

# WAKES COLNE PARISH COUNCIL

***YOUR PARISH COUNCIL WORKING FOR YOUR PARISH***

[www.wakescolne.org](http://www.wakescolne.org)

24<sup>TH</sup> APRIL 2013

DEAR COUNCILLOR

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL MEETING OF WAKES COLNE PARISH COUNCIL TO BE HELD AT WAKES COLNE VILLAGE HALL, AT 7.00 P.M. ON WEDNESDAY 1<sup>ST</sup> MAY 2013 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								
13/75	ALL MEMBERS	TO ELECT THE CHAIRMAN	DECISION								
13/76	ALL MEMBERS	TO ELECT THE VICE-CHAIRMAN	DECISION								
13/77	CHAIRMAN	TO CONFIRM THE MINUTES OF THE COUNCIL MEETING HELD ON 3 <sup>RD</sup> APRIL 2013	DECISION								
13/78	ALL MEMBERS	TO REVIEW MEMBERSHIP AND AGREE RENEWAL OF THE FOLLOWING BODIES: <table border="1"><tr><td>EALC</td><td>127.98</td></tr><tr><td>NALC</td><td>23.69</td></tr><tr><td>CALC</td><td>35.00</td></tr><tr><td>SLCC</td><td>100.00</td></tr></table>	EALC	127.98	NALC	23.69	CALC	35.00	SLCC	100.00	
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13/79	ALL MEMBERS	STANDING ORDERS Discuss and decision to change SO 1 item f, from 5 minutes to 3 minutes.	DECISION								
13/80	ALL MEMBERS	RE-ADOPT PUBLIC PARTICIPATION POLICY Decision to amend individual contributions in line with SO 1 f, to 3 minutes.	DECISION								
13/81	ALL MEMBERS	TO RE-ADOPT COUNCIL POLICIES CO-OPTION POLICY COMPLAINTS PROCEDURE FINANCIAL REGULATIONS GRANT FUNDING POLICY	DECISION								
13/82	ALL MEMBERS	TO ADOPT THE FREEDOM OF INFORMATION PUBLICATION SCHEME	DECISION								
13/83	ALL MEMBERS	TO RE-ELECT PERSONNEL COMMITTEE AND PERSONNEL COMMITTEE CHAIRMAN TO ADOPT TERMS OF REFERENCE FOR PERSONNEL	DECISION								
13/84	ALL MEMBERS	REVIEW AND CONFIRM ARRANGEMENTS FOR INSURANCE COVER DISCUSS PROPOSAL TO CHANGE COMPANIES FROM 1 <sup>ST</sup> JUNE	DECISION								
13/85	ALL MEMBERS	ANNUAL MEETING CLOSED	INFORMATION								
		<h2><u>AGENDA</u></h2>									
		1 <sup>ST</sup> MAY 2013 PARISH COUNCIL MEETING COMMENCES									
13/86	CHAIRMAN	WELCOME AND APOLOGIES FOR ABSENCE.	DECISION								
13/87	CHAIRMAN	DECLARATION OF INTERESTS. <i>To receive any discloseable 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 July 2012.</i>	DECISION								

