



WAKES COLNE PARISH COUNCIL

YOUR PARISH COUNCIL WORKING FOR YOUR PARISH

www.e-voice.org.uk/wakescolne/

27TH APRIL 2022

DEAR COUNCILLOR

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL PARISH COUNCIL MEETING FOLLOWED BY 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 MAY 2022** FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.

(Subject to all Covid 19 restrictions at the time).

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.

DIANE JACOB
CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
22/083	ALL MEMBERS	To elect the Chairman. To elect a Chairman. Chairman's Declaration of Office - to be signed.	DECISION
22/084	ALL MEMBERS	To elect the Vice-Chairman. To elect a Vice-Chairman Vice-Chairman's Declaration of Office - to be signed.	DECISION
22/085	ALL MEMBERS	Check Members' Register of Interests. Councillors/Members to review their declaration of interests and update (send direct to CBC) where necessary.	INFORMATION
22/086	ALL MEMBERS	Declaration of Acceptance of Office. Confirm all members have signed.	INFORMATION
22/087	ALL MEMBERS	Consent form to receive the Council Summons and agenda electronically. Confirm all members have signed.	INFORMATION
22/088	ALL MEMBERS	Bank Signatories. To confirm signatories for the Parish Council Bank Accounts. We currently have in place Cllr. Fisher, Cllr Taylor, Cllr Wasteney and Cllr Mead.	INFORMATION/ DECISION
22/089	ALL MEMBERS	ITEM 1. To review membership and agree renewal of the following bodies: - EALC (Essex Association of Local Councils) NALC (National Association of Local Councils) SLCC (Society of Local Council Clerks) CALC (Colchester Association of Local Councils) The Colne-Stour Countryside Association ITEM 2. To elect a representative to attend CALC meetings.	DECISION
22/090	ALL MEMBERS	To re-adopt Council Documents/Policies. 1. Action Plan 2. Accessibility Statement 3. Anti-Fraud and Corruption Policy 4. Business Plan	DECISION

		<ul style="list-style-type: none"> 5. Biodiversity 6. Code of Conduct 7. Community Emergency Plan (Sent to Colchester Borough Council) 8. Community Engagement Policy 9. Complaints Procedure 10. Co-Option Policy 11. Council as a Corporate Body 12. Crime and Disorder Policy 13. Dignity at Work/Bullying and Harassment Policy 14. Disciplinary Policy 15. Equality and Diversity Policy 16. Financial Regulations 17. Freedom of Information Publication Scheme 18. General Data Protection Policy 19. Grant Funding Policy 20. Grievance Policy 21. Health and Safety Policy Statement 22. Leadership in Planning for the Future of the Community 23. Local Government Pension Scheme Discretions Policy 24. Privacy Statement 25. Public Participation Policy 26. Publication Scheme 27. Recording and Use of social media 28. Risk Assessment for Clearance of Footpaths in Wakes Colne 29. Risk Assessment for Generic Public Rights of Way in Wakes Colne 30. Risk Assessment for Litter Picking in Wakes Colne 31. Risk Assessment for Spring Bulb Planting 32. Standing Orders 33. Strategic Risk Register 34. Terms of Reference for Personnel Committee 35. Training and Development Policy 36. Training Record 37. Value for Money 38. VDU Workstation Checklist 	
22/091	ALL MEMBERS	<p>General Power of Competence 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
22/092	ALL MEMBERS	<p>Personnel Committee. To elect Personnel Committee and Personnel Committee Chairman. To confirm members – Cllr. Fisher (Chairman), Cllr. Latache, and Cllr. Wastenev</p>	DECISION
22/093	ALL MEMBERS	<p>Review and confirm arrangements for Insurance Cover 2022/23. To confirm Insurance cover is in place from BHIB Ltd (Aviva) 3-year long-term cover see previous minute number 21/093.</p>	DECISION
22/094	ALL MEMBERS	<p>Responsible Financial Officer Confirmation of the Parish Clerk to act as Responsible Financial Officer to the Council.</p>	DECISION
22/095	ALL MEMBERS	<p>Roles & Responsibilities. Public Footpaths Working Group. Members – Cllr. Fisher, Cllr. Taylor, Kathy Brown and David Green The LHP (Local Highway Panel) Working Group. Members – Cllr. Taylor Planning and Liaison representative. Member – Cllr. Mead Millennium Green Trust representative. Member – Cllr. Wastenev CALC (Colchester Association of Local Councils) representative. Member – Cllr. Coney Telephone Book Exchange. Member – Cllr. Wastenev, Kathy Brown and Cllr. Latache</p>	DECISION

