

# WAKES COLNE PARISH COUNCIL

*YOUR PARISH COUNCIL WORKING FOR YOUR PARISH*

[www.wakescolne.org](http://www.wakescolne.org)

7<sup>TH</sup> MAY 2015

DEAR COUNCILLOR

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL MEETING OF WAKES COLNE PARISH COUNCIL TO BE HELD AT WAKES COLNE VILLAGE HALL, IN THE SMALL COMMITTEE ROOM, AT **7.00 P.M. ON WEDNESDAY 13<sup>TH</sup> MAY 2015** 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								
15/097	ALL MEMBERS	TO ELECT THE CHAIRMAN	DECISION								
15/098	CHAIRMAN	CHAIRMAN'S DECLARATION OF OFFICE - To be signed	INFORMATION								
15/099	ALL MEMBERS	TO ELECT THE VICE-CHAIRMAN	DECISION								
15/100	VICE-CHAIRMAN	VICE-CHAIRMAN'S DECLARATION OF OFFICE - To be signed	INFORMATION								
15/101	ALL MEMBERS	DECLARATION OF ACCEPTANCE OF OFFICE TO CONFIRM ALL MEMBERS HAVE SIGNED THE FORM, TO CONFIRM THAT ANY MEMBERS NOT PRESENT AND THEREFORE UNABLE TO, CAN DO SO AT A LATER DATE	DECISION								
15/102	ALL MEMBERS	CHECK MEMBERS REGISTER OF INTERESTS MEMBERS TO REVIEW THEIR DECLARATIONS AND UPDATE WHERE NECESSARY	INFORMATION								
15/103	ALL MEMBERS	BANK MANDATE FORMS ITEM 1. TO AGREE AND CONFIRM THREE SIGNATORIES ITEM 2. TO SIGN BANK MANDATE FORMS IF NECESSARY	DECISION								
15/104	ALL MEMBERS	ITEM 1. TO REVIEW MEMBERSHIP AND AGREE RENEWAL OF THE FOLLOWING BODIES: <table border="1" data-bbox="411 1529 1254 1664"> <tbody> <tr> <td>EALC (ESSEX ASSOCIATION OF LOCAL COUNCILS)</td> <td>125.31</td> </tr> <tr> <td>NALC (NATIONAL ASSOCIATION OF LOCAL COUNCILS)</td> <td>23.68</td> </tr> <tr> <td>CALC (COLCHESTER ASSOCIATION OF LOCAL COUNCILS)</td> <td>35.00</td> </tr> <tr> <td>SLCC (SOCIETY OF LOCAL COUNCIL CLERKS)</td> <td>118.00</td> </tr> </tbody> </table>	EALC (ESSEX ASSOCIATION OF LOCAL COUNCILS)	125.31	NALC (NATIONAL ASSOCIATION OF LOCAL COUNCILS)	23.68	CALC (COLCHESTER ASSOCIATION OF LOCAL COUNCILS)	35.00	SLCC (SOCIETY OF LOCAL COUNCIL CLERKS)	118.00	DECISION
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15/105	ALL MEMBERS	ITEM 2. TO ELECT A REPRESENTATIVE TO ATTEND CALC MEETINGS  TO ADOPT COUNCIL POLICIES <ul style="list-style-type: none"> <li>A. STANDING ORDERS</li> <li>B. FINANCIAL REGULATIONS</li> <li>C. Co-OPTION POLICY</li> <li>D. COMPLAINTS PROCEDURE</li> <li>E. PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS</li> <li>F. FREEDOM OF INFORMATION PUBLICATION SCHEME</li> <li>G. GRANT FUNDING POLICY</li> <li>H. COMMUNITY PLAN</li> <li>I. TRAINING POLICY</li> <li>J. TRAINING RECORD</li> <li>K. CODE OF CONDUCT &amp; NOLAN PRINCIPLES</li> <li>L. RISK ASSESSMENT CLEARANCE OF FOOTPATHS IN WAKES COLNE</li> </ul>	DECISION								

