

**Minutes of a Co-option Wakes Colne Parish Council Meeting held on  
Friday August 31st 2012 at 7.15 pm in the Wakes Colne Village Hall.**

In the Chair: Cllr. S. Hounslow  
 Present: Cllrs: Cllr. M. Bowden, Cllr. H. Cresswell, Cllr. M. Taylor, Cllr. A. Hannington  
 Acting Clerk: Mr. M. Letch  
 New Clerk: Mrs D. Jacob  
 Also Present: One member of the public

ITEM	PRESENTER	SUBJECT
12/111	CHAIRMAN	<b>WELCOME AND APOLOGIES FOR ABSENCE.</b> No apologies for absence.
12/112	CHAIRMAN	<b>DECLARATION OF INTERESTS.</b> No declarations were made.
12/113	CHAIRMAN	<b>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST.</b> None
12/114	ALL MEMBERS	<b>CO-OPTION FOR VACANCIES TO COUNCIL</b> A brief in depth report was given by Mr Stephen Scrase about himself and his family, and why he would like to be considered for co-option onto the Council. Cllr. M. Taylor expressed her concerns as to why a co-option meeting had been called, she suggested that perhaps it would be better to wait and hear both candidates at the same time and that if Mr Scrase was voted on then he would then be in a position to vote on any other candidate. The Chairman explained that as Mr Scrase will be away on the 12 <sup>th</sup> September The Clerk asked Mr Scrase to sign a declaration of Acceptance of Office form, which he proceeded to do and the Clerk witnessed his signature. A copy of the Code of Conduct was given to Mr Scrase to complete and to be sent to Mr Andrew Weavers the Monitoring Officer at Colchester Borough Council as soon as possible. The Chairman then welcomed Mr Scrase onto the Council.
12/115	CLLR.TAYLOR	<b>REPORT AND DECISION ON POTHOLE SURVEY FOR THE PARISH</b> The pothole survey along with a CD containing photographs was resented to the Chairman, 75 different items were reported. It was agreed that a covering letter, the survey report and the CD of photos should be sent to the Head of the Highways department at Essex County Council by recorded delivery as soon as possible. A copy of which should also be sent to Ward Councillor Peter Chillingworth.  Proposed by Cllr. M. Bowden Seconded by Cllr. A. Hannington All agreed in favour The Chairperson Cllr. S. Hounslow then proceed to thank Cllr. M.Taylor, Cllr. M. Bowden, and Cllr. A. Hannington for all their hard work in putting together these items
12/116	CHAIRMAN	<b>TO CONSIDER ACTIONS TO BE TAKEN ABOUT OVERGROWN PATHS IN COLCHESTER ROAD AND THE STREET.</b> It was agreed that the Clerk should write a letter to the land owner requesting the overgrowth to be cut back as soon as possible.
12/117	ALL MEMBERS	<b>TO ADOPT A POLICY ON COMPLAINTS PROCEDURE</b> A copy of the NALC Legal Topic Note, LTN 9, Handling Complaints was issued for everyone to see. It was proposed that the Council should adopt this policy. Proposed by Cllr. S. Hounslow Seconded by Cllr. M. Bowden All agreed in favour The Clerk was then asked that a copy should be made available on the web-site.

ITEM	PRESENTER	SUBJECT
12/118	ALL MEMBERS	<p><b>PLANNING MATTERS.</b></p> <p>Refusal of Planning Application 120484 Land at Meadow Green Farm Mount Bures Road Wakes Colne.</p> <p>Cllr H. Cresswell explained where the above was to Cllr S. Scrase</p> <p>This item was for information purposes only.</p>
12/119	ALL MEMBERS	<p><b>APPOINTMENT OF INTERNAL AUDITOR</b></p> <p>Mike Letch explained that the Council were now in a position to carry out an internal audit, which would review the finance process and ensure that they were being carried out correctly.</p> <p>Mrs Elaine Bryan was proposed to carry out the internal audit, and that she would supply the council with a report to be signed off at the next meeting. Then the internal audit could then be sent to the External auditors for the Annual audit covering April 2011-March 2012.</p> <p>Proposed by Cllr. S. Hounslow</p> <p>Seconded by Cllr. A. Hannington</p> <p>All agreed in favour that Mrs Elaine Bryan should be appointed the Internal Auditor.</p>
12/120	ALL MEMBERS	<p><b>DATE OF NEXT MEETING</b></p> <p><b>THIS MEETING WAS CLOSED AT 8.30PM</b></p> <p>Next Parish Council Wednesday 12<sup>th</sup> September 2012</p>