

**Minutes of the Wakes Colne Parish Council Meeting held on  
Wednesday 4<sup>th</sup> April 2018 at 7.15pm in Chappel & Wakes Colne Village Hall**

In the Chair: Cllr. A. Hannington  
 Present: Cllrs: Cllr. K. Brown, Cllr. S. Scrase, Cllr. M. Taylor  
 Clerk: Mrs D. Jacob  
 Also Present: Three members of the public.

	PRESENTER	SUBJECT
18/069	ALL MEMBERS	<b>Welcome and Apologies for Absence.</b> Chairman welcomed everyone. Apologies received and accepted from Cllr. M. Bowden.
18/070	ALL MEMBERS	<b>Declaration of Interests.</b> None.
18/071	ALL MEMBERS	<b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b> A member of the public confirmed there are still a number of outstanding issues following his meeting with County Broadband: to look into the BT Community Fibre Partnership scheme; to contact Mount Bures PC about possible siting of a broadband conductor; and to look at EE Home broadband. Council members expressed thanks to Howard Walkden for the reports and updates.
18/072	ALL MEMBERS	<b>Ward and County Councillors to address the members if present.</b> Cllr Chillingworth reported that the post office will be closed for approximately 2 weeks from 16 April as it is being revamped. A12 will be closed at night from 8pm-6am northbound from 9 -28 April and 23 April-11 May southbound. Charity sponsored walk to take place on 9 June. A Civic Service is scheduled to take place at Great Tey church on 24 June and a reception at the Town Hall on 12 July for invited members of Parish Councils in Colchester Borough.
18/073	ALL MEMBERS	<b>To confirm the Minutes of the Parish Council meeting held on 7 March 2018.</b> Proposed by Cllr. S. Scrase, seconded by Cllr. M. Taylor, all in favour, resolution passed.
18/074	ALL MEMBERS	<b>Vacancy on Wakes Colne Parish Council.</b> <b>Item 1.</b> After consideration, Graham King, a resident of Wakes Colne, was co-opted onto Wakes Colne Parish Council; 4 votes, all in favour, resolution passed. Chairman and Council members welcomed Graham. <b>Item 2.</b> Graham King signed acceptance of office and consent form to receive the Council summons and agenda electronically. <b>Item 3.</b> After completion, the declaration of interest form is to be sent direct to Colchester Borough Council and the Clerk is to receive a copy, within 28 days.
18/075	CLLR. A. HANNINGTON	<b>Planning Matters.</b> <b>Ref: 180659 and 180660</b> Bretts Farm, Crepping Hall Road, Wakes Colne, Colchester CO6 2AN Resubmission of applications 171506 and 162865: demolition of existing estate office, milking shed and farmyard lean-to buildings and construction of new stables and equestrian buildings linked to retained existing corn barn. Construction of new manege. Comment – No Objection Proposed by Cllr. A. Hannington, seconded by Cllr. K. Brown, all in favour, resolution passed.
18/076	ALL MEMBERS	<b>Broadband.</b> See item 18/071.
18/077	CLLR.S.SCRASE	<b>CALC Meeting.</b> Cllr. S. Scrase reported that the meeting had been based on information from the Data Protection Officer and the new law coming into force in May.
18/078	CLLR.M.TAYLOR	<b>Highway Issues.</b> Update regarding reconsideration of Station Road traffic calming proposal and seeking of funding. After discussion, it was agreed to contact Colchester LHP with a freedom of information request to provide us with, full size paper format, design drawings of the 3 options previously proposed by LHP, and estimates/costs. Clerk to contact EALC and explain that we are unable to apply for Local Services Funding at present as we are still awaiting the costings from Highways, and unable to meet the time scale, but would like to apply in the future. After chance for reconsideration of these drawings Cllr.

