

# WAKES COLNE PARISH COUNCIL

**YOUR PARISH COUNCIL WORKING FOR YOUR PARISH**

[www.wakescolne.org](http://www.wakescolne.org)

11<sup>TH</sup> MAY 2017

DEAR COUNCILLOR

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL MEETING, FOLLOWED BY PARISH COUNCIL MEETING, OF WAKES COLNE PARISH COUNCIL TO BE HELD AT WAKES COLNE VILLAGE HALL, IN THE SMALL COMMITTEE ROOM, AT **7.00 P.M. ON WEDNESDAY 17<sup>TH</sup> MAY 2017** FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.



DIANE JACOB

CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

## AGENDA

ITEM	PRESENTER	SUBJECT	STATUS								
17/071	ALL MEMBERS	<b>To elect the Chairman.</b>	DECISION								
17/072	CHAIRMAN	<b>Chairman's Declaration of Office</b> - to be signed.	INFORMATION								
17/073	ALL MEMBERS	<b>To elect the Vice-Chairman.</b>	DECISION								
17/074	VICE-CHAIRMAN	<b>Vice-Chairman's Declaration of Office</b> – to be signed.	INFORMATION								
17/075	ALL MEMBERS	<b>Check Members Register of Interests.</b> Members to review their declaration of interests and update (send direct to CBC) where necessary.	INFORMATION								
17/076	ALL MEMBERS	<b>Bank Signatories.</b> To confirm three signatories for the Parish Council Barclays Bank Accounts.	INFORMATION/ DECISION								
17/077	ALL MEMBERS	<b>ITEM 1. To review membership and agree renewal of the following bodies: -</b> <table border="1" data-bbox="384 1429 1225 1563"><tr><td>EALC (Essex Association of Local Councils)</td><td>128.56</td></tr><tr><td>NALC (National Association of Local Councils)</td><td>28.40</td></tr><tr><td>CALC (Colchester Association of Local Councils)</td><td>35.00</td></tr><tr><td>SLCC (Society of Local Council Clerks)</td><td>93.00</td></tr></table> <b>ITEM 2.</b> To elect a representative to attend CALC meetings.	EALC (Essex Association of Local Councils)	128.56	NALC (National Association of Local Councils)	28.40	CALC (Colchester Association of Local Councils)	35.00	SLCC (Society of Local Council Clerks)	93.00	DECISION
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17/078	ALL MEMBERS	<b>To adopt Council Policies.</b> A. Action Plan B. Code of Conduct & Nolan Principles C. Community Emergency Plan D. Community Engagement Policy E. Complaints Procedure F. Co-Option Policy G. Data Protection Policy H. Dignity at Work/Bullying and Harassment I. Equality & Diversity Policy J. Financial Regulations K. Freedom of Information Publication Scheme	DECISION								

<b>17/078</b>	ALL MEMBERS	<b>To adopt Council Policies. (Continued)</b> L. Grant Funding Policy M. Health & Safety Policy Statement N. Local Government Pension Scheme Discretions O. Public Participation policy P. Recording & Use of Social Media Q. Risk Assessment for Clearance of Footpaths in Wakes R. Risk Assessment for General Public rights of Way in Wakes S. Risk Assessment for Litter Picking in Wakes Colne T. Standing Orders U. Strategic Risk Register Assessment V. Training Policy W. Training Record X. VDU workstation checklist	DECISION
<b>17/079</b>	ALL MEMBERS	<b>General Power of Competence</b> To confirm and adopt the proposal that Wakes Colne Parish Council meets the requirements to become a Parish Council with 'General Power of Competence'.	DECISION
<b>17/080</b>	ALL MEMBERS	<b>Item 1.</b> To elect Personnel Committee and Personnel Committee Chairman. <b>Item 2.</b> To adopt terms of Reference for Personnel Committee.	DECISION
<b>17/081</b>	ALL MEMBERS	<b>Review and confirm arrangements for Insurance Cover.</b> To confirm agreement is in place until 31 <sup>st</sup> May 2018 .	DECISION
<b>17082</b>	ALL MEMBERS	<b>Responsible Financial Officer</b> Confirmation of Clerk to act as Responsible Financial Officer to the Council.	DECISION
<b>17/083</b>	ALL MEMBERS	<b>Consent form to receive the Council Summons and agenda electronically.</b> To confirm all members have signed the model consent form.	INFORMATION
<b>17/084</b>	ALL MEMBERS	<b>Village Hall Representative.</b> To elect a representative to attend Village Hall meetings.	DECISION
<b>17/085</b>	ALL MEMBERS	<b>Millennium Green Representative.</b> To elect a representative to attend Millennium Green Meetings.	DECISION
<b>17/086</b>	ALL MEMBERS	<b>Working Groups.</b> <b>To confirm working groups.</b> <b>Public Footpaths Working Group</b> Current Members – Kathy Brown, Maggie Bowden, Stephen Scrase, Monica Taylor and 1 member of the public David Green. <b>The LHP Working Group</b> Current Members - Allan Hannington,, Monica Taylor and 1 member of the public Aaron Dixey. <b>Planning and Liaison</b> Current Member – Allan Hannington <b>Superfast Broadband Working Group</b> Current Members – Kathy Brown, Allan Hannington and Stephen Scrase	DECISION
<b>17/087</b>	ALL MEMBERS	Annual Meeting Closed	INFORMATION

