



WAKES COLNE PARISH COUNCIL

YOUR PARISH COUNCIL WORKING FOR YOUR PARISH

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

3RD MAY 2023

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 10TH MAY 2023** 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
23/082	ALL MEMBERS	To elect the Chairman. To elect a Chairman. Chairman's Declaration of Office - to be signed.	DECISION
23/083	ALL MEMBERS	To elect the Vice-Chairman. To elect a Vice-Chairman Vice-Chairman's Declaration of Office - to be signed.	DECISION
23/084	ALL MEMBERS	Co-option. Item 1. To consider applicants and to co-opt candidates. Item 2. Co-opted candidates to sign acceptance of office. Item 3. Consent form to receive the Council Summons and agenda electronically. Item 4. Declaration of Interests form to be completed and sent direct to Colchester City Council within 28 days.	DECISION
23/085	ALL MEMBERS	Check Members' Register of Interests. Councillors/Members to review their declaration of interests and update (send direct to Colchester City Council) where necessary.	INFORMATION
23/086	ALL MEMBERS	Declaration of Acceptance of Office. Confirm all members have signed.	INFORMATION
23/087	ALL MEMBERS	Consent form to receive the Council Summons and agenda electronically. Confirm all members have signed.	INFORMATION
23/088	ALL MEMBERS	Bank Signatories. To confirm signatories for the Parish Council Bank Accounts. We currently have in place Cllr. Fisher, Cllr Wasteney (two others required)	DECISION
23/089	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
23/090	ALL MEMBERS	To re-adopt Council Documents/Policies. 1. Action Plan	DECISION

		<ul style="list-style-type: none"> 2. Accessibility Statement 3. Anti-Fraud and Corruption Policy 4. Business Plan 5. Biodiversity 6. Code of Conduct 7. Community Emergency Plan (Sent to Colchester City 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. Facebook Policy 17. Financial Regulations 18. Freedom of Information Publication Scheme 19. General Data Protection Policy 20. Grant Funding Policy 21. Grievance Policy 22. Health and Safety Policy Statement 23. Leadership in Planning for the Future of the Community 24. Local Government Pension Scheme Discretions Policy 25. Privacy Statement 26. Public Participation Policy 27. Publication Scheme 28. Recording and Use of social media 29. Risk Assessment for Clearance of Footpaths in Wakes Colne 30. Risk Assessment for Generic Public Rights of Way in Wakes Colne 31. Risk Assessment for Litter Picking in Wakes Colne 32. Risk Assessment for Spring Bulb Planting 33. Standing Orders 34. Strategic Risk Register 35. Terms of Reference for Personnel Committee 36. Training and Development Policy 37. Training Record 38. Value for Money 39. VDU Workstation Checklist 	
23/091	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
23/092	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
23/093	ALL MEMBERS	<p>Review and confirm arrangements for Insurance Cover 2023/24. To confirm Insurance cover is in place from BHIB Ltd (Aviva) 3-year long-term cover.</p>	DECISION
23/094	ALL MEMBERS	<p>Responsible Financial Officer Confirmation of the Parish Clerk to act as Responsible Financial Officer to the Council.</p>	DECISION
23/095	ALL MEMBERS	<p>Roles & Responsibilities. Public Footpaths Working Group. Members – Cllr. Fisher, Monica Taylor, Kathy Brown and David Green The LHP (Local Highway Panel) Working Group. Members – Cllr. Taylor Planning and Liaison representative. Member – Millennium Green Trust representative. Member – Cllr. Wastenev Village Hall representative. Member -</p>	DECISION