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 Signed.....  
**Chairman of the Parish Council**

**Date: 23<sup>rd</sup> May 2018**

		Chillingworth offered to try to arrange a site and round table meeting with WCPC, LHP, EEC Highways and Ringway Jacobs representatives to see if an appropriate design plan can be devised to meet legal highways requirements and those of residents and users of Station Rd.																																	
18/079	ALL MEMBERS	<b>VAS sign in Station Road.</b> The sign has been repaired, but the range of signal needs adjusting, as the sign is not operating fast enough, but operating when vehicles have passed. Clerk to contact Highways. Proposed by Cllr. M. Taylor, seconded by Cllr. K. Brown, all in favour, resolution passed.																																	
18/080	ALL MEMBERS	<b>To review an item in the Village Reporter.</b> Council members decided to respond and send an update regarding the VAS Sign etc, in the Chairman's Report, which will be read out at the Annual Parish Assembly, published on our website in the Annual Parish Assembly minutes, and distributed throughout the Parish via the annual report. Proposed by Cllr. S. Scrase, seconded by Cllr. M. Taylor, all in favour, resolution passed.																																	
18/081	ALL MEMBERS	<b>Parish Public Footpaths Working Group.</b> Working Group due to walk the footpaths in April/May and to revise action plan.																																	
18/082	ALL MEMBERS	<b>Annual Report 2017-2018.</b> Agreed to printing 200 copies at £60.00. Format etc to remain the same as previous years. Proof reading after draft approval. Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown, all in favour, resolution passed.																																	
18/083	ALL MEMBERS	<b>Pedestrian Cat's Eyes in Station Approach.</b> Positive feedback has been received regarding the lights. Still a few issues, which need rectifying, including repair of two malfunctioning lights. Agreed to install an extra 9 lights at a cost of £2,215.32. Clerk to enquire regarding availability of funding contribution from ECC Proposed by Cllr. M. Taylor, seconded by Cllr. A. Hannington, all in favour, resolution passed.																																	
18/084	ALL MEMBERS	<p><b>Financial Matters.</b></p> <p>1) Financial Statement for March (Items to be approved for payment and signed as per payment schedule).</p> <table border="1" data-bbox="555 990 1374 1375"> <thead> <tr> <th></th> <th>CHEQUE No.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td><b>CHEQUES TO APPEAR IN 2017/18 YEAR-END FIGURES AS BUDGETED</b></td> <td></td> <td></td> </tr> <tr> <td>T Mobile for March</td> <td>DD</td> <td>12.74</td> </tr> <tr> <td>A &amp; J Lighting Inv.No. 31504</td> <td>DD</td> <td>55.66</td> </tr> <tr> <td>Diane Jacob (Salary for March)</td> <td>SO</td> <td>277.61</td> </tr> <tr> <td>Essex Pension Fund (for March)</td> <td>SO</td> <td>106.77</td> </tr> <tr> <td>HM Revenue &amp; Customs (For March)</td> <td>101082</td> <td>160.80</td> </tr> <tr> <td>Diane Jacob (expenses for March)</td> <td>101083</td> <td>32.46</td> </tr> <tr> <td>Chappel &amp; Wakes Colne Village Hall</td> <td>101084</td> <td>70.00</td> </tr> <tr> <td>Richard Edwards Inv. No. 33475</td> <td>101085</td> <td>57.60</td> </tr> <tr> <td>The Colne-Stour Countryside Association</td> <td>101086</td> <td>10.00</td> </tr> </tbody> </table> <p>Proposed by Cllr. K. Brown, seconded by Cllr. M. Taylor, all in favour, resolution passed.</p>		CHEQUE No.	TOTAL	<b>CHEQUES TO APPEAR IN 2017/18 YEAR-END FIGURES AS BUDGETED</b>			T Mobile for March	DD	12.74	A & J Lighting Inv.No. 31504	DD	55.66	Diane Jacob (Salary for March)	SO	277.61	Essex Pension Fund (for March)	SO	106.77	HM Revenue & Customs (For March)	101082	160.80	Diane Jacob (expenses for March)	101083	32.46	Chappel & Wakes Colne Village Hall	101084	70.00	Richard Edwards Inv. No. 33475	101085	57.60	The Colne-Stour Countryside Association	101086	10.00
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18/085	ALL MEMBERS	<b>Clerk's Report.</b> Received and noted.																																	
18/086	ALL MEMBERS	<p><b>Council Resolution for Quality Gold Award.</b></p> <p>The Council confirms by resolution at a full Council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:</p> <ol style="list-style-type: none"> <li>1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the Council and its community;</li> <li>2 An annual report, online material and at least four news bulletins a year with evidence of: <ol style="list-style-type: none"> <li>a engaging with diverse groups in the community using a variety of methods;</li> <li>b community engagement leading to positive outcomes for the community;</li> <li>c at least four positive outcomes achieved for the community in the last six months; and a broad range of Council activities including innovative projects;</li> <li>d co-operating constructively with other organisations.</li> </ol> </li> </ol> <p>The Council also confirms by resolution at a full Council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it:</p> <ol style="list-style-type: none"> <li>3 Ensures that the Council delivers value for money;</li> <li>4 Meets its duties in relation to bio-diversity and crime &amp; disorder;</li> </ol>																																	

