

WAKES COLNE PARISH COUNCIL

YOUR PARISH COUNCIL WORKING FOR YOUR PARISH

www.wakescolne.org

29TH MARCH 2018

DEAR COUNCILLOR

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING PARISH COUNCIL MEETING, OF WAKES COLNE PARISH COUNCIL TO BE HELD AT CHAPPEL & WAKES COLNE VILLAGE HALL, AT 7.15 P.M. ON WEDNESDAY 4TH APRIL 2018 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
18/069	CHAIRMAN	Welcome and Apologies for Absence.	INFORMATION/DECISION
18/070	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 2017.	DECISION
18/071	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
18/072	ALL MEMBERS	Ward and County Councillors to address the members if present. Ward Councillor, County Councillor.	INFORMATION
18/073	ALL MEMBERS	TO CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 7TH MARCH 2018.	DECISION
18/074	ALL MEMBERS	Vacancy on Wakes Colne Parish Council. Item 1/ To consider application and Co-Opt a candidate. Item 2/ Co-opted candidate to sign acceptance of office. Item 3/ Declaration of interest form to be sent direct to Colchester Borough Council and also Clerk to receive a copy.	DECISION
18/075	CLLR.A. HANNINGTON	Planning Matters. Ref: 180659 and 180660 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, TO CONSIDER ANY APPLICATIONS RECEIVED	DECISION
18/076	ALL MEMBERS	Broadband. Update.	INFORMATION/DECISION
18/077	CLLR. S.SCRASE	CALC Meeting. Update.	INFORMATION
18/078	CLLR.M.TAYLOR	Highway Issues. Update.	INFORMATION

18/079	ALL MEMBERS	VAS sign in Station Road. Update.	DECISION																																	
18/080	CLLR. S.SCRASE	To review an item in the Village Reporter. To consider how the Parish Council would like to respond to the comment.	DECISION																																	
18/081	CLLR.K.BROWN	Parish Public Footpaths Working Group. Update.	INFORMATION																																	
18/082	ALL MEMBERS	Annual Report 2017-2018. To consider printing 200 copies at £60.00, if format etc to remain the same as previous years. After draft approval.	DECISION																																	
18/083	CLLR. M.TAYLOR	Pedestrian Cat's Eyes. Update.	INFORMATION																																	
18/084	ALL MEMBERS	<p>Financial Matters.</p> <p>1) Financial Statement for March (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">CHEQUES TO APPEAR IN 2017/18 YEAR-END FIGURES AS BUDGETED</td> </tr> <tr> <td>T Mobile for March</td> <td>DD</td> <td>12.84</td> </tr> <tr> <td>A & 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 & 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 & 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>		CHEQUE NO.	TOTAL	CHEQUES TO APPEAR IN 2017/18 YEAR-END FIGURES AS BUDGETED			T Mobile for March	DD	12.84	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	DECISION
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18/085	CLERK	Clerk's Report.	INFORMATION																																	
18/086	ALL MEMBERS	<p>Council Resolution for Quality Gold Award.</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"> 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 2 An annual report, online material and at least four news bulletins a year with evidence of <ol style="list-style-type: none"> a engaging with diverse groups in the community using a variety of methods b community engagement leading to positive outcomes for the community 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 d co-operating constructively with other organisations <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"> 3 Ensures that the council delivers value for money 4 Meets its duties in relation to bio-diversity and crime & disorder 5 Provides leadership in planning for the future of the community 	DECISION																																	

		<p>6 Manages the performance of the council as a corporate body</p> <p>7 Manages the performance of each individual staff member to achieve its business plan</p> <p>The Council also confirms the criteria for foundation and Quality Gold</p> <p>For Foundation Level</p> <p>The council confirms by resolution at a full council meeting that it publishes online:</p> <ol style="list-style-type: none"> 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 <p>The council also confirms by resolution (which is fully itemised 16 through to 23) at a full council meeting needs to be that it has:</p> <ol style="list-style-type: none"> 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 <p>For Quality level</p> <p>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:</p>	
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		<ol style="list-style-type: none"> 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 <p>The council also confirms by resolution at a full council meeting that it has</p> <ol style="list-style-type: none"> 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 (and deputy) 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 	
18/087	ALL MEMBERS	<p>Date of Next Meeting. Annual Parish Assembly 9th May (7.30pm) Parish Council Annual Parish Meeting followed by Parish Council Meeting Wednesday 23rd May 2018 (Note 7.00pm) (Date changed due to holidays)</p>	INFORMATION

THIS NOTICE WAS ISSUED BY:
MRS DIANE JACOB
CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL
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