

# WAKES COLNE PARISH COUNCIL

*YOUR PARISH COUNCIL WORKING FOR YOUR PARISH*

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

30<sup>TH</sup> APRIL 2014

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 7<sup>TH</sup> MAY 2014 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								
14/065	ALL MEMBERS	TO ELECT THE CHAIRMAN	DECISION								
14/066	CHAIRMAN	CHAIRMAN'S DECLARATION OF OFFICE - To be signed	INFORMATION								
14/067	ALL MEMBERS	TO ELECT THE VICE-CHAIRMAN	DECISION								
14/068	VICE-CHAIRMAN	VICE-CHAIRMAN'S DECLARATION OF OFFICE - To be signed	INFORMATION								
14/069	ALL MEMBERS	CHECK MEMBERS REGISTER OF INTERESTS MEMBERS TO REVIEW THEIR DECLARATIONS AND UPDATE WHERE NECESSARY	INFORMATION								
14/070	ALL MEMBERS	TO REVIEW MEMBERSHIP AND AGREE RENEWAL OF THE FOLLOWING BODIES: <table border="1" data-bbox="411 1249 1257 1384"> <tr> <td>EALC</td> <td>128.47</td> </tr> <tr> <td>NALC</td> <td>24.15</td> </tr> <tr> <td>CALC</td> <td>35.00</td> </tr> <tr> <td>SLCC</td> <td>101.00</td> </tr> </table>	EALC	128.47	NALC	24.15	CALC	35.00	SLCC	101.00	DECISION
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14/071	ALL MEMBERS	TO ADOPT COUNCIL POLICIES A. STANDING ORDERS B. PUBLIC PARTICIPATION POLICY C. FINANCIAL REGULATIONS D. CODE OF CONDUCT & NOLAN PRINCIPLES E. CO-OPTION POLICY F. COMPLAINTS PROCEDURE G. GRANT FUNDING POLICY H. FREEDOM OF INFORMATION PUBLICATION SCHEME I. EMERGENCY PLAN J. STRATEGIC RISK REGISTER K. RISK ASSESSMENT FOR CLEARANCE OF FOOTPATHS L. EQUALITY AND DIVERSITY POLICY M. DIGNITY AT WORK/BULLYING AND HARASSMENT POLICY	DECISION								
14/072	ALL MEMBERS	TO ELECT PERSONNEL COMMITTEE AND PERSONNEL COMMITTEE CHAIRMAN TO ADOPT TERMS OF REFERENCE FOR PERSONNEL	DECISION								
14/073	ALL MEMBERS	REVIEW AND CONFIRM ARRANGEMENTS FOR INSURANCE COVER DISCUSS QUOTATIONS & CONFIRM WHO TO USE	DECISION								
14/074	ALL MEMBERS	ANNUAL MEETING CLOSED	INFORMATION								
<b><u>AGENDA</u></b>											
7 <sup>th</sup> MAY 2014 PARISH COUNCIL MEETING COMMENCES											

