

WAKES COLNE PARISH COUNCIL

YOUR PARISH COUNCIL WORKING FOR YOUR PARISH

28th April 2021

DUE TO THE CORONAVIRUS AND GOVERNMENT ADVICE THIS VIRTUAL MEETING WILL BE HELD BY **ZOOM**
ITEM 21/099 ON THE AGENDA - THE PRESS AND PUBLIC ARE INVITED TO CONTACT/SEND COMMENTS TO THE PARISH CLERK OR IF YOU
WOULD LIKE TO ATTEND PLEASE SEE THE FOLLOWING LINK:

Join Zoom Meeting

<https://zoom.us/j/96061509592?pwd=dWFhOWcyYzBBeWI2dTc3WU9kMVZmQT09>

Meeting ID: 960 6150 9592

Passcode: 352433

VIRTUAL ANNUAL MEETING, FOLLOWED BY PARISH COUNCIL MEETING, OF WAKES COLNE PARISH COUNCIL ON WEDNESDAY 5TH MAY 2021 AT 7.00PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.



DIANE JACOB

CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
21/083	ALL MEMBERS	To elect the Chairman. To elect a Chairman.	DECISION
21/084	ALL MEMBERS	To elect the Vice-Chairman. To elect a Vice-Chairman	DECISION
21/085	ALL MEMBERS	Check Members' Register of Interests. Councillors/Members to review their declaration of interests and update (send direct to CBC) where necessary.	INFORMATION
21/086	ALL MEMBERS	Declaration of Acceptance of Office. Confirm all members have signed.	INFORMATION
21/087	ALL MEMBERS	Consent form to receive the Council Summons and agenda electronically. Confirm all members have signed.	INFORMATION
21/088	ALL MEMBERS	Bank Signatories. To confirm three signatories for the Parish Council Bank Accounts. We currently have in place Cllr. Fisher, Cllr Taylor and Cllr Wasteney.	INFORMATION/ DECISION
21/089	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) ITEM 2. To elect a representative to attend CALC meetings.	DECISION

21/090	ALL MEMBERS	<p>To adopt Council Documents/Policies.</p> <ol style="list-style-type: none"> 1. Action Plan 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 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 	DECISION
21/091	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
21/092	ALL MEMBERS	<p>Personnel Committee. To elect Personnel Committee and Personnel Committee Chairman. To confirm members – Cllr. Fisher (Chairman), Cllr. Wasteney, and Cllr. Taylor</p>	DECISION
21/093	ALL MEMBERS	<p>Review and confirm arrangements for Insurance Cover 2021/22. To consider quotes and confirm Insurance cover is in place.</p>	DECISION
21/094	ALL MEMBERS	<p>Responsible Financial Officer Confirmation of Clerk to act as Responsible Financial Officer to the Council.</p>	DECISION

21/095	ALL MEMBERS	<p>Roles & Responsibilities.</p> <p>Public Footpaths Working Group. Members – Cllr. Fisher, Cllr. Taylor, Kathy Brown and David Green</p> <p>The LHP (Local Highway Panel) Working Group. Members – Cllr. Taylor</p> <p>Planning and Liaison representative. Member – Cllr. Mead</p> <p>Millennium Green Trust representative. Member – Cllr. Wastenev</p> <p>CALC (Colchester Association of Local Councils) representative. Member –</p> <p>Telephone Book Exchange. Member – Cllr. Wastenev, Kathy Brown and Cllr. Latarche</p> <p>Defibrillator Quarterly Inspection. Member – Cllr. Wastenev</p>	DECISION
21/096	ALL MEMBERS	Annual Meeting Closed	INFORMATION
<u>AGENDA</u>			
5th MAY 2021 PARISH COUNCIL MEETING COMMENCES			
ITEM	PRESENTER	SUBJECT	STATUS
21/097	CHAIRMAN	<p>Welcome and Apologies for Absence. To confirm and officially accept the resignation of James Parrish.</p>	INFORMATION
21/098	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 2021.</p>	DECISION
21/099	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
21/100	ALL MEMBERS	<p>Ward and County Councillors to address the members if present. Ward Councillor, County Councillor.</p>	INFORMATION
21/102	ALL MEMBERS	<p>Minutes. To confirm the minutes of the Parish Council Meeting held on 29th April 2021.</p>	DECISION
21/103	ALL MEMBERS	<p>Accounts 2020/21.</p> <p>Item 1 - Internal Auditor's Report.</p> <p>Item 2 – Clerk to confirm reclaim for VAT 2020/2021.</p> <p>Item 3 – Approval of Annual Governance Statement for 2020/2021 prior to submission to the Audit Commission. Chairman and Clerk to sign.</p> <p>Item 4 - Approval of Accounting Statements for 2020/2021 prior to submission to the Audit Commission. Chairman and Clerk to sign.</p> <p>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 2021.</p> <p>Item 6 –Year End Bank Reconciliation for 2020/2021 prior to submission to the Audit Commission. Chairman and Clerk to sign</p> <p>Item 7 - To sign off the accounts for 2020/2021, Chairman and Clerk to sign.</p> <p>Item 8 – To confirm the notice of public rights and publications of annual governance and accountability return will be displayed.</p>	DECISION

