

**Minutes of the monthly Wakes Colne Parish Council Meeting held on
Wednesday June 5th 2013 at 7.30pm in the Wakes Colne Village Hall.**

In the Chair: Vice-Chairman Cllr. A. Hannington
 Present: Cllrs: Cllr. M. Taylor, Cllr. M. Bowden, Cllr. K. Brown, Cllr. H. Cresswell, Cllr. S. Scrase
 Clerk: Mrs D. Jacob
 Also Present: Two members of the public

ITEM	PRESENTER	SUBJECT
13/103	VICE-CHAIRMAN	WELCOME AND APOLOGIES FOR ABSENCE. Vice-Chairman welcomed everyone. Apologies received from Cllr. S. Hounslow.
13/104	VICE-CHAIRMAN	DECLARATION OF INTERESTS. A declaration of a Non-Pecuniary Interest was received by Cllr. S. Scrase regarding item 13/114.
13/105	VICE-CHAIRMAN	PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST. A member of the public gave further details on item 13/113 of the agenda.
13/106	VICE-CHAIRMAN	WARD AND COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT. Cllr P. Chillingworth reported that Colchester Borough Council is going to send out housing needs survey for the planning department, to a selection of parishioners. He requested the Clerk to send a copy of the paid invoices to Colchester Borough Council regarding expenditure of the Locality Budget. He also reported that there are going to be a lot of changes regarding planning permission. No permission required to extend a house to the rear by 8mtrs. Semi-detached house by 6mtrs. Schools do not require planning permission. For further information visit www.colchester.gov.uk planning.
13/107	VICE-CHAIRMAN	TO CONFIRM THE MINUTES OF THE ANNUAL MEETING AND THE PARISH COUNCIL MEETING HELD ON 1ST MAY It was proposed by Cllr. H. Cresswell, seconded by Cllr M. Taylor all in favour, that the minutes from the Annual Meeting and the Parish Council meeting held on 1 st May 2013 to be approved, as a correct record and were signed by the Vice-Chairman, resolution passed
13/108	CLLR.M. BOWDEN	STANDING ORDERS Cllr M. Bowden signed standing orders; the Clerk gave Cllr. M. Bowden a copy.
13/109	ALL MEMBERS	TO RE-ELECT PERSONNEL COMMITTEE AND PERSONNEL COMMITTEE CHAIRMAN Vote for the following members to continue, Cllr. A. Hannington, Cllr S. Hounslow with Cllr M. Bowden as Chairman of the Personal Committee, Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown all in favour.
13/110	ALL MEMBERS	TO ADOPT TERMS OF REFERENCE FOR PERSONNEL COMMITTEE Proposed by Cllr. M. Bowden, seconded by Cllr. M. Taylor all in favour resolution passed, to adopt terms of reference for the personnel committee,
13/111	ALL MEMBERS	HOUSING NEEDS WORKING GROUP Cllr K. Brown confirmed a meeting had taken place and that more information was required, proposed by Cllr. A. Hannington, seconded Cllr. H. Cresswell – to find out more information, to be placed on the July agenda.
13/112	ALL MEMBERS	NEIGHBOURHOOD WATCH Proposed by Cllr. M. Bowden, seconded by Cllr. H. Cresswell for the Clerk to find out more information to be placed on the July agenda.
13/113	ALL MEMBERS	Village Fete on 20th July Cllr. Scrase volunteered to organise a display, Cllr. M. Bowden, and Cllr. Taylor would be available to attend on this date. Proposed by Cllr. A. Hannington, seconded by Cllr. K. Brown, all in favour that the Parish Council would like to be involved.
13/114	ALL MEMBERS	Path Maintenance Cllr. S. Scrase left the room. Proposed by Cllr. M. Taylor, seconded by Cllr. M. Bowden, all in favour to accept option 2 of the quotation, for extra maintenance of £15.00 per every other month. Cllr. S. Scrase re-entered the meeting.

1 Signed:.....
 Chairperson of the Parish Council

Date:.....