		<p>M. STRATEGIC RISK REGISTER ASSESSMENT</p> <p>N. EQUALITY &amp; DIVERSITY POLICY</p> <p>O. DIGNITY AT WORK/BULLYING AND HARASSMENT POLICY</p> <p>P. ACTION PLAN</p> <p>Q. LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS POLICY STATEMENT</p> <p>R. RISK ASSESSMENT FOR LITTER PICKING WITH WAKES COLNE</p> <p>S. RISK ASSESSMENT RECORD FOR GENERIC PUBLIC RIGHTS OF WAY WITHIN WAKES COLNE</p>	
15/106	ALL MEMBERS	<p><b>GENERAL POWER OF COMPETENCE</b></p> <p>TO REPORT AND ADOPT THE PROPOSAL THAT WAKES COLNE PARISH COUNCIL MEETS THE REQUIREMENTS TO BECOME A PARISH WITH 'GENERAL POWER OF COMPETENCE'.</p>	DECISION
15/107	ALL MEMBERS	<p>TO ELECT PERSONNEL COMMITTEE AND PERSONNEL COMMITTEE CHAIRMAN</p> <p>TO ADOPT TERMS OF REFERENCE FOR PERSONNEL</p>	DECISION
15/108	ALL MEMBERS	<p>REVIEW AND CONFIRM ARRANGEMENTS FOR INSURANCE COVER</p> <p>DISCUSS QUOTATIONS &amp; CONFIRM WHO TO USE</p>	DECISION
15/109	ALL MEMBERS	<p>CONSENT FORM TO RECEIVE THE COUNCIL SUMMONS AND AGENDA ELECTRONICALLY</p> <p>TO CONFIRM ALL MEMBERS HAVE SIGNED THE MODEL CONSENT FORM</p>	INFORMATION
15/110	ALL MEMBERS	<p>VILLAGE HALL REPRESENTATIVE</p> <p>TO ELECT A REPRESENTATIVE TO ATTEND VILLAGE HALL MEETINGS</p>	DECISION
15/111	ALL MEMBERS	<p>MILLENNIUM GREEN REPRESENTATIVE</p> <p>TO ELECT A REPRESENTATIVE TO ATTEND MILLENNIUM GREEN MEETINGS</p>	DECISION
15/112	ALL MEMBERS	ANNUAL MEETING CLOSED	INFORMATION
<h1><u>AGENDA</u></h1>			
<p><b>13<sup>th</sup> MAY 2015 PARISH COUNCIL MEETING COMMENCES</b></p>			
<b>ITEM</b>	<b>PRESENTER</b>	<b>SUBJECT</b>	<b>STATUS</b>
15/113	CHAIRMAN	WELCOME AND APOLOGIES FOR ABSENCE	INFORMATION
15/114	CHAIRMAN	<p><b>DECLARATION OF INTERESTS.</b></p> <p>To receive any discloseable 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 2015.</p>	DECISION
15/115	CHAIRMAN	<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
15/116	CHAIRMAN	<p><b>WARD AND COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT.</b></p> <p>WARD COUNCILLOR</p> <p>COUNTY COUNCILLOR</p>	INFORMATION
15/117	CHAIRMAN	<p>TO CONFIRM THE MINUTES OF THE COUNCIL MEETING HELD ON 1<sup>ST</sup> APRIL 2015</p> <p>TO CONFIRM THE MINUTES OF THE ANNUAL PARISH ASSEMBLY HELD ON 20<sup>TH</sup> APRIL 2015</p> <p>TO CONFIRM THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 1<sup>ST</sup> MAY 2015</p>	DECISION
15/118	ALL MEMBERS	<p>PROPOSED PUBLIC FOOTPATH ADJACENT TO BURES ROAD</p> <p>Update/Village Reporter/Notice Boards</p>	INFORMATION
15/119	ALL MEMBERS	<p><b>ACCOUNTS 2014/15</b></p> <p>Item 1 - Internal Auditors Report</p> <p>Item 2 – Clerk to confirm reclaim for VAT 2014/2015</p> <p>Item 3 - To sign off the accounts for 2014/2015, Chairman &amp; Clerk to sign the Annual Return</p>	DECISION
15/120	ALL MEMBERS	<p><b>PAYROLL SERVICES</b></p> <p>To consider renewing the contract with Richard Edwards regarding Payroll services</p> <p>Chairman to sign contract</p>	DECISION
15/121	ALL MEMBER	<p><b>FLOWER TUBS</b></p> <p><b>MEMORIAL METAL TREE SEAT</b></p> <p><b>FLOWER BULBS</b></p>	DECISION
15/122	CLLR.S. SCRASE	<p><b>BROADBAND</b></p> <p>Update</p>	INFORMATION
15/123	CLLR. K. BROWN	<p><b>PARISH EXISTING FOOTPATHS WORKING GROUP</b></p> <p>Update</p>	INFORMATION

