

# WAKES COLNE PARISH COUNCIL

## YOUR PARISH COUNCIL WORKING FOR YOUR PARISH

30<sup>th</sup> April 2020

**DUE TO THE CORONAVIRUS AND GOVERNMENT ADVICE THIS MEETING WILL NOT BE HELD AND COUNCILLORS WILL BE VOTING BY E-MAIL**

**20/089 ON THE AGENDA - THE PRESS AND PUBLIC ARE INVITED TO CONTACT/SEND COMMENTS TO THE PARISH CLERK**

**ANNUAL MEETING, FOLLOWED BY PARISH COUNCIL MEETING, OF WAKES COLNE PARISH COUNCIL ON WEDNESDAY 6<sup>TH</sup> MAY 2020 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.**



DIANE JACOB  
CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

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## AGENDA

Government Regulation 6(c) removes the requirement for a parish council to hold an annual meeting in May 2020

Government Regulation 4 (2) carries the current appointment of Chairman on until the Annual Meeting in May 2021

ITEM	PRESENTER	SUBJECT	STATUS								
20/072	ALL MEMBERS	<b>To elect the Chairman.</b> Carries the current appointment of Chairman onto the Annual Meeting in May 2021.	INFORMATION								
20/073	ALL MEMBERS	<b>To elect the Vice-Chairman.</b> Carries the current appointment of Vice-Chairman onto the Annual Meeting in May 2021.	INFORMATION								
20/074	ALL MEMBERS	<b>Check Members Register of Interests.</b> Councillors/Members to review their declaration of interests and update (send direct to CBC) where necessary.	INFORMATION								
20/075	ALL MEMBERS	<b>Declaration of Acceptance of Office.</b> Confirm all members have signed.	INFORMATION								
20/076	ALL MEMBERS	<b>Consent form to receive the Council Summons and agenda electronically.</b> Confirm all members have signed.	INFORMATION								
20/077	ALL MEMBERS	<b>Bank Signatories.</b> To confirm three signatories for the Parish Council Bank Accounts. We currently have two in place Cllr. S. Scrase and Cllr. K. Brown	INFORMATION/ DECISION								
20/078	ALL MEMBERS	<b>ITEM 1. To review membership and agree renewal of the following bodies: -</b> <table border="1" data-bbox="384 1765 1225 1928"><tbody><tr><td>EALC (Essex Association of Local Councils)</td><td>132.99</td></tr><tr><td>NALC (National Association of Local Councils)</td><td>29.29</td></tr><tr><td>SLCC (Society of Local Council Clerks)</td><td>109.00</td></tr><tr><td>CALC (Colchester Association of Local Councils)</td><td>To be confirmed</td></tr></tbody></table> <b>ITEM 2.</b> To elect a representative to attend CALC meetings.	EALC (Essex Association of Local Councils)	132.99	NALC (National Association of Local Councils)	29.29	SLCC (Society of Local Council Clerks)	109.00	CALC (Colchester Association of Local Councils)	To be confirmed	DECISION
