

WAKES COLNE PARISH COUNCIL

YOUR PARISH COUNCIL WORKING FOR YOUR PARISH

www.wakescolne.org

2ND MAY 2019

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 CHAPPEL & WAKES COLNE VILLAGE HALL, AT **7.00 P.M. ON WEDNESDAY 8TH MAY 2019** 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								
19/083	ALL MEMBERS	To elect the Chairman.	DECISION								
19/084	CHAIRMAN	Chairman's Declaration of Office - to be signed.	INFORMATION								
19/085	ALL MEMBERS	To elect the Vice-Chairman.	DECISION								
19/086	VICE-CHAIRMAN	Vice-Chairman's Declaration of Office – to be signed.	INFORMATION								
19/087	ALL MEMBERS	Check Members Register of Interests. Members to review their declaration of interests and update (send direct to CBC) where necessary.	INFORMATION								
19/088	ALL MEMBERS	Declaration of Acceptance of Office. Confirm all members have signed.	INFORMATION								
19/089	ALL MEMBERS	Consent form to receive the Council Summons and agenda electronically. Confirm all members have signed.	INFORMATION								
19/090	ALL MEMBERS	Bank Signatories. To confirm three signatories for the Parish Council Bank Accounts.	INFORMATION/ DECISION								
19/091	ALL MEMBERS	ITEM 1. To review membership and agree renewal of the following bodies: - <table border="1" data-bbox="384 1559 1225 1693"><tbody><tr><td>EALC (Essex Association of Local Councils)</td><td>132.99</td></tr><tr><td>NALC (National Association of Local Councils)</td><td>29.29</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>106.00</td></tr></tbody></table> ITEM 2. To elect a representative to attend CALC meetings.	EALC (Essex Association of Local Councils)	132.99	NALC (National Association of Local Councils)	29.29	CALC (Colchester Association of Local Councils)	35.00	SLCC (Society of Local Council Clerks)	106.00	DECISION
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19/092	ALL MEMBERS	<p><u>To adopt Council Documents/Policies.</u></p> <p>Action Plan Business Plan Anti-Fraud and Corruption Policy Biodiversity Code of Conduct Community Emergency Plan Community Engagement Policy Complaints Procedure Co-Option Policy Council as a Corporate Body Crime and Disorder Policy Dignity at Work/Bullying and Harassment Policy Equality and Diversity Policy Financial Regulations Freedom of Information Publication Scheme General Data Protection Regulation Policy Grant Funding Policy Health and Safety Policy Statement Leadership in Planning for the Future of the Community Local Government Pension Scheme Discretions Policy Public Participation Policy Recording and Use of Social Media Risk Assessment for Clearance of Footpaths In Wakes Colne Risk Assessment for Generic Public Rights of Way In Wakes Colne Risk Assessment for Litter Picking in Wakes Colne Standing Orders Strategic Risk Register Terms of Reference for Personnel Committee Training Policy Training Record Value for Money VDU Workstation Checklist</p>	DECISION
19/093	ALL MEMBERS	<p>General Power of Competence To confirm and adopt the proposal that Wakes Colne Parish Council meets the requirements to become a Parish Council with 'General Power of Competence'.</p>	DECISION
19/094	ALL MEMBERS	<p>Personnel Committee. To elect Personnel Committee and Personnel Committee Chairman.</p>	DECISION
19/095	ALL MEMBERS	<p>Review and confirm arrangements for Insurance Cover 2019. To confirm Insurance cover is in place for 2019.</p>	DECISION
19/096	ALL MEMBERS	<p>Responsible Financial Officer Confirmation of Clerk to act as Responsible Financial Officer to the Council.</p>	DECISION
19/097	ALL MEMBERS	<p>Millennium Green Representative. To elect a representative to attend Millennium Green Meetings.</p>	DECISION
19/098	ALL MEMBERS	<p>Working Groups. To confirm working groups. Public Footpaths Working Group Current Members – Kathy Brown, Maggie Bowden, Stephen Scrase, Monica Taylor and 1 member of the public David Green. The LHP Working Group Current Members - Monica Taylor and 1 member of the public Aaron Dixey. Planning and Liaison Current Member – Superfast Broadband Working Group Current Members – Kathy Brown</p>	DECISION
19/099	ALL MEMBERS	<p>Annual Meeting Closed</p>	INFORMATION

AGENDA

8th MAY 2019 PARISH COUNCIL MEETING COMMENCES

ITEM	PRESENTER	SUBJECT	STATUS
19/100	CHAIRMAN	Welcome and Apologies for Absence.	INFORMATION
19/101	ALL MEMBERS	Declaration of Interests. 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
19/102	ALL MEMBERS	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. 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
19/103	ALL MEMBERS	Ward and County Councillors to address the members if present. Ward Councillor, County Councillor.	INFORMATION
19/104	ALL MEMBERS	Item 1 - To CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 3RD APRIL 2019.	DECISION
19/105	ALL MEMBERS	Accounts 2018/19. Item 1 – Chairman to read out Internal Auditors Report. Item 2 – Clerk to confirm reclaim for VAT 2018/2019. Item 3 – Approval of Governance Statements for 2018/2019 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 4 - Approval of Accounting Statements for 2018/2019 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 5 –Year End Bank Reconciliation for 2018/2019 prior to submission to the Audit Commission. Chairman and Clerk to sign Item 6 – To confirm the notice of public rights and publication of annual governance and accountability return has been displayed. Item 7 - To sign off the accounts for 2018/2019, Chairman and Clerk to sign.	DECISION
19/106	ALL MEMBERS	Planning Matters. Ref: 191070 Wakes Hall Business Centre, Colchester Road, Wakes Colne CO6 2DY Erect new business units (Class B1, B2 and B8) and associated parking TO CONSIDER ANY APPLICATIONS RECEIVED	DECISION
19/107	ALL MEMBERS	Training. To consider training for newly elected Chairman and Councillors.	DECISION
19/108	ALL MEMBERS	Highways. Station Road – Update.	