		<p>CALC (Colchester Association of Local Councils) representative. Member –</p> <p>Telephone Book Exchange. Member – Cllr. Wastenev, Cllr. Latache</p> <p>Defibrillator Quarterly Inspection. Member – Cllr. Wastenev and Cllr. Fisher</p> <p>Flood Barrier Team Coordinator. Member –</p> <p>VAS Regular Inspection. Members -</p> <p>Oral History Project. Members – Monica Taylor, Kath Beck, Kathy Brown, Maggi Bowden, Val Sawyer</p> <p>Planters. Members – Monica Taylor, Kath Beck</p> <p>Plant & Seed Swap. Members –</p>	
23/096	ALL MEMBERS	Annual Meeting Closed	INFORMATION
<u>AGENDA</u>			
10th MAY 2023 PARISH COUNCIL MEETING COMMENCES			
ITEM	PRESENTER	SUBJECT	STATUS
23/097	CHAIRMAN	<p>Welcome and Apologies for Absence. Members are reminded that the LGA1972, s85 states that apologies for absence must be received prior to a meeting.</p>	INFORMATION
23/098	ALL MEMBERS	<p>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 2023.</p>	DECISION
23/099	ALL MEMBERS	<p>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.</p>	INFORMATION
23/100	ALL MEMBERS	<p>Ward and County Councillors to address the members if present. Ward Councillor, County Councillor.</p>	INFORMATION
23/101	ALL MEMBERS	<p>Minutes. Item 1. To confirm the draft minutes of the Parish Council Meeting held on 5th April 2023. Item 2. To confirm the draft minutes of the Annual Parish Assembly held on 26th April 2023.</p>	DECISION
23/102	ALL MEMBERS	<p>Accounts 2022/23. Item 1. To confirm receipt and accept the Internal Auditors Report. Item 2. To confirm reclaim for VAT 2022/2023. Item 3 - To sign off the accounts for 2022/2023. Chairman and Clerk to sign. Item 4 – 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 2023. Item 5. Approval of Governance Statement for 2022/2023 prior to submission to the Audit Commission.</p> <ol style="list-style-type: none"> 1. We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements. 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. 4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations. 	DECISION