15/124	ALL MEMBERS	<b>SALT BAG SCHEME</b> To consider if Wakes Colne Parish Council would like to take part in this scheme this year	DECISION																																																			
15/125	CLERK	<p><b>FINANCIAL MATTERS:</b></p> <p><b>1) FINANCIAL STATEMENT FOR APRIL.</b> (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"><u>CHEQUES TO APPEAR IN NEW FINANCIAL YEAR 2015/16 FIGURES AS BUDGETED</u></td> </tr> <tr> <td>T-MOBILE</td> <td>DD</td> <td>12.52</td> </tr> <tr> <td>A &amp; J LIGHTING</td> <td>DD</td> <td>55.66</td> </tr> <tr> <td>EALC (SUBSCRIPTIONS FOR EALC AND NALC)</td> <td>100877</td> <td>149.17</td> </tr> <tr> <td>CALC SUBSCRIPTION</td> <td>100878</td> <td>35.00</td> </tr> <tr> <td>SLCC SUBSCRIPTION</td> <td>100879</td> <td>118.00</td> </tr> <tr> <td>INFORMATION COMMISSIONERS OFFICE SUBSCRIPTION</td> <td>100880</td> <td>35.00</td> </tr> <tr> <td>ALL SAINTS CHURCH WAKES COLNE (MINUTE NUMBER 14/179 ITEM 1)</td> <td>100881</td> <td>600.00</td> </tr> <tr> <td>CHAPPEL PARISH COUNCIL (MINUTE NUMBER 14/179 ITEM 2)</td> <td>100882</td> <td>250.00</td> </tr> <tr> <td>CHAPPEL WAKES COLNE &amp; VILLAGE HALL (MINUTE NUMBER 14/207)</td> <td>100883</td> <td>165.00</td> </tr> <tr> <td>MOW &amp; MEND INV 000304</td> <td>100884</td> <td>44.00</td> </tr> <tr> <td>DIANE JACOB (SALARY FOR APRIL)</td> <td>100885</td> <td>404.12</td> </tr> <tr> <td>DIANE JACOB (EXPENSES FOR APRIL)</td> <td>100886</td> <td>16.33</td> </tr> <tr> <td>ESSEX PENSION FUND (FOR APRIL)</td> <td>100887</td> <td>94.93</td> </tr> <tr> <td>CHAPPEL &amp; WAKES COLNE VILLAGE HALL (HALL HIRE INV. 00893 &amp; 0904)</td> <td>100888</td> <td>25.00</td> </tr> <tr> <td>J.C. REDDINGTON (INTERNAL AUDITOR)</td> <td>100889</td> <td>50.00</td> </tr> </tbody> </table> <p>MONTHLY BUDGET STATEMENT.</p>		CHEQUE NO.	TOTAL	<u>CHEQUES TO APPEAR IN NEW FINANCIAL YEAR 2015/16 FIGURES AS BUDGETED</u>			T-MOBILE	DD	12.52	A & J LIGHTING	DD	55.66	EALC (SUBSCRIPTIONS FOR EALC AND NALC)	100877	149.17	CALC SUBSCRIPTION	100878	35.00	SLCC SUBSCRIPTION	100879	118.00	INFORMATION COMMISSIONERS OFFICE SUBSCRIPTION	100880	35.00	ALL SAINTS CHURCH WAKES COLNE (MINUTE NUMBER 14/179 ITEM 1)	100881	600.00	CHAPPEL PARISH COUNCIL (MINUTE NUMBER 14/179 ITEM 2)	100882	250.00	CHAPPEL WAKES COLNE & VILLAGE HALL (MINUTE NUMBER 14/207)	100883	165.00	MOW & MEND INV 000304	100884	44.00	DIANE JACOB (SALARY FOR APRIL)	100885	404.12	DIANE JACOB (EXPENSES FOR APRIL)	100886	16.33	ESSEX PENSION FUND (FOR APRIL)	100887	94.93	CHAPPEL & WAKES COLNE VILLAGE HALL (HALL HIRE INV. 00893 & 0904)	100888	25.00	J.C. REDDINGTON (INTERNAL AUDITOR)	100889	50.00	DECISION
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15/126	ALL MEMBERS	<p><b>PLANNING MATTERS</b></p> <p><b>REF: 150630</b> Chappel And Wakes Colne Station, Station Road, Wakes Colne Colchester CO6 2DS New single storey building containing display rooms for Model Railway Club and Classrooms for EARM. Repositioning of Restoration Shed previously approved under Outline Planning Approval ref: 121780 dated 18th March 2013</p> <p><b>REF: 150882</b> Willow Meade, Lower Green, Wakes Colne Colchester CO6 Variation of condition 2 (approved drawings) of planning permission 111140 to allow double glazing to be installed.</p> <p><b>REF: 150884</b> Willow Meade, Lower Green, Wakes Colne Colchester CO6 2AZ Variation of condition 2 (approved drawings) of planning permission 111141 to allow double glazing to be installed</p> <p>TO CONSIDER ANY OTHER APPLICATIONS RECEIVED</p>	DECISION																																																			
15/127	ALL MEMBERS	<p><b>ANNUAL REPORT FOR 2014-2015</b> To consider, to accept Annual Report for 2014-2015</p>	DECISION																																																			
15/128	ALL MEMBERS	<b>CLERKS REPORT</b>	INFORMATION																																																			
15/129	ALL MEMBERS	<p><b>DATE OF NEXT MEETING</b> <b>WEDNESDAY 3<sup>RD</sup> JUNE 2015</b></p>	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)