# AGENDA

**17<sup>th</sup> MAY 2017 PARISH COUNCIL MEETING COMMENCES**

ITEM	PRESENTER	SUBJECT	STATUS
17/088	CHAIRMAN	<b>Welcome and Apologies for Absence.</b>	INFORMATION
17/089	ALL MEMBERS	<b>Declaration of Interests.</b> To receive any disclosable pecuniary interests or non-pecuniary interests, or interests relating to items on the agenda. Members of the council are subject to the Local Authorities Code of Conduct as adopted in May 2016.	DECISION
17/090	ALL MEMBERS	<b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b> Councillors are no longer permitted to make representation in the Public Forum if they have Disclosable Pecuniary Interests and /or other Pecuniary Interests on any items on the agenda as stated in the adopted Code of Conduct. The maximum time allowed for the public to participate, as stated in the Wakes Colne Parish Council Standing Orders, is 15 minutes in total with each person being invited to speak for a maximum of 3 minutes. At the close of this item members of the public will no longer be permitted to address the council unless the Chairman deems it appropriate and adjourns the meeting.	INFORMATION
17/091	ALL MEMBERS	<b>Ward and County Councillors to address the members if present.</b> Ward Councillor, County Councillor.	INFORMATION
17/092	ALL MEMBERS	<b>To CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 5<sup>TH</sup> APRIL 2017.</b>	DECISION
17/093	GUEST SPEAKER	<b>Colchester Borough Council – Waste</b> Gary Cole, Zone Warden from Colchester Borough Council, to talk about changes to waste collection.	INFORMATION
17/094	GUEST SPEAKER	<b>Nicholas Percival.</b> To give a brief presentation on proposed development of the existing Care Home in Wakes Colne.	INFORMATION
17/095	ALL MEMBERS	<b>ACCOUNTS 2016/17</b> <b>Item 1</b> - Internal Auditors Report. <b>Item 2</b> – Clerk to confirm reclaim for VAT 2016/2017. <b>Item 3</b> – Approval of Governance Statements for 2016/2017 prior to submission to the Audit Commission. Chairman and Clerk to sign. <b>Item 4</b> - Approval of Accounting Statements for 2016/2017 prior to submission to the Audit Commission. Chairman and Clerk to sign. <b>Item 5</b> –Year End Bank Reconciliation for 2016/2017 prior to submission to the Audit Commission. Chairman and Clerk to sign <b>Item 6</b> - To sign off the accounts for 2016/2017, Chairman and Clerk to sign.	DECISION
17/096	ALL MEMBERS	<b>Planning Matters.</b> <b>Ref: 170974 and Ref: 170975</b> Little Loveney Hall, Upper Green, Wakes Colne Colchester CO6 2BH Change of use of existing barn and outbuildings for the personal recreation use of the owners of Little Loveney Hall ancillary to their occupation of their hall itself. <b>Ref: 170976 and Ref: 170977</b> Little Loveney Hall, Upper Green, Wakes Colne Colchester CO6 2BH Alterations & extensions to existing garage to provide kitchen/dining facilities on ground floor and bedroom/en-suite within roof void. <b>Ref: 170933</b> Chappel And Wakes Colne Station, Station Road, Wakes Colne Colchester Discharge of conditions 4, 5, 6, 8, 18 & 19 of planning permission 161724. (Resubmission of approved application 150630 for a new single storey building containing display rooms for a model railway club and EARM classrooms  TO CONSIDER ANY APPLICATIONS RECEIVED	DECISION
17/097	CLLR.M.TAYLOR	<b>Millennium Green Representative.</b> Report/update.	INFORMATION
17/098	ALL MEMBERS	<b>Training.</b> To consider if anyone would like to attend training at the EALC. Chairman’s Training Day 1 on 23 <sup>rd</sup> May at a cost of £80.00 Note. (To confirm Councillor Day training for Cllr.P.Cope now changed to 14 <sup>th</sup> and 22 <sup>nd</sup> November) Clerk training in May course cancelled.	INFORMATION/ DECISION

