



# WAKES COLNE PARISH COUNCIL

***YOUR PARISH COUNCIL WORKING FOR YOUR PARISH***

[www.e-voice.org.uk/wakescolne/](http://www.e-voice.org.uk/wakescolne/)

3<sup>RD</sup> JANUARY 2024

DEAR COUNCILLOR

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING PARISH COUNCIL MEETING, OF WAKES COLNE PARISH COUNCIL TO BE HELD IN THE SMALL COMMITTEE ROOM (AROUND THE BACK OF CHAPPEL & WAKES COLNE VILLAGE HALL), AT **7.15 P.M. ON WEDNESDAY 10<sup>TH</sup> JANUARY 2024** 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

**Please Note that this and all future Wakes Colne Parish Council meetings will be audio recorded in line with Openness of Local Government Regulations, 2014.**

ITEM	PRESENTER	SUBJECT	STATUS
24/001	All Members	<b>On the 7<sup>th</sup> December 2023 an order was made by Colchester City Council under the Section 91(1) of the Local Government Act 1972, following the resignation of four Wakes Colne Parish Councillors.</b> <b>Where there are so many vacancies in the office of Parish Councillor that the Parish Council is no longer able to act Colchester City Council may by order appoint the following persons to fill any vacancies until other councillors are elected to take office. Colchester City Council has appointed Darius Laws, Thomas Rowe and William Sunnucks to act as Members of Wakes Colne Parish Council until an election has been held and to fill such vacancies as shall constitute and re-establish a quorum.</b>	Information
24/002	All Members	<b>To elect a Chairman.</b> Chairman Declaration of Office - to be signed.	Decision
24/003	All Members	<b>To elect a Vice-Chairman.</b> Vice-Chairman Declaration of Office - to be signed.	Decision
24/004	All Members	<b>Welcome &amp; Apologies for Absence.</b> Members are reminded that the LGA1972, s85 states that apologies for absence must be received prior to a meeting.	Decision
24/005	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 2023.	Decision

24/006	All Members	<p><b>Co-option.</b></p> <p><b>Item 1.</b> To consider applicants and to co-opt candidates.</p> <p><b>Item 2.</b> Co-opted candidates to sign acceptance of office.</p> <p><b>Item 3.</b> Consent form to receive the Council Summons and agenda electronically.</p> <p><b>Item 4.</b> Declaration of Interests form to be completed and sent direct to the Monitoring Officer at Colchester City Council within 28 days.</p>	Decision
24/007	All Members	<p><b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b></p> <p>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.</p>	Information
24/008	All Members	<p><b>Ward and County Councillors to address the members if present.</b></p> <p>Ward Councillor, County Councillor.</p>	Information
24/009	All Members	<p><b>Minutes.</b></p> <p><b>Item 1.</b> To confirm receipt of the draft minutes of the Parish Council Meeting held on 1<sup>st</sup> November 2023 (to be signed that the meeting did take place and a set of minutes published for the November Parish Council meeting) – however unable to resolve that the minutes are to be signed as a true and accurate record, as those Cllrs that were present at the November meeting have all resigned.</p> <p><b>Item 2.</b> To confirm that no Wakes Colne Parish Council meeting took place in December 2023 as Wakes Colne Parish Council were not quorate.</p>	Decision
24/010	All Members	<p><b>Planning Matters.</b></p> <p><b>Item 1.</b> Updates.</p> <p><b>Item 2.</b> New Applications.</p> <p><b>Ref:</b> 232839</p> <p><b>Location:</b> Loveney's, Middle Green, Wakes Colne Essex CO6 2B</p> <p><b>Description:</b> Relocation of existing barn with Planning Consent (231780 - October 2023) and alterations to existing floor plans and elevations.</p> <p><b>Ref:</b> 232909</p> <p><b>Location:</b> Fridays Cottage, Lane Road, Wakes Colne Essex CO6 2BP</p> <p><b>Description:</b> The erection of solar panels to west facing garage roof. Supporting application for Listed Building Application 232507</p> <p>To consider any new applications received.</p>	Decision
24/011	All Members	<p><b>Matters Arising from previous minutes.</b></p> <p><b>Item 1.</b> Station Road – acknowledgement received 6<sup>th</sup> May 2021 - no new reference number; update from Cllr Barber. This has been put forward as a priority scheme, awaiting validation still.</p> <p><b>Item 2.</b> Previous minute number 20/195 Item 2. Zebra Crossing – acknowledgement received reference number LCOL193018 - survey carried out, update from Cllr. Barber. The County Council are concerned that moving the crossing and bus stop may make this area more dangerous they are waiting for comments from the bus companies.</p> <p><b>Item 3.</b> Previous minute number 21/074 Flooding near the Post Office – signage funded Cllr Barber - The cabinet has yet to approve the rollover funding for these schemes, while we fully expect them to do so, it has not yet happened.</p> <p><b>Item 4.</b> A1124 overgrowth – update awaiting Highways inspectors report.</p> <p><b>Item 5.</b> VAS Station Road - Previous minute number 23/130 VAS systems. Station Road VAS - update from Cllr Barber on current situation regarding testing and repair/replacement. Awaiting a decision from Highways regarding possible funding for the survey.</p> <p>To consider asking Highways to carry out a speed survey in Station Road at a cost of £350 to establish what the current average speed readings are.</p>	Information