		Defibrillator Quarterly Inspection. Member – Cllr. Wastenev and Cllr. Fisher Floor Barrier Team Coordinator. Member – Cllr. Mead	
22/096	ALL MEMBERS	Annual Meeting Closed	INFORMATION
		<u>AGENDA</u>	
		4th MAY 2022 PARISH COUNCIL MEETING COMMENCES	
ITEM	PRESENTER	SUBJECT	STATUS
22/097	CHAIRMAN	Welcome and Apologies for Absence. Members are reminded that the LGA1972, s85 states that apologies for absence must be received prior to a meeting.	INFORMATION
22/098	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 2021.	DECISION
22/099	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
22/100	ALL MEMBERS	Ward and County Councillors to address the members if present. Ward Councillor, County Councillor.	INFORMATION
22/101	ALL MEMBERS	Minutes. To confirm the minutes of the Parish Council Meeting held on 6 th April 2022.	DECISION
22/102	ALL MEMBERS	Accounts 2021/22. Item 1 - Internal Auditor's Report. Item 2 – Clerk to confirm reclaim for VAT 2021/2022. Item 3 – Approval of Annual Governance Statement for 2021/2022 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 4 - Approval of Accounting Statements for 2021/2022 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 5 – 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 2022. Item 6 –Year End Bank Reconciliation for 2021/2022 prior to submission to the Audit Commission. Chairman and Clerk to sign Item 7 - To sign off the accounts for 2021/2022, Chairman and Clerk to sign. Item 8 – To confirm the notice of public rights and publications of annual governance and accountability return will be displayed.	DECISION
22/103	ALL MEMBERS	Planning Matters. Ref: 220919 Location: Little Loveney Hall, Upper Green, Wakes Colne, Colchester CO6 2BH Description: Erection of 2-bay cart lodge attached to existing outbuilding TO CONSIDER ANY APPLICATIONS RECEIVED	DECISION
22/104	ALL MEMBERS	Matters Arising from previous minutes. Item 1. Previous minute number 21/105 Solar Cats Eyes at Station Approach – fully funded and works commencement date 4 th March - update. Item 2. Previous minute number 21/074 Flooding near the Post Office – update by Cllr Barber regarding signage this has been given approval as a scheme by LHP but they are waiting funding for it and permission/licence.	DECISION
22/105	ALL MEMBERS	Highways. Item 1. Lane Road - Signs Narrow Road – LHP Proposal sent 11.03.21. Ref: LCOL202027 this has been given approval as a scheme by LHP but they are awaiting funding for it. Item 2. Station Road – acknowledgement received 6 th May 2021 - no new reference number; public meeting to be held about road safety for Station Road, A1124 and the crossroads on 9 th March at the Village Hall, 7pm. Information and update.	DECISION

