencing at 7.30pm)

Signed:

Katherine Kane

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Parish Clerk

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

- 1-18/19** **To elect the Chairman of the Council and to receive declaration of acceptance of office.**
- 2-18/19** **To elect the Vice-Chairman of the Council and to receive declaration of acceptance of office**
- 3-18/9** **Apologies and Reasons for Absence**
To be received by the Clerk
- 4-18/19** **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.
- 5-18/19** **Public Forum – strictly 5 minutes only per speaker**
Clerk’s reminder re Standing Order 3 – d,e,f,g,h re the Forum

- i) 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
- ii) There can be no debate on any issues, just the receipt and clarification of information.

6-18/19 To agree the minutes of the meeting held on Tuesday 24th April 2017.

7-18/19 To receive the draft minutes of the Annual Parish Meeting held on 8th May 2018 and to take any action as needful on issues raised at that meeting

8-18/19 Chairman's Report

9-18/19 Clerk's Report

10-18/19 To receive the Essex County Councillor and Ward Councillors' reports.

11-18/19 To confirm the Clerk as Responsible Financial Officer for the Parish Council

12-18/19 Finance

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

13-18/19 To agree representatives on outside bodies

The Essex Association of Local Councils – Election of Representatives.

The Richard Cannon Charity – The Chairman as Trustee.

The Meeson Charity - The Chairman as Trustee.

To discuss representatives on other bodies

14-18/19 To review the Terms of Reference for existing committees and Working Parties

a) Sonters Down Working Group

15-18/19 To appoint members to existing committees and Working Parties

a) Sonters Down Working Group

b) HR Committee

16-18/19 To review and adopt:

a) Standing Orders

b) Financial Regulations

c) Code of Conduct

- d) Document Retention Policy**
- e) Procedures for handling requests made under the Freedom of Information Act 2000 and data protection legislation**
- f) Co-option Policy**
- g) Business Contingency Plan**
- h) Bus Shelter Policy**
- i) Community Engagement Policy**

- 17-18/19** To review the Parish Council's inventory of land and assets including buildings and office equipment
- 18-18/19** To review the Parish Council's Risk Assessment Register
- 19-18/19** 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
- 20-18/19** To agree the response to the following planning applications (all applications are available to view at www.chelmsford.gov.uk)
- 18/00714/FUL** – Land Part of Buckhatch Nurseries, Buckhatch Lane, Rettendon Common, Chelmsford, Essex CM3 8EP – Change of use of land for the siting of a mobile home
- 18/00820/FUL** - St Davids Woodham Road Battlesbridge Wickford Essex SS11 7QU - First floor extension and front and rear dormers to previously approved cart lodge (17/01189/FUL)
- 21-18/19** To agree the amount of a grant to the Cricket Club towards their security measures
- 22-18/19** To agree to accept one of the proposals received for a site visit and lighting design for new street lighting in the parish
- 23-18/19** To agree to ask Canham Consulting, through Mr Tim Savage at Essex County Council, for an updated quotation for a surface water investigation and modelling report
- 24-18/19** To receive the Tree Report on the Rettendon Oak and to agree any action arising from the report
- 25-18/19** To discuss clearing up of rubbish in the parish and to agree any action necessary
- 26-18/19** To consider the proposal from South Woodham Ferrers Football Club regarding car parking around the Bell Fields

- 27-18/19** To agree to ratify the instruction given to Tees in February 2018 to write to South Woodham Ferrers Football Club asking them to vacate the pavilion and the land adjacent thereto.
- 28-18/19** Highways and Footpaths – to note Essex Highways Notices and receive reports from Councillors.
- 29-18/19** Street Lighting
- 30-18/19** Reports from Councillors on Council activities since the last meeting
- 31-18/19** Date of the next Parish Council Meeting – 26th June 2018, 7.30pm at the Rettendon Memorial Hall, Main Road, Rettendon, CM3 8DP