

**Minutes of the Wakes Colne Parish Council Meeting held on
Wednesday 5th November 2014 at 7.15pm in Wakes Colne Village Hall.**

In the Chair: Cllr. S.Hounslow
 Present: Cllrs: Cllr. H. Cresswell, Cllr. K Brown, Cllr. S. Scrase, Cllr. M.Bowden, Cllr. A. Hannington
 Clerk: Mrs D. Jacob
 Also Present: Two members of the public

ITEM	PRESENTER	SUBJECT
14/174	CHAIRMAN	NO APOLOGIES FOR ABSENCE. Received and accepted from Cllr.M.Taylor
14/175	CHAIRMAN	DECLARATION OF INTERESTS. NONE
14/176	CHAIRMAN	PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST. A member of the public informed Council members that a grant request under item 14/179 Item 3 had been made due to a number of complaints regarding Health & Safety lifting the tables, in the Village Hall. A member of the public updated the Parish Council on his proposal for a submission in response to CBC Call for Sites.
14/177	CHAIRMAN	WARD AND COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT. Ward Cllr. P.Chillingworth reported on two items. Item 1 – Orchard Place, Chappel. The Ward Councillor up dated the Parish Council on the current situation on the Wakes Colne/Chappel parish boundary. Item 2 – Boundary Commission Review has been completed, it will involve a complete re-organisation of the wards. This would possibly involve 3 elections in 3 years at considerable expense to the Parish Council. To request further information from the Monitoring Officer at Colchester Borough Council.
14/178	CHAIRMAN	TO CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 1ST OCTOBER 2014. Minutes for 1 st October approved as a true and accurate record were signed by the Chairman. Proposed by Cllr. M. Bowden, seconded by Cllr. Brown all in favour. Resolution passed
14/179	ALL MEMBERS	GRANT FUNDING APPLICATIONS RECEIVED FOR CONSIDERATION (PAYMENT MADE IN THE NEXT FINANCIAL YEAR 2015/2016 PRECEPT). Item 1. Wakes Colne Church for churchyard maintenance Request £750.00 Proposed by Cllr. S. Scrase, seconded by Cllr. Bowden, all in favour to grant £600.00 to All Saints Church, Wakes Colne. Item 2. Chappel Parish Council for Playground Equipment maintenance Request £250.00 Proposed by Cllr.M. Bowden, seconded by Cllr. Brown, all in favour to grant £250.00 to Chappel Parish Council for the Playground Equipment maintenance. Item 3. Chappel and Wakes Colne Village Hall to go towards new folding tables Request £400.00 The Parish Council were unable to reach a decision, further information is required, this item to be on our December Agenda.
14/180	ALL MEMBERS	PARISH CALENDAR To set the Parish Calendar for 2015/2016. This was discussed and agreed. Proposed by Cllr. H. Cresswell, Seconded by Cllr. Bowden, all in favour Resolution Passed
14/181	ALL MEMBERS	Financial Regulations Financial Regulations adopted with amendment advised by NALC Proposed Cllr.M.Bowden, Seconded by Cllr. Brown, all in favour Resolution passed
14/182	ALL MEMBERS	Training Policy (Item 1), Training Record (Item 2) and Action Plan (Item 3) To consider adoption of these items, and adding to website All items adopted Proposed by Cllr.M.Bowden, Seconded by Cllr.A.Hannington, All in favour, resolution passed.
14/183	CLLR K. BROWN	PARISH EXISTING FOOTPATHS WORKING GROUP An update was given that the Working Group had an excellent day, all planned work had been completed with the exception of footpath 1 which needs to be discussed with the land owner. Thanks given to all volunteers who helped with this. Expenditure for previous equipment is currently in the process of being recovered from ECC. New equipment for the next project has been listed to ECC and we are currently awaiting confirmation of being able to recover the cost. ITEM A. The Parish Council to consider the purchase of equipment, loppers, secateurs, gloves, high visibility vests. This item to be placed on our December agenda.
14/184	ALL MEMBERS	PROPOSED PUBLIC FOOTPATH Very pleased to report that this item is now progressing, the fencing contractor has been requested to peg out the site, and to have a look at the entrance and exit routes. Cllr.A.Hannington has requested ditch crossing folio drawings from ECC. Cllr.S. Hounslow confirmed that CIF funding is in place for this project.

1 Signed:.....
 Chairperson of the Parish Council

Date:.....

