

WAKES COLNE PARISH COUNCIL

YOUR PARISH COUNCIL WORKING FOR YOUR PARISH

www.wakescolne.org

17TH MAY 2018

DEAR COUNCILLOR

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL MEETING, FOLLOWED BY PARISH COUNCIL MEETING, OF WAKES COLNE PARISH COUNCIL TO BE HELD AT CHAPPEL & WAKES COLNE VILLAGE HALL, AT **7.00 P.M. ON WEDNESDAY 23RD MAY 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 | | | | | | | | |
|---|---------------|--|--|--------|---|-------|---|-------|--|--------|----------|
| 18/088 | ALL MEMBERS | To elect the Chairman. | DECISION | | | | | | | | |
| 18/089 | CHAIRMAN | Chairman's Declaration of Office - to be signed. | INFORMATION | | | | | | | | |
| 18/090 | ALL MEMBERS | To elect the Vice-Chairman. | DECISION | | | | | | | | |
| 18/091 | VICE-CHAIRMAN | Vice-Chairman's Declaration of Office – to be signed. | INFORMATION | | | | | | | | |
| 18/092 | ALL MEMBERS | Check Members Register of Interests. Members to review their declaration of interests and update (send direct to CBC) where necessary. | INFORMATION | | | | | | | | |
| 18/093 | ALL MEMBERS | Declaration of Acceptance of Office. Confirm all members have signed. | INFORMATION | | | | | | | | |
| 18/094 | ALL MEMBERS | Consent form to receive the Council Summons and agenda electronically. Confirm all members have signed. | INFORMATION | | | | | | | | |
| 18/095 | ALL MEMBERS | Bank Signatories. To confirm three signatories for the Parish Council Bank Accounts. | INFORMATION/ DECISION | | | | | | | | |
| 18/096 | ALL MEMBERS | ITEM 1. To review membership and agree renewal of the following bodies: - <table border="1" data-bbox="384 1559 1225 1693"><tbody><tr><td>EALC (Essex Association of Local Councils)</td><td>129.12</td></tr><tr><td>NALC (National Association of Local Councils)</td><td>28.54</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>115.00</td></tr></tbody></table> ITEM 2. To elect a representative to attend CALC meetings. | EALC (Essex Association of Local Councils) | 129.12 | NALC (National Association of Local Councils) | 28.54 | CALC (Colchester Association of Local Councils) | 35.00 | SLCC (Society of Local Council Clerks) | 115.00 | DECISION |
| EALC (Essex Association of Local Councils) | 129.12 | | | | | | | | | | |
| NALC (National Association of Local Councils) | 28.54 | | | | | | | | | | |
| CALC (Colchester Association of Local Councils) | 35.00 | | | | | | | | | | |
| SLCC (Society of Local Council Clerks) | 115.00 | | | | | | | | | | |

| | | | |
|--------|-------------|---|-------------|
| 18/097 | ALL MEMBERS | <p><u>To adopt Council Documents/Policies.</u></p> <p>Action Plan Business Plan Anti-Fraud and Corruption Policy Biodiversity Code of Conduct Community Emergency Plan Community Engagement Policy Complaints Procedure Co-Option Policy Council as a Corporate Body Crime and Disorder Policy Data Protection Policy Dignity at Work/Bullying and Harassment Policy Equality and Diversity Policy Financial Regulations Freedom of Information Publication Scheme Grant Funding Policy Health and Safety Policy Statement Leadership in Planning for the Future of the Community Local Government Pension Scheme Discretions Policy Public Participation Policy Recording and Use of Social Media Risk Assessment for Clearance of Footpaths In Wakes Colne Risk Assessment for Generic Public Rights of Way In Wakes Colne Risk Assessment for Litter Picking in Wakes Colne Standing Orders Strategic Risk Register Terms of Reference for Personnel Committee Training Policy Training Record Value for Money VDU Workstation Checklist</p> | DECISION |
| 18/098 | ALL MEMBERS | <p>General Power of Competence To confirm and adopt the proposal that Wakes Colne Parish Council meets the requirements to become a Parish Council with 'General Power of Competence'.</p> | DECISION |
| 18/099 | ALL MEMBERS | <p>Personnel Committee. To elect Personnel Committee and Personnel Committee Chairman.</p> | DECISION |
| 18/100 | ALL MEMBERS | <p>Review and confirm arrangements for Insurance Cover 2018. To consider quotes and to agree Insurance cover.</p> | DECISION |
| 18/101 | ALL MEMBERS | <p>Responsible Financial Officer Confirmation of Clerk to act as Responsible Financial Officer to the Council.</p> | DECISION |
| 18/102 | ALL MEMBERS | <p>Millennium Green Representative. To elect a representative to attend Millennium Green Meetings.</p> | DECISION |
| 18/103 | ALL MEMBERS | <p>Working Groups. To confirm working groups. Public Footpaths Working Group Current Members – Kathy Brown, Maggie Bowden, Stephen Scrase, Monica Taylor and 1 member of the public David Green. The LHP Working Group Current Members - Allan Hannington, Monica Taylor and 1 member of the public Aaron Dixey. Planning and Liaison Current Member – Allan Hannington Superfast Broadband Working Group Current Members – Kathy Brown, Allan Hannington and Stephen Scrase</p> | DECISION |
| 18/104 | ALL MEMBERS | <p>Annual Meeting Closed</p> | INFORMATION |

