

**Minutes of the Wakes Colne Parish Council Annual Meeting held on
Wednesday 10th May 2023 at 7.15pm in Chappel & Wakes Colne Village Hall**

In the Chair: Cllr. S. Latarche

Present: Cllr. J. Fisher, Cllr. H. Wasteney

Parish Clerk: Mrs D. Jacob

One member of the public Denise Stocker

	PRESENTER	SUBJECT
23/082	All Members	To elect the Chairman. Cllr. Latarche was elected Chairman, for the May meetings only. Proposed by Cllr. Wasteney, seconded by Cllr. Fisher; all in favour, resolution passed. Chairman's Declaration of Office. Signed by Cllr. Latarche.
23/083	All Members	To elect the Vice-Chairman. Cllr. Fisher was elected Vice-Chairman. Proposed by Cllr. Latarche, seconded by Cllr. Wasteney; all in favour, resolution passed. Vice-Chairman's Declaration of Office Signed by Cllr. Fisher.
23/084	All Members	Co-option. Item 1. Denise Stocker was co-opted onto Wakes Colne Parish Council. Item 2. Denise Stocker signed acceptance of office. Item 3. Denise Stocker signed 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. Proposed by Cllr. Latarche, seconded by Cllr. Fisher; all in favour, resolution passed.
23/085	All Members	Check Members' Register of Interests. Members reviewed their declaration of interests and confirmed that newly completed forms will be sent to Colchester City Council direct.
23/086	All Members	Declaration of Acceptance of Office. Confirmed all members have signed the acceptance of office form.
23/087	All Members	Consent form to receive the Council Summons and agenda electronically. Confirmed all members have signed the model consent form.
22/088	All Members	Bank Signatories. Confirmed and agreed signatories for the Parish Council Bank Accounts. Cllr. Fisher, Cllr. Wasteney and to add Cllr. Latarche and Cllr. Stocker. Monica Taylor and Francis Mead to be removed. Proposed by Cllr. Fisher, seconded by Cllr. Wasteney; all in favour, resolution passed.
22/089	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) Agreed membership renewal of above. The Colne-Stour Countryside Association. Discussed and agreed not to renew membership. Proposed by Cllr. Fisher, seconded by Cllr. Latarche; all in favour, resolution passed.

1

Signed.....
Chairwoman of the Parish Council

Date: June 2023

		<p>Item 2. To elect a representative to attend CALC meetings. Item deferred until more Cllrs available.</p>
23/090	All Members	<p>To re-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 (Not re-adopted more information required) 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 <p>All above re-adopted expect for item 4, Business Plan. Proposed by Cllr. Latache, seconded by Cllr. Fisher; all in favour, resolution passed.</p>
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'. Proposed by Cllr. Fisher, seconded by Cllr. Latache; all in favour, resolution passed.</p>

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 Proposed by Cllr. Latache, seconded by Cllr. Fisher; all in favour, resolution passed.</p>
23/093	All Members	<p>Review and confirm arrangements for Insurance Cover 2022/23. To confirm Insurance cover is in place from BHIB Ltd (Aviva) 3-year long-term cover. Proposed by Cllr. Latache, seconded by Cllr. Wastenev; all in favour, resolution passed.</p>
23/094	All Members	<p>Responsible Financial Officer. Confirmation of the Parish Clerk to act as Responsible Financial Officer to the Council. Proposed by Cllr. Fisher, seconded by Cllr. Wastenev; all in favour, resolution passed.</p>
23/095	All Members	<p>Roles & Responsibilities. Public Footpaths Working Group. Members – Cllr. Fisher, Cllr. Wastenev, Kathy Brown, David Green and Richard Pride. The LHP (Local Highway Panel) Working Group. No meetings taken place, to be taken off future agendas, no longer required. Planning and Liaison representative. No meetings taken place, to be taken off future agendas, no longer required. Millennium Green Trust representative. Member – Cllr. Wastenev Village Hall representative. Member – Item deferred, to be on next agenda. CALC (Colchester Association of Local Councils) representative. Member – Item deferred, to be on next agenda. Telephone Book Exchange. Member – Cllr. Wastenev, Cllr. Latache Defibrillator Quarterly Inspection. Member – Cllr. Wastenev and Cllr. Fisher Flood Barrier Team Coordinator. Member – Francis Mead VAS Regular Inspection. Members - Item deferred, to be on next agenda. Oral History Project. Members – Monica Taylor, Kath Beck, Kathy Brown, Maggi Bowden, Val Sawyer Planters. Members – Monica Taylor, Kath Beck Plant & Seed Swap. Item to be discontinued. Proposed by Cllr. Latache, seconded by Cllr. Stocker; all in favour, resolution passed.</p>
23/096	All Members	Annual Meeting Closed at 8.15pm