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13/88	CHAIRMAN	<b>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST.</b> <i>The maximum time allowed for the public to participate is 5 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.</i>	INFORMATION																																																						
13/89	CHAIRMAN	<b>WARD AND COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT.</b> <i>WARD COUNCILLOR PETER CHILLINGWORTH COUNTY COUNCILLOR ANNE BROWN</i>	INFORMATION																																																						
13/90	CLERK	<b>CLERKS REPORT</b>	INFORMATION																																																						
13/91	CLLR. K. BROWN	<b>EMERGENCY PLAN</b> To adopt the emergency plan	DECISION																																																						
13/92	ALL MEMBERS	<b>TO SIGN OFF ACCOUNTS FOR 2012/2013</b>	DECISION																																																						
13/93	ALL MEMBERS	<b>TO APPOINT AN INTERNAL AUDITOR</b> Elaine Bryan at a cost of £100.00	DECISION																																																						
13/94	CHAIRMAN	<b>MAINTENANCE OF VERGE RIGHT HAND SIDE OF PATHWAY</b> Overhanging trees and small piece along The Street (to the side of the village shop to bridge). Update and decision.	DECISION																																																						
13/95	CLERK	<p><b>FINANCIAL MATTERS:</b></p> <p><b>1) FINANCIAL STATEMENT FOR APRIL. (ITEMS TO BE APPROVED FOR PAYMENT AND SIGNED AS PER PAYMENT SCHEDULE).</b></p> <table border="1"> <thead> <tr> <th></th> <th>CHEQUE NO.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="3"><b><u>CHEQUES TO APPEAR IN 2012/13 YEAR-END FIGURES AS BUDGETED</u></b></td> </tr> <tr> <td>COLCHESTER BOROUGH COUNCIL (ELECTRICITY FOR STREET LIGHTS FOR JAN-FEB-MARCH)</td> <td>100681</td> <td>51.28</td> </tr> <tr> <td>P.J. KIRBY (INSTALLATION OF NOTICE BOARD RESOLUTION 13/46)</td> <td>100682</td> <td>124.00</td> </tr> <tr> <td>D. JACOB OFFICE RENT FOR 2012 IN ACCORDANCE WITH CONTRACT OF EMPLOYMENT.</td> <td>100690</td> <td>208.00</td> </tr> <tr> <td>CHAPPEL &amp; WAKES COLNE VILLAGE HALL (VILLAGE HALL HIRE NOV/DEC/JAN/FEB/MARCH)</td> <td>100684</td> <td>105.00</td> </tr> <tr> <td colspan="3"><b><u>CHEQUES TO APPEAR IN NEW FINANCIAL YEAR 2013/14 YEAR-END FIGURES AS BUDGETED</u></b></td> </tr> <tr> <td>T-MOBILE</td> <td>DD</td> <td>12.10</td> </tr> <tr> <td>A &amp; J LIGHINTNG</td> <td>DD</td> <td>55.66</td> </tr> <tr> <td>WAKES COLNE CHURCH (RESOLUTION 12/202)</td> <td>100760</td> <td>700.00</td> </tr> <tr> <td>CHAPPEL PARISH COUNCIL (RESOLUTION 12/202)</td> <td>100762</td> <td>250.00</td> </tr> <tr> <td>CHAPPEL &amp; WAKES COLNE VILLAGE HALL FUND (RESOLUTION 12/202)</td> <td>100763</td> <td>500.00</td> </tr> <tr> <td>EALC (SUBSCRIPTIONS FOR EALC AND NALC)</td> <td>100764</td> <td>151.67</td> </tr> <tr> <td>CALC SUBSCRIPTION</td> <td>100685</td> <td>35.00</td> </tr> <tr> <td>SLCC SUBSCRIPTION</td> <td>100686</td> <td>100.00</td> </tr> <tr> <td>ESSEX PENSION FUND</td> <td>100687</td> <td>76.55</td> </tr> <tr> <td>DIANE JACOB (SALARY FOR APRIL)</td> <td>100688</td> <td>348.43</td> </tr> <tr> <td>DIANE JACOB (EXPENSES FOR APRIL)</td> <td>100689</td> <td>37.51</td> </tr> </tbody> </table> <p>CHEQUE No. 100761 AND 100683 SPOILED- MADE OUT INCORRECTLY. PLEASE NOTE ALSO USING NEW CHEQUE BOOK, SO NUMBERS WILL NOT BE CONSECUTIVE.</p> <p>MONTHLY BUDGET STATEMENT.</p>		CHEQUE NO.	TOTAL	<b><u>CHEQUES TO APPEAR IN 2012/13 YEAR-END FIGURES AS BUDGETED</u></b>			COLCHESTER BOROUGH COUNCIL (ELECTRICITY FOR STREET LIGHTS FOR JAN-FEB-MARCH)	100681	51.28	P.J. KIRBY (INSTALLATION OF NOTICE BOARD RESOLUTION 13/46)	100682	124.00	D. JACOB OFFICE RENT FOR 2012 IN ACCORDANCE WITH CONTRACT OF EMPLOYMENT.	100690	208.00	CHAPPEL & WAKES COLNE VILLAGE HALL (VILLAGE HALL HIRE NOV/DEC/JAN/FEB/MARCH)	100684	105.00	<b><u>CHEQUES TO APPEAR IN NEW FINANCIAL YEAR 2013/14 YEAR-END FIGURES AS BUDGETED</u></b>			T-MOBILE	DD	12.10	A & J LIGHINTNG	DD	55.66	WAKES COLNE CHURCH (RESOLUTION 12/202)	100760	700.00	CHAPPEL PARISH COUNCIL (RESOLUTION 12/202)	100762	250.00	CHAPPEL & WAKES COLNE VILLAGE HALL FUND (RESOLUTION 12/202)	100763	500.00	EALC (SUBSCRIPTIONS FOR EALC AND NALC)	100764	151.67	CALC SUBSCRIPTION	100685	35.00	SLCC SUBSCRIPTION	100686	100.00	ESSEX PENSION FUND	100687	76.55	DIANE JACOB (SALARY FOR APRIL)	100688	348.43	DIANE JACOB (EXPENSES FOR APRIL)	100689	37.51	DECISION
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13/96	ALL MEMBERS	<p><b>PLANNING MATTERS</b></p> <p><b>REF No.: 130713</b> <b>Homefield, Lower Green, Wakes Colne Colchester CO6 2AZ</b> Change of use of small parcel of land from agricultural to residential</p> <p><b>REF No. 130611</b> <b>Wakes Hall Farm Colchester Road, Wakes Colne Colchester CO6 2DB</b> Ground mounted photovoltaic solar array.</p>	DECISION																																																						

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13/97	CLLR. M. TAYLOR CLLR. S. HOUNSLOW	FOOTPATH WORKING GROUP – Report EARM - Report	INFORMATION
13/98	ALL MEMBERS	DATE OF NEXT MEETING WEDNESDAY 5 <sup>TH</sup> JUNE 2013	INFORMATION
13/99	CHAIRMAN	<b>Resolution to exclude members of the public for personnel matters.</b>	DECISION
13/100	PERSONNEL COMMITTEE	THE PENSION FUND To discuss to set up a direct debt payment each month to Essex Pension Fund.	DECISION
13/101	ALL MEMBERS	MEETING CLOSED	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

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