21/104	ALL MEMBERS	<p>Planning Matters. Ref: 211013 Barn East of, Old House Farm, Bures Road, Wakes Colne Colchester CO6 2DR Listed Building: Demolition of existing home office & demolition of store; infill to open porch in Dens building attached to listed barn; construction of new home office & store as extension to North range; minor landscaping works.</p> <p>Ref: 211012 Barn East of, Old House Farm, Bures Road, Wakes Colne Colchester CO6 2DR Demolition of existing home office & demolition of store; infill to open porch in Dens building attached to listed barn; construction of new home office & store as extension to North range; minor landscaping works.</p> <p>TO CONSIDER ANY APPLICATIONS RECEIVED</p>	DECISION																																				
21/105	ALL MEMBERS	<p>Solar Cats Eyes at Station Approach. To consider quote of £537.08 to replace one light not working as lights are no longer in warranty.</p>	DECISION																																				
21/106	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" data-bbox="424 685 1295 1099"> <thead> <tr> <th></th> <th>CHEQUE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Chappel Parish Council Minute No. 20/174 (Grant for playground equipment maintenance)</td> <td>101291</td> <td>500.00</td> </tr> <tr> <td>SLCC (Membership Fee Inv. No. MEM235094)</td> <td>101292</td> <td>178.00</td> </tr> <tr> <td>Mrs J Stobart (Internal audit)</td> <td>101293</td> <td>185.00</td> </tr> <tr> <td>Information Commissioners Office (Data Protection Renewal)</td> <td>DD</td> <td>35.00</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>D. Jacob (Salary adjustment for May)</td> <td>101294</td> <td>39.98</td> </tr> <tr> <td>Essex Pension Fund (Adjustment for May)</td> <td>101295</td> <td>22.92</td> </tr> <tr> <td>HM Revenue & Customs (For May)</td> <td>101296</td> <td>2.20</td> </tr> <tr> <td>D. Jacob (Expenses for April)</td> <td>101297</td> <td>74.39</td> </tr> <tr> <td>Insurance (See item 21/093)</td> <td></td> <td></td> </tr> </tbody> </table> <p>(2) Monthly Budget Statement</p>		CHEQUE	TOTAL	Chappel Parish Council Minute No. 20/174 (Grant for playground equipment maintenance)	101291	500.00	SLCC (Membership Fee Inv. No. MEM235094)	101292	178.00	Mrs J Stobart (Internal audit)	101293	185.00	Information Commissioners Office (Data Protection Renewal)	DD	35.00	D. Jacob (Salary for May)	SO	500.00	Essex Pension Fund (For May)	SO	140.00	D. Jacob (Salary adjustment for May)	101294	39.98	Essex Pension Fund (Adjustment for May)	101295	22.92	HM Revenue & Customs (For May)	101296	2.20	D. Jacob (Expenses for April)	101297	74.39	Insurance (See item 21/093)			DECISION
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21/107	CLERK	<p>Clerk's Report.</p>	INFORMATION																																				
21/108	ALL MEMBERS	<p>Date of Next Meeting. PARISH COUNCIL MEETING WEDNESDAY 2ND JUNE 2021 (7.15PM) (To be confirmed)</p>	INFORMATION																																				

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