19/109	ALL MEMBERS	<p>Financial Matters.</p> <p>1) Financial Statement for April (Items to be approved for payment and signed as per payment schedule).</p> <table border="1" data-bbox="384 168 1334 846"> <thead> <tr> <th><u>CHEQUES TO APPEAR IN 2019/20 FIGURES AS BUDGETED</u></th> <th>CHEQUE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>EE (For April)</td> <td>DD</td> <td>13.27</td> </tr> <tr> <td>EALC & NALC (Membership Fee) Inv. No. 10778</td> <td>101106</td> <td>162.28</td> </tr> <tr> <td>Came & Company Insurance</td> <td>101107</td> <td>338.40</td> </tr> <tr> <td>JPB Landscapes Inv. No.627</td> <td>101108</td> <td>115.20</td> </tr> <tr> <td>Mr S. Scrase (Reimbursement for gift award scheme)</td> <td>101109</td> <td>14.00</td> </tr> <tr> <td>Chappel Parish Council (Minute No. 18/206 Item 1)</td> <td>101110</td> <td>375.00</td> </tr> <tr> <td>Chappel & Wakes Colne Village Hall (Minute No. 18/206 Item 2)</td> <td>101111</td> <td>200.00</td> </tr> <tr> <td>Chappel & Wakes Colne Village Reporter (Minute No. 18/206 Item 3)</td> <td>101112</td> <td>200.00</td> </tr> <tr> <td>SLCC (Membership Fee)</td> <td>101113</td> <td>106.00</td> </tr> <tr> <td>Information Commissioner (Data Protection)</td> <td>101114</td> <td>40.00</td> </tr> <tr> <td>D. Jacob (Salary for April)</td> <td>SO</td> <td>460.00</td> </tr> <tr> <td>Essex Pension Fund (For April)</td> <td>SO</td> <td>106.77</td> </tr> <tr> <td>D. Jacob (Expenses for April)</td> <td>101115</td> <td>61.14</td> </tr> <tr> <td>CALC (Colchester Association of Local Councils Membership)</td> <td>101116</td> <td>35.00</td> </tr> <tr> <td>Difference for April Salary to D. Jacob</td> <td>101117</td> <td>42.84</td> </tr> <tr> <td>HM Revenue & Customs (For April)</td> <td>101118</td> <td>5.00</td> </tr> <tr> <td>Difference for Essex Pension Fund (For April)</td> <td>101119</td> <td>37.21</td> </tr> <tr> <td>Chappel & Wakes Colne Village Hall Inv. 0319</td> <td>101120</td> <td>28.00</td> </tr> <tr> <td>J.C. Reddington (Internal Auditor)</td> <td>101121</td> <td>50.00</td> </tr> </tbody> </table> <p>2) Monthly Budget Statement</p>	<u>CHEQUES TO APPEAR IN 2019/20 FIGURES AS BUDGETED</u>	CHEQUE	TOTAL	EE (For April)	DD	13.27	EALC & NALC (Membership Fee) Inv. No. 10778	101106	162.28	Came & Company Insurance	101107	338.40	JPB Landscapes Inv. No.627	101108	115.20	Mr S. Scrase (Reimbursement for gift award scheme)	101109	14.00	Chappel Parish Council (Minute No. 18/206 Item 1)	101110	375.00	Chappel & Wakes Colne Village Hall (Minute No. 18/206 Item 2)	101111	200.00	Chappel & Wakes Colne Village Reporter (Minute No. 18/206 Item 3)	101112	200.00	SLCC (Membership Fee)	101113	106.00	Information Commissioner (Data Protection)	101114	40.00	D. Jacob (Salary for April)	SO	460.00	Essex Pension Fund (For April)	SO	106.77	D. Jacob (Expenses for April)	101115	61.14	CALC (Colchester Association of Local Councils Membership)	101116	35.00	Difference for April Salary to D. Jacob	101117	42.84	HM Revenue & Customs (For April)	101118	5.00	Difference for Essex Pension Fund (For April)	101119	37.21	Chappel & Wakes Colne Village Hall Inv. 0319	101120	28.00	J.C. Reddington (Internal Auditor)	101121	50.00	DECISION
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19/110	ALL MEMBERS	<p>Vacancy on Wakes Colne Parish Council.</p> <p>We currently have three vacancies on Wakes Colne Parish Council. If anyone is interested, in joining Wakes Colne Parish Council, please contact the Clerk for an application form.</p>	INFORMATION																																																												
19/111	CLERK	<p>Clerk's Report.</p>	INFORMATION																																																												
19/112	ALL MEMBERS	<p>Date of Next Meeting.</p> <p>PARISH COUNCIL MEETING WEDNESDAY 5TH JUNE 2019 (7.15PM)</p>	INFORMATION																																																												

THIS NOTICE WAS ISSUED BY:
MRS DIANE JACOB
CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL
WAKES COLNE PARISH COUNCIL
5 CROCKLANDS, GREENSTEAD GREEN,
HALSTEAD, ESSEX, CO9 1QY
TEL: 07508787869 E-MAIL: PARISHCLERK@WAKESCOLNE.ORG