		<p>5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p> <p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p> <p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p> <p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have financial impact on this authority and, where appropriate, have included them in the accounting statements. Chairman and Clerk to sign.</p> <p>Item 6. Approval of Accounting Statements for 2022/2023 prior to submission to the Audit commission. Chairman and RFO to sign.</p> <p>Item 7. Year End Bank Reconciliation for 2022/2023 prior to submission to the Audit Commission. Chairman and Clerk to sign.</p> <p>Item 8. To confirm the notice of public rights and publication of annual governance and accountability return will be displayed between 5th June 2023 and 14th July 2023.</p>																																																							
23/103	ALL MEMBERS	<p>Planning Matters.</p> <p>TO CONSIDER ANY NEW APPLICATIONS RECEIVED</p>	DECISION																																																						
23/104	ALL MEMBERS	<p>Matters Arising from previous minutes.</p> <p>Item 1. Previous minute number 21/105 Solar Cats Eyes at Station Approach - update.</p> <p>Item 2. Previous Minute No. 23/034 Solar Light near wooden bus shelter (Village Hall side). To consider options: pay £80.00 a year for a new Sim card for the existing light; purchase of a new light at a cost of £1,000.00 plus £80.00 per year for Sim Card; await availability of new non- sim card light later in 2023. Update.</p>	DECISION																																																						
23/105	ALL MEMBERS	<p>Highways.</p> <p>Item 1. Flood Signs Previous minute number 21/074 Flooding near the Post Office – signage funded awaiting further information.</p> <p>Item 2. Station Road – acknowledgement received 6th May 2021 - no new reference number; public meeting to be held about road safety for Station Road, A1124 and the crossroads on 9th March at the Village Hall, 7pm. Information and update.</p> <p>Item 3. Previous minute number 20/195 Item 2. Zebra Crossing – acknowledgement received reference number LCOL193018 - survey carried out, see item 2.</p>	DECISION																																																						
23/106	ALL MEMBERS	<p>Asset Register 2023.</p> <p>To consider and confirm the asset register for 2023.</p>	DECISION																																																						
23/107	ALL MEMBERS	<p>HGV restrictions/ Vernon’s Road - LCOL232002.</p> <p>To discuss an application for HGV signs in Vernon’s Road and a suitable location.</p>	DECISION																																																						
23/108	ALL MEMBERS	<p>Footpaths.</p> <p>Report and update by Cllr Fisher.</p>	INFORMATION																																																						
23/109	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 (EALC & NALC Membership Fee Inv. 16493)</td> <td>101501</td> <td>176.31</td> </tr> <tr> <td>SLCC (Membership Fee)</td> <td>101502</td> <td>177.00</td> </tr> <tr> <td>Mrs J Stobart (Internal audit)</td> <td>101503</td> <td>210.00</td> </tr> <tr> <td>Chappel Parish Council Minute No. 22/187 (Grant for playground equipment maintenance)</td> <td>101504</td> <td>500.00</td> </tr> <tr> <td>Information Commissioners Office (Data Protection Renewal)</td> <td>DD</td> <td>35.00</td> </tr> <tr> <td>EE Inv. No. V02096949711 (for calls made in April)</td> <td>DD</td> <td>18.47</td> </tr> <tr> <td>BHIB Ltd Insurance (Inv. No. LCO02018)</td> <td>101505</td> <td>523.02</td> </tr> <tr> <td>JPB Landscapes (Inv. No. 1473)</td> <td>101506</td> <td>60.00</td> </tr> <tr> <td>AGA Print Ltd (Inv. 3374395 - printing footpath walks booklets minute no. 23/074)</td> <td>101507</td> <td>532.66</td> </tr> <tr> <td>B & M Pint Ltd (Inv. 58537 printing annual report)</td> <td>105108</td> <td>98.00</td> </tr> <tr> <td>Mrs Katherine Beck (reimbursement for refreshments for the Annual Parish Assembly)</td> <td>101509</td> <td>20.00</td> </tr> <tr> <td>D. Jacob (Salary for May)</td> <td>SO</td> <td>650.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment) (For May)</td> <td>101510</td> <td>22.33</td> </tr> <tr> <td>Essex Pension Fund (For May)</td> <td>SO</td> <td>210.00</td> </tr> <tr> <td>Essex Pension Fund (Adjustment for April)</td> <td>101511</td> <td>5.89</td> </tr> <tr> <td>Essex Pension Fund (Adjustment for May)</td> <td>101512</td> <td>5.89</td> </tr> <tr> <td>HM Revenue & Customs (For May)</td> <td>101513</td> <td>2.40</td> </tr> </tbody> </table>		CHEQUE	TOTAL	EALC (EALC & NALC Membership Fee Inv. 16493)	101501	176.31	SLCC (Membership Fee)	101502	177.00	Mrs J Stobart (Internal audit)	101503	210.00	Chappel Parish Council Minute No. 22/187 (Grant for playground equipment maintenance)	101504	500.00	Information Commissioners Office (Data Protection Renewal)	DD	35.00	EE Inv. No. V02096949711 (for calls made in April)	DD	18.47	BHIB Ltd Insurance (Inv. No. LCO02018)	101505	523.02	JPB Landscapes (Inv. No. 1473)	101506	60.00	AGA Print Ltd (Inv. 3374395 - printing footpath walks booklets minute no. 23/074)	101507	532.66	B & M Pint Ltd (Inv. 58537 printing annual report)	105108	98.00	Mrs Katherine Beck (reimbursement for refreshments for the Annual Parish Assembly)	101509	20.00	D. Jacob (Salary for May)	SO	650.00	D. Jacob (Salary adjustment) (For May)	101510	22.33	Essex Pension Fund (For May)	SO	210.00	Essex Pension Fund (Adjustment for April)	101511	5.89	Essex Pension Fund (Adjustment for May)	101512	5.89	HM Revenue & Customs (For May)	101513	2.40	DECISION
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		(2) Monthly Budget Statement							
23/110	CLERK	Clerk's Report.	INFORMATION						
23/111	ALL MEMBERS	Date of Next Meeting. Parish Council Meeting 7 th June 2023 (7.15pm) Parish Council Meeting 19 th July 2023 (7.15pm)	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