AGENDA

23rd MAY 2017 PARISH COUNCIL MEETING COMMENCES

| ITEM | PRESENTER | SUBJECT | STATUS |
|---------------|-------------|--|-------------|
| 18/105 | CHAIRMAN | Welcome and Apologies for Absence. | INFORMATION |
| 18/106 | 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 2016. | DECISION |
| 18/107 | 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 |
| 18/108 | ALL MEMBERS | Ward and County Councillors to address the members if present. Ward Councillor, County Councillor. | INFORMATION |
| 18/109 | ALL MEMBERS | Item 1 - To CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4TH APRIL 2018. Item 2 - To CONFIRM THE MINUTES OF THE ANNUAL PARISH ASSEMBLY HELD ON 9TH MAY 2018. | DECISION |
| 18/110 | ALL MEMBERS | Accounts 2017/18. Item 1 - Internal Auditors Report. Item 2 – Clerk to confirm reclaim for VAT 2017/2018. Item 3 – Approval of Governance Statements for 2017/2018 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 4 - Approval of Accounting Statements for 2017/2018 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 5 –Year End Bank Reconciliation for 2017/2018 prior to submission to the Audit Commission. Chairman and Clerk to sign Item 6 - To sign off the accounts for 2018/2017, Chairman and Clerk to sign. | DECISION |
| 18/111 | ALL MEMBERS | Planning Matters. Ref: 180830 Willow Meade Lodge, Lower Green, Wakes Colne Colchester CO6 2AZ Single storey side extension and changing windows TO CONSIDER ANY APPLICATIONS RECEIVED | DECISION |