		<p>Item 3. Previous minute number 20/195 Item 2. Zebra Crossing – acknowledgement received reference number LCOL193018 - survey carried out, see item 2.</p> <p>Item 4. Previous Minute No. 21/163 item 4 Vehicle Activated Sign – Static VAS near village hall – application for permission/licence requested – update.</p> <p>Item 5. Previous minute Number 21/173 Planter’s application for permission/licence received, planters, ordered – update on installation and planting proposed 10th May.</p>																																																										
22/106	ALL MEMBERS	<p>Footpaths. Report and update by Cllr Fisher.</p>	INFORMATION																																																									
22/107	ALL MEMBERS	<p>Queens Platinum Jubilee. To consider a request from Chappel Parish Council for £75.00 towards the costs of putting on an event at the EARM.</p>	DECISION																																																									
22/108	ALL MEMBERS	<p>Financial Matters.</p> <p>1) Financial Statement for May (Items to be approved for payment and signed as per payment schedule).</p> <table border="1"> <thead> <tr> <th></th> <th>CHEQUE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>EALC (Membership Fee Inv. 15457)</td> <td>101387</td> <td>170.83</td> </tr> <tr> <td>SLCC (Membership Fee)</td> <td>101388</td> <td>171.00</td> </tr> <tr> <td>The Colne-Stour Countryside Association (Membership)</td> <td>101389</td> <td>10.00</td> </tr> <tr> <td>Mrs J Stobart (Internal audit)</td> <td>101390</td> <td>195.00</td> </tr> <tr> <td>Chappel Parish Council Minute No. 21/183 item 3 (Grant for playground equipment maintenance)</td> <td>101391</td> <td>500.00</td> </tr> <tr> <td>Chappel & Wakes Colne Station Adopters Group (Minute No. 21/183 item 4 Grant for noticeboard)</td> <td>101392</td> <td>350.00</td> </tr> <tr> <td>Amberol Limited (Inv.No. 21620) Planters</td> <td>101393</td> <td>936.12</td> </tr> <tr> <td>Information Commissioners Office (Data Protection Renewal)</td> <td>DD</td> <td>35.00</td> </tr> <tr> <td>JPB Landscapes (Inv. No. 1338)</td> <td>101394</td> <td>60.00</td> </tr> <tr> <td>EE Inv. No. V01980150983 (for calls made in March)</td> <td>DD</td> <td>22.88</td> </tr> <tr> <td>Cllr Taylor (reimbursement for dismantling planters)</td> <td>101395</td> <td>20.00</td> </tr> <tr> <td>D. Jacob (Salary for May)</td> <td>SO</td> <td>500.00</td> </tr> <tr> <td>Essex Pension Fund (For May)</td> <td>SO</td> <td>140.00</td> </tr> <tr> <td>Essex Pension Fund (For May)</td> <td>101396</td> <td>58.45</td> </tr> <tr> <td>HM Revenue & Customs (For May)</td> <td>101397</td> <td>4.00</td> </tr> <tr> <td>Essex Pension Fund (Adjustment for May)</td> <td>101398</td> <td>30.46</td> </tr> <tr> <td>D. Jacob (Expenses for April)</td> <td>101399</td> <td>85.07</td> </tr> <tr> <td>BHIB Ltd Insurance</td> <td>101400</td> <td>485.80</td> </tr> </tbody> </table> <p>To note. The grant to Chappel & Wakes Colne Cricket Club (previous minute number 21/183 item 2) requesting £115.20 for defibrillator annual maintenance and £415.00 for an external cabinet (previous minute number 22/030 item 4) will not be issued as the equipment has not yet been purchased, still awaiting a copy of the purchase order.</p> <p>(2) Monthly Budget Statement</p>		CHEQUE	TOTAL	EALC (Membership Fee Inv. 15457)	101387	170.83	SLCC (Membership Fee)	101388	171.00	The Colne-Stour Countryside Association (Membership)	101389	10.00	Mrs J Stobart (Internal audit)	101390	195.00	Chappel Parish Council Minute No. 21/183 item 3 (Grant for playground equipment maintenance)	101391	500.00	Chappel & Wakes Colne Station Adopters Group (Minute No. 21/183 item 4 Grant for noticeboard)	101392	350.00	Amberol Limited (Inv.No. 21620) Planters	101393	936.12	Information Commissioners Office (Data Protection Renewal)	DD	35.00	JPB Landscapes (Inv. No. 1338)	101394	60.00	EE Inv. No. V01980150983 (for calls made in March)	DD	22.88	Cllr Taylor (reimbursement for dismantling planters)	101395	20.00	D. Jacob (Salary for May)	SO	500.00	Essex Pension Fund (For May)	SO	140.00	Essex Pension Fund (For May)	101396	58.45	HM Revenue & Customs (For May)	101397	4.00	Essex Pension Fund (Adjustment for May)	101398	30.46	D. Jacob (Expenses for April)	101399	85.07	BHIB Ltd Insurance	101400	485.80	DECISION
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22/109	CLERK	Clerk’s Report.	INFORMATION																																																									
22/110	ALL MEMBERS	<p>Date of Next Meeting. Annual Parish Assembly 23rd May 2022 (7.30pm) Parish Council Meeting 1st June 2022 (7.15pm)</p>	INFORMATION																																																									