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20/079	ALL MEMBERS	<p><b>To adopt Council Documents/Policies.</b></p> <ol style="list-style-type: none"> <li>1. Action Plan (Due to the Coronavirus situation this item to be discussed when the Council next meets).</li> <li>2. Accessibility Statement</li> <li>3. Anti-Fraud and Corruption Policy</li> <li>4. Business Plan</li> <li>5. Biodiversity</li> <li>6. Code of Conduct</li> <li>7. Community Emergency Plan (Sent to Colchester Borough Council)</li> <li>8. Community Engagement Policy</li> <li>9. Complaints Procedure</li> <li>10. Co-Option Policy</li> <li>11. Council as a Corporate Body</li> <li>12. Crime and Disorder Policy</li> <li>13. Dignity at Work/Bullying and Harassment Policy</li> <li>14. Disciplinary Policy</li> <li>15. Equality and Diversity Policy</li> <li>16. Financial Regulations</li> <li>17. Freedom of Information Publication Scheme</li> <li>18. General Data Protection Policy</li> <li>19. Grant Funding Policy</li> <li>20. Grievance Policy</li> <li>21. Health and Safety Policy Statement</li> <li>22. Leadership in Planning for the Future of the Community</li> <li>23. Local Government Pension Scheme Discretions Policy</li> <li>24. Privacy Statement</li> <li>25. Public Participation Policy</li> <li>26. Recording and Use of Social Media</li> <li>27. Risk Assessment for Clearance of Footpaths in Wakes Colne</li> <li>28. Risk Assessment for Generic Public Rights of Way in Wakes Colne</li> <li>29. Risk Assessment for Litter Picking in Wakes Colne</li> <li>30. Standing Orders</li> <li>31. Strategic Risk Register</li> <li>32. Terms of Reference For Personnel Committee</li> <li>33. Training and Development Policy</li> <li>34. Training Record</li> <li>35. Value for Money</li> <li>36. VDU Workstation Checklist</li> </ol>	DECISION
20/080	ALL MEMBERS	<p><b>General Power of Competence</b> To confirm and adopt the proposal that Wakes Colne Parish Council no longer meets the requirements to become a Parish Council with 'General Power of Competence'.</p>	DECISION
20/081	ALL MEMBERS	<p><b>Personnel Committee.</b> To elect Personnel Committee and Personnel Committee Chairman.</p>	DECISION
20/082	ALL MEMBERS	<p><b>Review and confirm arrangements for Insurance Cover 2020/21.</b> To confirm Insurance cover is in place until 2021.</p>	DECISION
20/083	ALL MEMBERS	<p><b>Responsible Financial Officer</b> Confirmation of Clerk to act as Responsible Financial Officer to the Council.</p>	DECISION
20/084	ALL MEMBERS	<p><b>Millennium Green Representative.</b> To elect a representative to attend Millennium Green Meetings.</p>	DECISION
20/085	ALL MEMBERS	<p><b>Working Groups.</b> <b>To confirm working groups.</b> <b>Public Footpaths Working Group</b> Current Members – Kathy Brown, Stephen Scrase, Monica Taylor and 1 member of the public David Green. <b>The LHP Working Group</b> Current Members - Monica Taylor and 1 member of the public Aaron Dixey. <b>Planning and Liaison</b> Current Member – <b>Superfast Broadband Working Group</b> Current Members – Kathy Brown</p>	DECISION
20/086	ALL MEMBERS	<b>Annual Meeting Closed</b>	INFORMATION