17/099	ALL MEMBERS	<p><b>Lights along the entrance road to Chappel and Wakes Colne Station.</b></p> <p><b>Item 1.</b> To consider sending a letter of support to Rail Engagement Manager Transportation, Planning &amp; Development, Essex County Council.</p> <p><b>Item 2.</b> They have funding for this project of £9,000.00 they are currently seeking an extra £2,000.00- Parish Council members to consider granting £2,000.00 towards the cost.</p>	DECISION																																																																								
17/100	ALL MEMBERS	<p><b>Street lights.</b></p> <p>To consider converting the street lights from Son lamps to LED. Cost to convert £95.00 plus VAT per light (7 lights £665.00 Plus VAT).</p>	DECISION																																																																								
17/101	ALL MEMBERS	<p><b>Notice Board Maintenance.</b></p> <p><b>Item 1.</b> To consider a quotation to replace the backing board on the notice board situated at Inworth Lane.</p> <p><b>Item 2.</b> To re-stain the notice board along the A1124 near the post office.</p>	DECISION																																																																								
17/102	ALL MEMBERS	<p><b>Financial Matters.</b></p> <p>1) Financial Statement for March/April (Items to be approved for payment and signed as per payment schedule).</p> <table border="1"> <thead> <tr> <th></th> <th>CHEQUE No.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="3"><u>CHEQUES TO APPEAR IN 2016/17 FIGURES AS BUDGETED</u></td> </tr> <tr> <td>COLCHESTER BOROUGH COUNCIL INV. No. 005079</td> <td>101020</td> <td>60.34</td> </tr> <tr> <td colspan="3"><u>CHEQUES TO APPEAR IN 2017/18 FIGURES AS BUDGETED</u></td> </tr> <tr> <td>T-MOBILE (For April)</td> <td>DD</td> <td>12.74</td> </tr> <tr> <td>DIANE JACOB (Salary for April)</td> <td>SO</td> <td>423.01</td> </tr> <tr> <td>ESSEX PENSION FUND (for April)</td> <td>SO</td> <td>103.10</td> </tr> <tr> <td>DIFFERENCE FOR SALARY (DIANE JACOB)</td> <td>10121</td> <td>15.40</td> </tr> <tr> <td>DIFFERENCE FOR PENSION (ESSEX PENSION FUND)</td> <td>101022</td> <td>3.67</td> </tr> <tr> <td>DIANE JACOB (Expenses for April)</td> <td>101023</td> <td>82.81</td> </tr> <tr> <td>THE COLNE-STOUR COUNTRYSIDE (MINUTE No. 17/069)</td> <td>101024</td> <td>10.00</td> </tr> <tr> <td>EALC (Inv.No. 7694) (SUBSCRIPTIONS FOR EALC AND NALC)</td> <td>101025</td> <td>156.96</td> </tr> <tr> <td>WAKES COLNE &amp; CHAPPEL PCC (ALL SAINTS CHURCH) (MINUTE NUMBER 17/017 ITEM 1)</td> <td>101026</td> <td>720.00</td> </tr> <tr> <td>CHAPPEL PARISH COUNCIL (MINUTE NUMBER 17/017 ITEM 2)</td> <td>101027</td> <td>350.00</td> </tr> <tr> <td>CHAPPEL AND WAKES COLNE VILLAGE HALL. (MINUTE NUMBER 17/017 ITEM 3 FOR REPLACING GUTTERING).