14/185	CLLR. S. SCRASE	<p>BOOK EXCHANGE Cllr. Scrase reported that when trying to fit out the telephone kiosk with the back board it was noted that electric cables were in the way, and he was unsure as to if these were live. On further inspection by a local contactor the electric has been made safe and secure. Clerk to send a letter of thanks to the contractor for his help and expertise. The opening of the Book Exchange will be on Friday 21st November at 11.00am.</p>																																	
14/186	CLLR. S. SCRASE	<p>Heavy traffic in Station and Bures Road, Parish Initiative. It was noted that a lot of heavy goods vehicles are constantly using these roads. The LHP survey reports have now been received and were discussed in great length. It was noted that the LHP Working Group would need to meet to discuss the survey and the next course of action.</p>																																	
14/187	<p>ALL MEMBERS</p> <p>CLLR. M. BOWDEN</p>	<p>PLANNING MATTERS REF: 145986 2 Crepping Hall Cottages, Crepping Hall Road, Wakes Colne Colchester CO6 2AL Application for a lawful development certificate for a proposed two storey rear extension (Certificate of Lawful Use) Comment – No Objection Proposed by Cllr. H.Cresswell, Seconded by Cllr. Bowden, All in favour</p> <p>REF: 146190 2 Crepping Hall Cottages, Crepping Hall Road, Wakes Colne Colchester CO6 2AL New porch to dwelling Comment – No Objection Proposed by Cllr. A.Hannington, Seconded by Cllr. H. Cresswell, All in favour, resolution passed</p> <p>TO CONSIDER ANY OTHER APPLICATIONS RECEIVED It was noted that REF: 146017 Timberlands, Vernons Road, Chappel Colchester CO6 2DL Proposed garage – Has been withdrawn</p> <p>Meeting Closed – All in favour – discussion took place with Cllr. P. Chillingworth, regarding maps and plans. Meeting Re-opened.</p> <p>Note: Colchester Council planners are using out of date maps when looking at proposed plans. It is up to the applicant to provide Colchester Borough Council with up to date plans when they submit an application.</p>																																	
14/188	CLERK	<p>FINANCIAL MATTERS:</p> <p>1) FINANCIAL STATEMENT FOR OCTOBER 2014. (ITEMS TO BE APPROVED FOR PAYMENT AND SIGNED AS PER PAYMENT SCHEDULE).</p> <table border="1" data-bbox="357 1267 1227 1682"> <thead> <tr> <th></th> <th>CHEQUE No.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>T-MOBILE (for October)</td> <td>DD</td> <td>12.52</td> </tr> <tr> <td>A & J LIGHTING INV No. 27532 (MAINTENANCE)</td> <td>DD</td> <td>55.66</td> </tr> <tr> <td>A & J LIGHTING INV No. 27558 (REPAIRS REQUIRED ON MAINTENANCE VISIT)</td> <td>DD</td> <td>69.60</td> </tr> <tr> <td>A & J LIGHTING INV No. 27548 (TWO STREET LIGHTS NEEDING ATTENTION)</td> <td>DD</td> <td>136.80</td> </tr> <tr> <td>CHAPPEL PRIMARY SCHOOL (AGREED MINUTE NUMBER 14/ 162)</td> <td>CHQ 100840</td> <td>250.00</td> </tr> <tr> <td>ROYAL BRITISH LEGION (AGREED MINUTE NUMBER 14/163)</td> <td>CHQ 100841</td> <td>25.00</td> </tr> <tr> <td>DIANE JACOB (Salary for October)</td> <td>CHQ 100842</td> <td>381.06</td> </tr> <tr> <td>DIANE JACOB (Expenses October)</td> <td>CHQ 100843</td> <td>55.45</td> </tr> <tr> <td>ESSEX PENSION FUND (FOR OCTOBER)</td> <td>CHQ 100844</td> <td>86.87</td> </tr> <tr> <td>EALC INVOICE No. 4930 (TRAINING – ELECTION DAY)</td> <td>CHQ 100845</td> <td>30.00</td> </tr> </tbody> </table> <p>2) MONTHLY BUDGET STATEMENT.</p> <p>3) TO CONFIRM EXTERNAL AUDIT AND CONFIRM THAT THE NOTICE OF CONCLUSION OF THE AUDIT AND RIGHT TO INSPECT THE ANNUAL RETURN FOR 31ST MARCH 2014 HAS BEEN ON THE NOTICE BOARDS FOR THE REQUIRED 14 DAYS. Proposed by Cllr. M.Bowden, Seconded by Cllr. K. Brown, All in favour, resolution passed</p>		CHEQUE No.	TOTAL	T-MOBILE (for October)	DD	12.52	A & J LIGHTING INV No. 27532 (MAINTENANCE)	DD	55.66	A & J LIGHTING INV No. 27558 (REPAIRS REQUIRED ON MAINTENANCE VISIT)	DD	69.60	A & J LIGHTING INV No. 27548 (TWO STREET LIGHTS NEEDING ATTENTION)	DD	136.80	CHAPPEL PRIMARY SCHOOL (AGREED MINUTE NUMBER 14/ 162)	CHQ 100840	250.00	ROYAL BRITISH LEGION (AGREED MINUTE NUMBER 14/163)	CHQ 100841	25.00	DIANE JACOB (Salary for October)	CHQ 100842	381.06	DIANE JACOB (Expenses October)	CHQ 100843	55.45	ESSEX PENSION FUND (FOR OCTOBER)	CHQ 100844	86.87	EALC INVOICE No. 4930 (TRAINING – ELECTION DAY)	CHQ 100845	30.00
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14/189	ALL MEMBERS	<p>PRECEPT FOR 2015/2016 To set the Precept for 2015/2016 Finalisation. ACCOUNTS TO BE DEFERRED UNTIL DECEMBER MEETING, AWAITING FURTHER INFORMATION FROM COLCHESTER BOROUGH COUNCIL.</p>																																	
14/190	ALL MEMBERS	<p>DRAINS & DITCHES Essex County Fire Service are prepared to meet on site, and look at the drains and ditches within Wakes Colne. To be deferred until December meeting.</p>																																	