24/012	All Members	<p><b>Precept/Budget 2024/2025.</b></p> <p><b>Item 1.</b> To set the budget for 2024/2025.</p> <p><b>Item 2.</b> To set the precept for 2024/2025.</p>	Decision																																																																					
24/013	All Members	<p><b>Financial Matters.</b></p> <p><b>Item 1.</b> Temporary Parish Councillors to consider to agree and approve - that The Parish Clerk and ex-Parish Councillors that are still bank signatories can continue to sign cheques even though they are no longer Parish Councillors on Wakes Colne Parish Council. This has been advised by The Monitoring Officer at Colchester City Council in an email sent on 14 December 2023 to the Parish Clerk and it is to be minuted and signed, authorisation for audit purposes.</p> <p><b>Item 2.</b> Financial Statement (Items to be approved for payment and signed as per payment schedule).</p> <table border="1" data-bbox="373 651 1342 1554"> <thead> <tr> <th></th> <th>CHEQUE NO.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>EALC (Inv. No. 17092 Cllr Stocker online training)</td> <td>101573</td> <td>20.40</td> </tr> <tr> <td>Essex and South Suffolk Community Rail Partnership (Station Adopters Minute No. 23/206 item 2 grant approved)</td> <td>101574</td> <td>350.00</td> </tr> <tr> <td>JPB Landscapes (Inv. No. 312 Grass cutting for October)</td> <td>101575</td> <td>60.00</td> </tr> <tr> <td>HandyKing (Inv. No. 240 clearing glass from pavement)</td> <td>101576</td> <td>25.00</td> </tr> <tr> <td>EE (Inv. No. V02166290470 mobile phone)</td> <td>DD</td> <td>21.26</td> </tr> <tr> <td>D. Jacob (Salary for December)</td> <td>SO</td> <td>650.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment including back pay for December)</td> <td>101577</td> <td>363.45</td> </tr> <tr> <td>HM Revenue &amp; Customs (For December)</td> <td>101578</td> <td>97.19</td> </tr> <tr> <td>Essex Pension Fund (for December)</td> <td>SO</td> <td>210.00</td> </tr> <tr> <td>Essex Pension Fund (Adjustment for December)</td> <td>101579</td> <td>138.02</td> </tr> <tr> <td>D. Jacob (expenses for November as per receipts)</td> <td>101580</td> <td>35.56</td> </tr> <tr> <td>Chappel &amp; Wakes Colne Village Hall (Inv. 1123 hall hire for 1<sup>st</sup> November Parish Council meeting main hall and 20<sup>th</sup> November small committee room)</td> <td>101581</td> <td>57.00</td> </tr> <tr> <td>HandyKing (Inv No. 243 clearing glass from pavement again)</td> <td>101582</td> <td>25.00</td> </tr> <tr> <td>Richard Edwards Group Ltd (Inv. No. 51921 Payroll services Oct-Dec)</td> <td>101583</td> <td>89.64</td> </tr> <tr> <td>WEL Medical Ltd (Inv.I271252) Battery for Defib</td> <td>101584</td> <td>192.00</td> </tr> <tr> <td>EE Inv. No. V02175799572</td> <td>DD</td> <td>21.26</td> </tr> <tr> <td>D. Jacob (Salary for January 2024)</td> <td>SO</td> <td>650.