13/115	CLLR. K. BROWN	<p>Risk Assessment</p> <p>To consider updating and changing the name to the Wakes Colne Parish Council Strategic Risk Register It was considered that this needs to be looked at further, proposed by Cllr. M. Taylor, seconded by Cllr. S. Scrase all in favour, for the Clerk to forward an up to date asset register. Item to be placed on the Agenda for July</p>																														
13/116	CLLR. A. HANNINGTON	<p>Colchester Association of Local Councils</p> <p>Cllr A. Hannington explained that drawings received from Colchester Borough Council are very difficult to read in this new electronic version. Will attend the CALC meeting – with a view to CALC contacting Colchester Borough Council outlining the difficulty of Parish Councils not being able to open and read planning applications in an appropriate manner. Proposed by Cllr. M. Bowden, seconded Cllr K. Brown all in favour that this item needs to be brought to the attention of Colchester Borough Council Planning Department.</p>																														
13/117	CLERK	<p>FINANCIAL MATTERS:</p> <p>FINANCIAL STATEMENT FOR MAY. . Resolved.. PROPOSED BY CLLR. S. SCRASE, SECONDED BY CLLR. H CRESWELL, ALL IN FAVOUR - The following cheques were approved for payment</p> <table border="1"> <thead> <tr> <th></th> <th>CHEQUE NO.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>ESSEX PENSION FUND</td> <td>DD</td> <td>76.55</td> </tr> <tr> <td>T-MOBILE</td> <td>DD</td> <td>12.10</td> </tr> <tr> <td>A & J LIGHTING (ANNUAL MAINTENANCE)</td> <td>DD</td> <td>30.60</td> </tr> <tr> <td>MOW & MEND (FOR APRIL)</td> <td>100691</td> <td>40.00</td> </tr> <tr> <td>HM REVENUE & CUSTOMS (UNDERPAYMENT OF NICs FOR PREVIOUS CLERK 2011-12)</td> <td>100692</td> <td>98.04</td> </tr> <tr> <td>CAME & CO (INSURANCE)</td> <td>100693</td> <td>445.00</td> </tr> <tr> <td>ELAINE BRYAN (INTERNAL AUDITOR)</td> <td>100694</td> <td>100.00</td> </tr> <tr> <td>DIANE JACOB (SALARY FOR MAY)</td> <td>100695</td> <td>450.97</td> </tr> <tr> <td>DIANE JACOB (EXPENSES FOR MAY)</td> <td>100696</td> <td>108.17</td> </tr> </tbody> </table> <p>MONTHLY BUDGET STATEMENT.</p>		CHEQUE NO.	TOTAL	ESSEX PENSION FUND	DD	76.55	T-MOBILE	DD	12.10	A & J LIGHTING (ANNUAL MAINTENANCE)	DD	30.60	MOW & MEND (FOR APRIL)	100691	40.00	HM REVENUE & CUSTOMS (UNDERPAYMENT OF NICs FOR PREVIOUS CLERK 2011-12)	100692	98.04	CAME & CO (INSURANCE)	100693	445.00	ELAINE BRYAN (INTERNAL AUDITOR)	100694	100.00	DIANE JACOB (SALARY FOR MAY)	100695	450.97	DIANE JACOB (EXPENSES FOR MAY)	100696	108.17
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13/118	ALL MEMBERS	<p>INTERNAL AUDITOR REPORT</p> <p>Recommendations were noted.</p>																														
13/119	ALL MEMBERS	<p>Vote to suspend Standing Order 11.</p> <p>Proposed by Cllr. A. Hannington, seconded by Cllr. M. Bowden, all in favour, to suspend standing orders</p>																														
13/120	ALL MEMBERS	<p>To sign off Accounts for 2011-2012</p> <p>Proposed by Cllr. A. Hannington, seconded by Cllr. M. Bowden, all in favour, the accounts were duly signed. Proposed by Cllr. M. Bowden, seconded by Cllr. K. Brown, all in favour to reinstate standing orders</p>																														
13/121	ALL MEMBERS	<p>PLANNING MATTERS</p> <p>Ref No.: 130865</p> <p>Field to West of Sturgeons Farm Parkhurst Green Lane, Wakes Colne Erection of single two unit horse stable (No objection to the above)</p> <p>Ref No.: 130892</p> <p>Wakes Hall Business Centre, Colchester Road, Wakes Colne Colchester CO6 2DY Retrospective changes to site layout from that previously approved under application 100171 (Could not open drawings, change of use or change of layout, very confusing, therefore no comment)</p> <p>Ref No.: 131014</p> <p>Holly Cottage, Boarded Barn Road, Wakes Colne Colchester CO6 2AU Construction of a new timber frame garage building with first floor home office accommodation (Objection, out of scale, very large and not in proportion with the house).</p> <p>Ref No.: 122220</p> <p>Julians Colchester Road, Chappel Letter received as item has gone to appeal we have been invited by Colchester Borough to make new, review, or make any comments (No new comments)</p> <p>Proposed by Cllr. M. Bowden, seconded by Cllr. M. Taylor, all in favour, resolution passed</p>																														
13/122	CLERK	<p>SPEED LIMITS (BURES ROAD) To contact Highways requesting an explanation regarding these new speed limits, also to reconsider the areas to which they apply. Proposed by Cllr M. Bowden, seconded by Cllr A. Hannington all in favour resolution passed. Clerk to contact Highways.</p>																														
13/123	CLLR. M. TAYLOR	<p>LOCAL HIGHWAYS PANEL WORKING GROUP</p> <p>A date had been set for 27th June for the Local Highway Panel to meet but only one representative would be available to attend on this date. Clerk to contact Essex County Council regarding proceedings.</p>																														
13/124	ALL MEMBERS	<p>PUBLIC FOOTPATH EARM</p> <p>A very positive and encouraging letter had been received from Essex County Council. Clerk to contact EARM regarding an update on the situation with their solicitors. Proposed by Cllr. A. Hannington, seconded by Cllr M. Bowden, all in favour.</p>																														
13/125	ALL MEMBERS	<p>Clerks Salary. Proposed by Cllr. S. Scrase, seconded by Cllr. H. Cresswell, all in favour that payment of Clerks Salary for June and July to be signed off at the next meeting (3rd July) as the July Salary will be unable to signed off in August as there is no meeting.</p>																														

13/126	ALL MEMBERS	PUBLIC EXCLUDED FOR PERSONNEL ISSUES
13/127	CLLR M. BOWDEN	PERSONNEL ISSUES Further to a personal Committee meeting it was proposed that the Parish Clerk's salary be revised. The Clerk is at present on SCP 16, she is to be paid on SCP 17 backed dated to 1.2.13 and the SCP 18 backdated to 1.4.13. Proposed by Cllr. M. Bowden, seconded by Cllr. H. Cresswell, all in favour.
13/128	INFORMATION	MEETING CLOSED AT 9.25PM DATE OF NEXT MEETING 3 rd July 2013.