- 5 Provides leadership in planning for the future of the community;
- 6 Manages the performance of the Council as a corporate body;
- 7 Manages the performance of each individual staff member to achieve its business plan.

The Council also confirms that it meets the criteria for foundation and Quality Gold For Foundation Level.

The council confirms by resolution at a full council meeting that it publishes online:

- 1 Its standing orders and financial regulations;
- 2 Its Code of Conduct and a link to councillors' registers of interests;
- 3 Its publication scheme;
- 4 Its last annual return;
- 5 Transparent information about Council payments;
- 6 A calendar of all meetings including the annual meeting of electors;
- 7 Minutes for at least one year of full Council meetings and (if relevant) all committee and sub-committee meetings;
- 8 Current agendas;
- 9 The budget and precept information for the current or next financial year;
- 10 Its complaints procedure;
- 11 Council contact details and councillor information in line with the Transparency Code;
- 12 Its action plan for the current year;
- 13 Evidence of consulting the community;
- 14 Publicity advertising Council activities;
- 15 Evidence of participating in town and country planning .

The Council also confirms by resolution (which is fully itemised 16 through to 23) at a full council meeting that it has:

- 16 A risk management policy ;
- 17 A register of assets;
- 18 Contracts for all members of staff;
- 19 Up-to-date insurance policies that mitigate risks to public money;
- 20 Disciplinary and grievance procedures;
- 21 A policy for training new staff and councillors;
- 22 A record of all training undertaken by staff and councillors in the last year;
- 23 A clerk who has achieved 12 CPD points in the last year.

For Quality level

The Council confirms by resolution at a full Council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

- 1 Draft minutes of all council and committee meetings within four weeks of the last meeting;
- 2 A Health and Safety policy;
- 3 Its policy on equality;
- 4 Councillor profiles;
- 5 A community engagement policy involving two-way communication between council and community;
- 6 A grant awarding policy;
- 7 Evidence showing how electors contribute to the Annual Parish or Town Meeting;
- 8 An action plan and related budget responding to community engagement and setting out a timetable for action and review;
- 9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins;
- 10 Evidence of helping the community plan for its future.

The Council also confirms by resolution at a full Council meeting that it has:

- 11 a scheme of delegation (where relevant);
- 12 addressed complaints received in the last year;
- 13 at least two-thirds of its councillors who stood for election;
- 14 a printed annual report that is distributed at locations across the community;
- 15 a qualified clerk;
- 16 a clerk employed according to nationally or locally agreed terms and conditions;
- 17 a formal appraisal process for all staff;
- 18 a training policy and record for all staff and councillors.

		Proposed by Cllr. K. Brown, seconded by Cllr. S. Scrase, all in favour, resolution passed.
18/087	ALL MEMBERS	<b>Date of Next Meeting.</b> Annual Parish Assembly 9 <sup>th</sup> May (7.30pm) Parish Council Annual Parish Meeting followed by Parish Council Meeting Wednesday 23 <sup>rd</sup> May 2018 <b>(Note 7.00pm)</b> (Date changed due to holidays)

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Signed.....  
Chairman of the Parish Council

Date: 23<sup>rd</sup> May 2018