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment for January)</td> <td>101585</td> <td>63.34</td> </tr> <tr> <td>HM Revenue &amp; Customs (For January)</td> <td>101586</td> <td>6.20</td> </tr> <tr> <td>Essex Pension Fund (for January)</td> <td>SO</td> <td>210.00</td> </tr> <tr> <td>Essex Pension Fund (Adjustment for January)</td> <td>101587</td> <td>20.57</td> </tr> <tr> <td>D. Jacob (Expenses for December)</td> <td>101588</td> <td>21.06</td> </tr> </tbody> </table> <p><b>Item 3.</b> Monthly Budget Statement.</p> <p><b>Item 4.</b> To consider to appoint 3 new bank signatories so as to amend bank mandate.</p> <p><b>Item 5.</b> To consider transferring funds from the Business Reserve account into the current account so that there are enough funds available in the current account to clear cheque payments.</p>		CHEQUE NO.	TOTAL	EALC (Inv. No. 17092 Cllr Stocker online training)	101573	20.40	Essex and South Suffolk Community Rail Partnership (Station Adopters Minute No. 23/206 item 2 grant approved)	101574	350.00	JPB Landscapes (Inv. No. 312 Grass cutting for October)	101575	60.00	HandyKing (Inv. No. 240 clearing glass from pavement)	101576	25.00	EE (Inv. No. V02166290470 mobile phone)	DD	21.26	D. Jacob (Salary for December)	SO	650.00	D. Jacob (Salary adjustment including back pay for December)	101577	363.45	HM Revenue & Customs (For December)	101578	97.19	Essex Pension Fund (for December)	SO	210.00	Essex Pension Fund (Adjustment for December)	101579	138.02	D. Jacob (expenses for November as per receipts)	101580	35.56	Chappel & Wakes Colne Village Hall (Inv. 1123 hall hire for 1 <sup>st</sup> November Parish Council meeting main hall and 20 <sup>th</sup> November small committee room)	101581	57.00	HandyKing (Inv No. 243 clearing glass from pavement again)	101582	25.00	Richard Edwards Group Ltd (Inv. No. 51921 Payroll services Oct-Dec)	101583	89.64	WEL Medical Ltd (Inv.I271252) Battery for Defib	101584	192.00	EE Inv. No. V02175799572	DD	21.26	D. Jacob (Salary for January 2024)	SO	650.00	D. Jacob (Salary adjustment for January)	101585	63.34	HM Revenue & Customs (For January)	101586	6.20	Essex Pension Fund (for January)	SO	210.00	Essex Pension Fund (Adjustment for January)	101587	20.57	D. Jacob (Expenses for December)	101588	21.06	Decision
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24/014	All Members	<p><b>Wakes Colne Parish Council Award Scheme.</b></p> <p>To consider nominations received as closing date was 30<sup>th</sup> November 2023.</p>	Decision																																																																					
24/015	All Members	<p>To receive reports from outside bodies, training courses, representatives on village committees and Parish Council working groups.</p>	Decision																																																																					

<b>24/016</b>	All Members	<b>New Items for next agenda.</b> Please note that no decisions can be lawfully made under this item, LGA 12 10 (2) (b) states that business must be specified therefore the council cannot lawfully raise matters for decision.	Information
<b>24/017</b>	All Members	<b>Date of Next Meeting.</b> Parish Council Meeting 7 <sup>th</sup> February 2024 (7.15pm) in the main Village Hall.	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](mailto:PARISHCLERK@WAKESCOLNE.ORG)