</td> <td>101028</td> <td>200.00</td> </tr> <tr> <td>HEART OF THE VALLEY COMMUNITY RESPONDERS (MINUTE NUMBER 17/017 ITEM 4)</td> <td>101029</td> <td>100.00</td> </tr> <tr> <td>SLCC SUBSCRIPTION</td> <td>101030</td> <td>93.00</td> </tr> <tr> <td>INFORMATION COMMISSIONERS OFFICE (SUBSCRIPTION)</td> <td>101031</td> <td>35.00</td> </tr> <tr> <td>J.C.REDDINGINTON (INTERNAL AUDIT)</td> <td>101032</td> <td>50.00</td> </tr> <tr> <td>MOW &amp; MEND INV.No. 0438</td> <td>101033</td> <td>50.00</td> </tr> <tr> <td>CHAPPEL &amp; WAKES COLNE VILLAGE HALL INV.No.1226</td> <td>101034</td> <td>20.00</td> </tr> <tr> <td>CALC SUBSCRIPTION</td> <td>101035</td> <td>35.00</td> </tr> <tr> <td>CAME &amp; COMPANY (INSURANCE)</td> <td>101036</td> <td>321.83</td> </tr> <tr> <td>T-MOBILE (FOR MAY)</td> <td>DD</td> <td>12.74</td> </tr> </tbody> </table> <p>2) TO CHANGE STANDING ORDER FOR MRS D.JACOB FROM £423.01 TO £438.41 (TO SIGN LETTER TO INFORM BANK)</p> <p>3) TO CHANGE STANDING ORDER FOR ESSEX PENSION FUND FROM £103.10 TO £106.77 (TO SIGN LETTER TO INFORM BANK)</p> <p>4)MONTHLY BUDGET STATEMENT.</p>		CHEQUE No.	TOTAL	<u>CHEQUES TO APPEAR IN 2016/17 FIGURES AS BUDGETED</u>			COLCHESTER BOROUGH COUNCIL INV. No. 005079	101020	60.34	<u>CHEQUES TO APPEAR IN 2017/18 FIGURES AS BUDGETED</u>			T-MOBILE (For April)	DD	12.74	DIANE JACOB (Salary for April)	SO	423.01	ESSEX PENSION FUND (for April)	SO	103.10	DIFFERENCE FOR SALARY (DIANE JACOB)	10121	15.40	DIFFERENCE FOR PENSION (ESSEX PENSION FUND)	101022	3.67	DIANE JACOB (Expenses for April)	101023	82.81	THE COLNE-STOUR COUNTRYSIDE (MINUTE No. 17/069)	101024	10.00	EALC (Inv.No. 7694) (SUBSCRIPTIONS FOR EALC AND NALC)	101025	156.96	WAKES COLNE & CHAPPEL PCC (ALL SAINTS CHURCH) (MINUTE NUMBER 17/017 ITEM 1)	101026	720.00	CHAPPEL PARISH COUNCIL (MINUTE NUMBER 17/017 ITEM 2)	101027	350.00	CHAPPEL AND WAKES COLNE VILLAGE HALL. (MINUTE NUMBER 17/017 ITEM 3 FOR REPLACING GUTTERING).	101028	200.00	HEART OF THE VALLEY COMMUNITY RESPONDERS (MINUTE NUMBER 17/017 ITEM 4)	101029	100.00	SLCC SUBSCRIPTION	101030	93.00	INFORMATION COMMISSIONERS OFFICE (SUBSCRIPTION)	101031	35.00	J.C.REDDINGINTON (INTERNAL AUDIT)	101032	50.00	MOW & MEND INV.No. 0438	101033	50.00	CHAPPEL & WAKES COLNE VILLAGE HALL INV.No.1226	101034	20.00	CALC SUBSCRIPTION	101035	35.00	CAME & COMPANY (INSURANCE)	101036	321.83	T-MOBILE (FOR MAY)	DD	12.74	DECISION
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17/103	CLLR.S.SCRASE	<p><b>'Fly Posters in the parish'</b></p> <p>Views and comments to consider.</p>	DECISION																																																																								
17/104	CLERK	<b>Clerk's Report.</b>	INFORMATION																																																																								
17/105	ALL MEMBERS	<p><b>Date of Next Meeting.</b></p> <p><b>ANNUAL PARISH ASSEMBLY 22<sup>ND</sup> MAY (7.30PM) AT CHAPPEL PRIMARY SCHOOL</b></p> <p><b>PARISH COUNCIL MEETING WEDNESDAY 7<sup>TH</sup> JUNE 2017 (7.15PM)</b></p>	INFORMATION																																																																								

THIS NOTICE WAS ISSUED BY:

MRS DIANE JACOB

CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

WAKES COLNE PARISH COUNCIL

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HALSTEAD, ESSEX, CO9 1QY

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