# AGENDA

## 6<sup>th</sup> MAY 2020 PARISH COUNCIL MEETING COMMENCES

ITEM	PRESENTER	SUBJECT	STATUS																																							
20/087	CHAIRMAN	<b>Welcome and Apologies for Absence.</b>	INFORMATION																																							
20/088	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 2020.	DECISION																																							
20/089	ALL MEMBERS	<b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b> 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																																							
20/090	ALL MEMBERS	<b>Ward and County Councillors to address the members if present.</b> Ward Councillor, County Councillor.	INFORMATION																																							
20/091	ALL MEMBERS	<b>Minutes.</b> To confirm the minutes of the Parish Council Meeting held on 1 <sup>st</sup> April 2020.	DECISION																																							
20/092	ALL MEMBERS	<b>Accounts 2019/20.</b> <b>Item 1</b> - Internal Auditors Report. <b>Item 2</b> – Clerk to confirm reclaim for VAT 2019/2020. <b>Item 3</b> – Approval of Annual Governance Statement for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign. <b>Item 4</b> - Approval of Accounting Statements for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign. <b>Item 5</b> – Certificate of Exemption - To confirm that Wakes Colne Parish Council have certified themselves as exempt as the gross income or gross expenditure did not exceed £25,000 in the year ended 31 March 2020. <b>Item 6</b> –Year End Bank Reconciliation for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign <b>Item 7</b> - To sign off the accounts for 2019/2020, Chairman and Clerk to sign. <b>Item 8</b> – To confirm the notice of public rights and publications of annual governance and accountability return has been displayed.	DECISION																																							
20/093	ALL MEMBERS	<b>Dedicated e-mail address.</b> To consider quote received to provide dedicated e-mail address and website for Councillors.	DECISION																																							
20/094	ALL MEMBERS	<b>Planning Matters.</b> Ref: 200725 Sturgeons Farm, Middle Green, Wakes Colne Colchester CO6 2BN Proposed change of use from storage building to A1 usage TO CONSIDER ANY APPLICATIONS RECEIVED	DECISION																																							
20/095	ALL MEMBERS	<b>Financial Matters.</b> <b>1)</b> Financial Statement for April (Items to be approved for payment and signed as per payment schedule). <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: center;">CHEQUE</th> <th style="text-align: center;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>EE (For April)</td> <td style="text-align: center;">DD</td> <td style="text-align: right;">13.45</td> </tr> <tr> <td>D. Jacob (Salary for April)</td> <td style="text-align: center;">SO</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>Essex Pension Fund (For April)</td> <td style="text-align: center;">SO</td> <td style="text-align: right;">140.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment for April)</td> <td style="text-align: center;">101212</td> <td style="text-align: right;">16.26</td> </tr> <tr> <td>Essex Pension Fund (Adjustment for April)</td> <td style="text-align: center;">101204</td> <td style="text-align: right;">13.21</td> </tr> <tr> <td>HM Revenue &amp; Customs (For April)</td> <td style="text-align: center;">101203</td> <td style="text-align: right;">1.80</td> </tr> <tr> <td>SLCC (Membership Fee)</td> <td style="text-align: center;">101201</td> <td style="text-align: right;">109.00</td> </tr> <tr> <td>Information Commissioner Officer (Data Protection fee)</td> <td style="text-align: center;">SO</td> <td style="text-align: right;">40.00</td> </tr> <tr> <td>Came &amp; Company (Insurance)</td> <td style="text-align: center;">101209</td> <td style="text-align: right;">344.47</td> </tr> <tr> <td>JPB Landscapes Ltd (Inv.Nos. 1021 and 1023)</td> <td style="text-align: center;">101210</td> <td style="text-align: right;">120.00</td> </tr> <tr> <td>J.C. Reddington (Internal Auditor)</td> <td style="text-align: center;">101213</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>D. Jacob (Expenses for April)</td> <td style="text-align: center;">101214</td> <td style="text-align: right;">30.31</td> </tr> </tbody> </table> <b>(2) Monthly Budget Statement</b>		CHEQUE	TOTAL	EE (For April)	DD	13.45	D. Jacob (Salary for April)	SO	500.00	Essex Pension Fund (For April)	SO	140.00	D. Jacob (Salary adjustment for April)	101212	16.26	Essex Pension Fund (Adjustment for April)	101204	13.21	HM Revenue & Customs (For April)	101203	1.80	SLCC (Membership Fee)	101201	109.00	Information Commissioner Officer (Data Protection fee)	SO	40.00	Came & Company (Insurance)	101209	344.47	JPB Landscapes Ltd (Inv.Nos. 1021 and 1023)	101210	120.00	J.C. Reddington (Internal Auditor)	101213	50.00	D. Jacob (Expenses for April)	101214	30.31	DECISION
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20/096	CLERK	<b>Clerk's Report.</b>	INFORMATION																																							
20/097	ALL MEMBERS	<b>Date of Next Meeting.</b> <b>PARISH COUNCIL MEETING WEDNESDAY 3<sup>RD</sup> JUNE 2020 (7.15PM) (To be confirmed)</b>	INFORMATION																																							

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