14/191	ALL MEMBER	<p>The Standards of Practice Scheme Award - Foundation Standard Award.</p> <p>Wakes Colne Parish Council confirms that the following documentation (items 1 – 15) is on the Council’s web site.</p> <ol style="list-style-type: none"> 1. Its standing orders and financial regulations 2. Its Code of Conduct and a link to councillors’ registers of interests 3. Its publication scheme 4. Its last annual return 5. Transparent Information about council payments 6. A calendar of all meetings including the annual meeting of electors 7. Minutes for at least one year of full council meetings and (if relevant) all committees and subcommittee meetings (if in the public domain) 8. Current agendas 9. The budget and precept information for the current or next financial year 10. Complaints procedure 11. Council contact details and Councillors information in line with the transparency code 12. An action plan for the current year 13. Evidence of consulting the community 14. Publicity advertising the council activities 15. Evidence of participating in the town and country planning system <p>Proposed Cllr.M.Bowden, Seconded by Cllr.H. Cresswell, All in Favour Resolution passed</p>
14/192	ALL MEMBERS	<p>Wakes Colne Parish Council confirms at the meeting of the full Council that the following have been achieved.</p> <ol style="list-style-type: none"> 16. A risk management scheme 17. A register of assets 18. Contracts for all members of staff 19. Disciplinary and grievance procedures 20. A policy for training new staff and councillors 21. A record of all training undertaken by staff and councillors in the last year 22. A clerk who has achieved 12 CPD points in the last year <p>Proposed Cllr.S.Scrase, Seconded by Cllr. M.Bowden , All in Favour Resolution passed</p>
14/193	CLERK	<p>CLERKS REPORT Received and noted.</p>
14/194	ALL MEMBERS	<p>TO EXCLUDE THE PRESS AND PUBLIC Public Bodies (Admission to Meetings) Act 1960 ‘That the public be excluded from the meeting during consideration of Agenda Item 14/195 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business subject to the public bodies admission to meetings Act 1960 Section 1 Sub-section 2. Proposed by Cll. M. Bowden, seconded by Cllr.K. Brown, all in favour, resolution passed</p>
14/195	ALL MEMBERS	<p>SOLICITORS</p> <ol style="list-style-type: none"> 1) To consider 3 quotes from Solicitors and to appoint a Solicitor, to act on our behalf. After discussion is was agreed to appoint Ellisons Solicitors, in Colchester Proposed by Cllr. S.Scrase, Seconded by Cllr.H. Cresswell, all in favour 2) Wakes Colne Parish Council to instruct the new appointed Solicitor to contact the Solicitor representing the EARM regarding the purchase of the proposed strip of land. It was decided that the Working Group would contact Ellisons Solicitors after the pegging out of the route. Proposed by Cllr.K. Brown, seconded by Cllr.M.Bowden, all in favour, resolution passed
14/196	ALL MEMBERS	<p>DATE OF NEXT MEETING 3RD DECEMBER 2014 Meeting Closed at 9.04pm</p>