ITEM	PRESENTER	SUBJECT	STATUS																																																						
14/075	CHAIRMAN	WELCOME AND APOLOGIES FOR ABSENCE																																																							
14/076	CHAIRMAN	<b>DECLARATION OF INTERESTS.</b> <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																																																						
14/077	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																																																						
14/078	CHAIRMAN	<b>WARD AND COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT.</b> <i>WARD COUNCILLOR PETER CHILLINGWORTH</i> <i>COUNTY COUNCILLOR ANNE BROWN</i>	INFORMATION																																																						
14/079	CHAIRMAN	<b>TO CONFIRM THE MINUTES OF THE COUNCIL MEETING HELD ON 2<sup>ND</sup> APRIL 2014</b>	DECISION																																																						
14/080	CLERK	CLERKS REPORT	INFORMATION																																																						
14/081	CLERK	<p><b>FINANCIAL MATTERS:</b></p> <p><b>1) FINANCIAL STATEMENT FOR APRIL.</b> (ITEMS TO BE APPROVED FOR PAYMENT AND SIGNED AS PER PAYMENT SCHEDULE).</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 2013/14 YEAR-END FIGURES AS BUDGETED</u></b></td> </tr> <tr> <td>RICHARD EDWARDS ACCOUNTANTS</td> <td>100799</td> <td>49.00</td> </tr> <tr> <td>EALC (TRAINING)</td> <td>100800</td> <td>78.00</td> </tr> <tr> <td colspan="3"><b><u>CHEQUES TO APPEAR IN NEW FINANCIAL YEAR 2014/15 FIGURES AS BUDGETED</u></b></td> </tr> <tr> <td>T-MOBILE</td> <td>DD</td> <td>12.32</td> </tr> <tr> <td>ESSEX PENSION FUND FOR APRIL</td> <td>DD</td> <td>80.68</td> </tr> <tr> <td>A &amp; J LIGHTING SOLUTIONS</td> <td>DD</td> <td>55.66</td> </tr> <tr> <td>EALC (SUBSCRIPTIONS FOR EALC AND NALC)</td> <td>100801</td> <td>152.62</td> </tr> <tr> <td>CALC SUBSCRIPTION</td> <td>100802</td> <td>35.00</td> </tr> <tr> <td>SLCC SUBSCRIPTION</td> <td>100803</td> <td>101.00</td> </tr> <tr> <td>MOW &amp; MEND</td> <td>100804</td> <td>39.00</td> </tr> <tr> <td>CHAPPEL &amp; WAKES COLNE VILLAGE HALL (HIRE FOR APRIL)</td> <td>100805</td> <td>15.00</td> </tr> <tr> <td>CHAPPEL PARISH COUNCIL (MINUTE NUMBER 13/189)</td> <td>100806</td> <td>250.00</td> </tr> <tr> <td>CHAPPEL WAKES COLNE &amp; VILLAGE HALL (MINUTE NUMBER 13/209)</td> <td>100807</td> <td>500.00</td> </tr> <tr> <td>ALL SAINTS CHURCH WAKES COLNE (MINUTE NUMBER 14/030)</td> <td>100808</td> <td>750.00</td> </tr> <tr> <td>DIANE JACOB (SALARY FOR APRIL)</td> <td>100809</td> <td>367.36</td> </tr> <tr> <td>DIANE JACOB (EXPENSES FOR APRIL)</td> <td>100810</td> <td>37.88</td> </tr> </tbody> </table> <p>MONTHLY BUDGET STATEMENT.</p>		CHEQUE No.	TOTAL	<b><u>CHEQUES TO APPEAR IN 2013/14 YEAR-END FIGURES AS BUDGETED</u></b>			RICHARD EDWARDS ACCOUNTANTS	100799	49.00	EALC (TRAINING)	100800	78.00	<b><u>CHEQUES TO APPEAR IN NEW FINANCIAL YEAR 2014/15 FIGURES AS BUDGETED</u></b>			T-MOBILE	DD	12.32	ESSEX PENSION FUND FOR APRIL	DD	80.68	A & J LIGHTING SOLUTIONS	DD	55.66	EALC (SUBSCRIPTIONS FOR EALC AND NALC)	100801	152.62	CALC SUBSCRIPTION	100802	35.00	SLCC SUBSCRIPTION	100803	101.00	MOW & MEND	100804	39.00	CHAPPEL & WAKES COLNE VILLAGE HALL (HIRE FOR APRIL)	100805	15.00	CHAPPEL PARISH COUNCIL (MINUTE NUMBER 13/189)	100806	250.00	CHAPPEL WAKES COLNE & VILLAGE HALL (MINUTE NUMBER 13/209)	100807	500.00	ALL SAINTS CHURCH WAKES COLNE (MINUTE NUMBER 14/030)	100808	750.00	DIANE JACOB (SALARY FOR APRIL)	100809	367.36	DIANE JACOB (EXPENSES FOR APRIL)	100810	37.88	DECISION
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14/082	ALL MEMBERS	<b>ESSEX PENSION FUND</b> To consider sending a letter to the bank to change the standing order, from £80.68 to £83.82.	DECISION																																																						
14/083	ALL MEMBERS	<b>PLANNING MATTERS</b> <b>REF: 143599</b> EARM – CERTIFICATE OF LAWFULNESS – EXISTING <b>REF: 144567</b> Orchard House, Colchester Road, Wakes Colne Colchester CO6 2BX DIVISION OF EXISTING HOUSE TO FORM TWO SEPARATE DETACHED HOUSES, INCLUDING DEMOLITION OF EXISTING LOBBY AND BOILER ROOM, AND INTERNAL ALTERATIONS TO BOTH RESULTANT HOUSES TO CONSIDER ANY OTHER APPLICATIONS RECEIVED	DECISION																																																						
14/084	CLLR. M. TAYLOR	<b>LITTER PICKING/CLEAN UP VILLAGE</b> To set a date suitable to everyone to clean up the Village.	DECISION																																																						
14/085	CLLR.S. SCRASE	<b>TELEPHONE BOX</b> A proposal to convert [at nominal cost] the redundant telephone box by the Bus Shelter to a voluntary library.	DECISION																																																						
14/086	CLLR.S.SCRASE	<b>'Maintenance of Bus Stop shelters'</b>	DECISION																																																						
14/087	ALL MEMEBERS	<b>"Open Day "at the Village Hall 26<sup>th</sup> July</b> To consider using this day to display planned First World War memorabilia	DECISION																																																						

<b>14/088</b>	<b>ALL MEMBERS</b>	<b>VILLAGE HALL HIRE AGREEMENT</b> To consider the new basic charge for evening Parish Council meetings will be £20 per monthly evening meeting	DECISION
<b>14/089</b>	<b>ALL MEMBERS</b>	<b>UPDATE ON PROPOSED EARM FOOTPATH</b>	INFORMATION
<b>14/090</b>	<b>ALL MEMBERS</b>	<b>DATE OF NEXT MEETING</b> <b>WEDNESDAY 4<sup>TH</sup> JUNE 2014</b>	INFORMATION
<b>14/091</b>	<b>ALL MEMBERS</b>	<b>MEETING CLOSED - NEXT MEETING 4<sup>TH</sup> JUNE 2014</b>	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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30<sup>th</sup> APRIL 2014