| 18/112 | ALL MEMBERS | <p>Financial Matters.</p> <p>1) Financial Statement for April/May (Items to be approved for payment and signed as per payment schedule).</p> <table border="1" data-bbox="424 136 1295 902"> <thead> <tr> <th></th> <th>CHEQUE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="3"><u>CHEQUES TO APPEAR IN 2018/19 FIGURES AS BUDGETED</u></td> </tr> <tr> <td>T Mobile (For April)</td> <td>DD</td> <td>13.06</td> </tr> <tr> <td>D. Jacob (Salary for April)</td> <td>SO</td> <td>277.61</td> </tr> <tr> <td>Essex Pension Fund (For April)</td> <td>SO</td> <td>106.77</td> </tr> <tr> <td>Difference for April Salary to D. Jacob</td> <td>101087</td> <td>194.29</td> </tr> <tr> <td>Difference for Essex Pension Fund (For April)</td> <td>101088</td> <td>15.04</td> </tr> <tr> <td>HM Revenue & Customs (For April)</td> <td>101089</td> <td>1.00</td> </tr> <tr> <td>Chappel Parish Council (Minute No. 17/189 Item 2)</td> <td>101090</td> <td>350.00</td> </tr> <tr> <td>Chappel & Wakes Colne Village Hall Minute No.18/036</td> <td>101091</td> <td>200.00</td> </tr> <tr> <td>Wakes Colne PCC (All Saints Church) Minute No. 18/014 (Item 1)</td> <td>101092</td> <td>300.00</td> </tr> <tr> <td>Chappel & Wakes Colne Cricket Club (Minute No. 18/014 Item 2)</td> <td>101093</td> <td>300.00</td> </tr> <tr> <td>EALC & NALC (Membership Fee) Inv.No. 9480</td> <td>101094</td> <td>157.66</td> </tr> <tr> <td>SLCC (Membership Fee)</td> <td>101095</td> <td>115.00</td> </tr> <tr> <td>CALC (Colchester Association of Local Councils Membership)</td> <td>101096</td> <td>35.00</td> </tr> <tr> <td>D. Jacob (Expenses for April/May)</td> <td>101097</td> <td>105.92</td> </tr> <tr> <td>T-Mobile (For May)</td> <td>DD</td> <td>13.06</td> </tr> <tr> <td>D. Jacob (Salary for May)</td> <td>SO</td> <td>277.61</td> </tr> <tr> <td>D. Jacob (Difference for May Salary to D. Jacob)</td> <td>101098</td> <td>208.72</td> </tr> <tr> <td>HM Revenue & Customs (For May)</td> <td>101099</td> <td>4.60</td> </tr> <tr> <td>Essex Pension Fund (For May)</td> <td>SO</td> <td>106.77</td> </tr> <tr> <td>Difference for Essex Pension Fund (For May)</td> <td>101100</td> <td>15.99</td> </tr> <tr> <td>J.C. Reddington (Internal Auditor)</td> <td>200001</td> <td>50.00</td> </tr> </tbody> </table> <p>2) Monthly Budget Statement</p> <p>3) Metro Bank</p> <p>Update, after considerable effort to open an account at the Metro Bank, the Parish Council application was rejected, therefore, no account can be opened.</p> | | CHEQUE | TOTAL | <u>CHEQUES TO APPEAR IN 2018/19 FIGURES AS BUDGETED</u> | | | T Mobile (For April) | DD | 13.06 | D. Jacob (Salary for April) | SO | 277.61 | Essex Pension Fund (For April) | SO | 106.77 | Difference for April Salary to D. Jacob | 101087 | 194.29 | Difference for Essex Pension Fund (For April) | 101088 | 15.04 | HM Revenue & Customs (For April) | 101089 | 1.00 | Chappel Parish Council (Minute No. 17/189 Item 2) | 101090 | 350.00 | Chappel & Wakes Colne Village Hall Minute No.18/036 | 101091 | 200.00 | Wakes Colne PCC (All Saints Church) Minute No. 18/014 (Item 1) | 101092 | 300.00 | Chappel & Wakes Colne Cricket Club (Minute No. 18/014 Item 2) | 101093 | 300.00 | EALC & NALC (Membership Fee) Inv.No. 9480 | 101094 | 157.66 | SLCC (Membership Fee) | 101095 | 115.00 | CALC (Colchester Association of Local Councils Membership) | 101096 | 35.00 | D. Jacob (Expenses for April/May) | 101097 | 105.92 | T-Mobile (For May) | DD | 13.06 | D. Jacob (Salary for May) | SO | 277.61 | D. Jacob (Difference for May Salary to D. Jacob) | 101098 | 208.72 | HM Revenue & Customs (For May) | 101099 | 4.60 | Essex Pension Fund (For May) | SO | 106.77 | Difference for Essex Pension Fund (For May) | 101100 | 15.99 | J.C. Reddington (Internal Auditor) | 200001 | 50.00 | DECISION |
|--|-------------|--|-------------|--------|-------|---|--|--|----------------------|----|-------|-----------------------------|----|--------|--------------------------------|----|--------|---|--------|--------|---|--------|-------|----------------------------------|--------|------|---|--------|--------|---|--------|--------|--|--------|--------|---|--------|--------|---|--------|--------|-----------------------|--------|--------|--|--------|-------|-----------------------------------|--------|--------|--------------------|----|-------|---------------------------|----|--------|--|--------|--------|--------------------------------|--------|------|------------------------------|----|--------|---|--------|-------|------------------------------------|--------|-------|----------|
| | CHEQUE | TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>CHEQUES TO APPEAR IN 2018/19 FIGURES AS BUDGETED</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| T Mobile (For April) | DD | 13.06 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Jacob (Salary for April) | SO | 277.61 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Essex Pension Fund (For April) | SO | 106.77 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Difference for April Salary to D. Jacob | 101087 | 194.29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Difference for Essex Pension Fund (For April) | 101088 | 15.04 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HM Revenue & Customs (For April) | 101089 | 1.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chappel Parish Council (Minute No. 17/189 Item 2) | 101090 | 350.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chappel & Wakes Colne Village Hall Minute No.18/036 | 101091 | 200.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wakes Colne PCC (All Saints Church) Minute No. 18/014 (Item 1) | 101092 | 300.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chappel & Wakes Colne Cricket Club (Minute No. 18/014 Item 2) | 101093 | 300.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EALC & NALC (Membership Fee) Inv.No. 9480 | 101094 | 157.66 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SLCC (Membership Fee) | 101095 | 115.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CALC (Colchester Association of Local Councils Membership) | 101096 | 35.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Jacob (Expenses for April/May) | 101097 | 105.92 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| T-Mobile (For May) | DD | 13.06 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Jacob (Salary for May) | SO | 277.61 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Jacob (Difference for May Salary to D. Jacob) | 101098 | 208.72 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HM Revenue & Customs (For May) | 101099 | 4.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Essex Pension Fund (For May) | SO | 106.77 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Difference for Essex Pension Fund (For May) | 101100 | 15.99 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J.C. Reddington (Internal Auditor) | 200001 | 50.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18/113 | ALL MEMBERS | <p>Data Protection Officer.</p> <p>The Government has made an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.</p> | INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18/114 | ALL MEMBERS | <p>Vacancy on Wakes Colne Parish Council.</p> <p>To confirm that a notice has been published. We currently have two vacancies on Wakes Colne Parish Council. If anyone is interested, in joining Wakes Colne Parish Council, please contact the Clerk for an application form.</p> | INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18/115 | CLERK | <p>Clerk's Report.</p> | INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18/116 | ALL MEMBERS | <p>Date of Next Meeting.</p> <p>PARISH COUNCIL MEETING WEDNESDAY 6TH JUNE 2017 (7.15PM)</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