

**Minutes of the Wakes Colne Parish Council Virtual Meeting held on  
Thursday 29<sup>th</sup> April 2021 at 7.15pm**

DUE TO THE CORONAVIRUS AND GOVERNMENT ADVICE THIS VIRTUAL MEETING WAS HELD BY **ZOOM**.  
DUE TO TECHNICAL ISSUES ALL INVITATIONS TO JOIN WERE RE-SENT AND THIS MEETING ACTUALLY COMMENCED AT **8.07PM**.

Present: Cllr. J. Fisher, Cllr. S. Latarche, Cllr. F. Mead, Cllr. M. Taylor (Chairwoman), Cllr. H. Wastenev

Clerk: Mrs D. Jacob

Cllr. Chillingworth and one member of the public present.

ITEM	PRESENTER	SUBJECT																																	
21/062	All Members	<b>Welcome &amp; Apologies for Absence.</b> The Chairwoman opened the meeting and welcomed everyone. No apologies for absence received.																																	
21/063	All Members	<b>Declaration of Interests.</b> 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 2020. None.																																	
21/064	All Members	<b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b> One member of the public, with an interest in 21/081, gave a brief description as to why she would like to join Wakes Colne Parish Council.																																	
21/065	All Members	<b>Ward and County Councillors to address the members if present.</b> A monthly report was received in advance by all Councillors from Cllr. Chillingworth. Update on Parkhurst Green: old access road should have been closed but the applicant decided not to do so; breach of condition, so notice issued by enforcement; the applicant will have to take down the metal fence, take up the newly laid driveway and plant a new hedge; the property is currently up for sale. The Chairwoman inquired of Cllr. Chillingworth some clarifications of items of his report on the local plan, the environment agency, a proposed meeting on climate change and his opinion on the benefits of a neighbourhood plan.																																	
21/065	All Members	<b>Minutes.</b> To confirm the minutes of the Parish Council meeting held on 3 <sup>rd</sup> March 2021. Proposed by Cllr. Latarche, seconded by Cllr. Wastenev; all in favour, resolution passed.																																	
21/066	All Members	<b>Planning Matters.</b> Old Hall Farm, Colchester Road, Wakes Colne Colchester CO6 2DA Application to determine if prior approval is required for a proposed change of use of agricultural building to dwelling house. No objection. Proposed by Cllr. Mead, seconded by Cllr. Fisher; all in favour, resolution passed.																																	
21/067	All Members	<p><b>Financial Matters.</b></p> <p>1) Financial Statement for March/April (Items to be approved for payment and signed as per payment schedule).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">CHEQUE No.</th> <th style="text-align: center;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>Colchester Borough Council (Inv. No. 20179464)</td> <td style="text-align: center;">101283</td> <td style="text-align: right;">23.45</td> </tr> <tr> <td>Richard Edwards Group (Inv. No. 42623)</td> <td style="text-align: center;">101284</td> <td style="text-align: right;">63.00</td> </tr> <tr> <td>EE Mobile (For March Inv. No. V01852931880)</td> <td style="text-align: center;">DD</td> <td style="text-align: right;">21.20</td> </tr> <tr> <td>D. Jacob (expenses for March as per receipts)</td> <td style="text-align: center;">101285</td> <td style="text-align: right;">29.28</td> </tr> <tr> <td colspan="3" style="text-align: center;"><b>The following to appear in April (new financial year budget figures)</b></td> </tr> <tr> <td>EALC Inv. No. 13948 (Subscription fees)</td> <td style="text-align: center;">101286</td> <td style="text-align: right;">170.57</td> </tr> <tr> <td>D. Jacob (Salary for April)</td> <td style="text-align: center;">SO</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment for April)</td> <td style="text-align: center;">101287</td> <td style="text-align: right;">40.18</td> </tr> <tr> <td>HM Revenue &amp; Customs (for April)</td> <td style="text-align: center;">101288</td> <td style="text-align: right;">2.00</td> </tr> <tr> <td>Essex Pension Fund (for April)</td> <td style="text-align: center;">SO</td> <td style="text-align: right;">140.00</td> </tr> </tbody> </table>		CHEQUE No.	TOTAL	Colchester Borough Council (Inv. No. 20179464)	101283	23.45	Richard Edwards Group (Inv. No. 42623)	101284	63.00	EE Mobile (For March Inv. No. V01852931880)	DD	21.20	D. Jacob (expenses for March as per receipts)	101285	29.28	<b>The following to appear in April (new financial year budget figures)</b>			EALC Inv. No. 13948 (Subscription fees)	101286	170.57	D. Jacob (Salary for April)	SO	500.00	D. Jacob (Salary adjustment for April)	101287	40.18	HM Revenue & Customs (for April)	101288	2.00	Essex Pension Fund (for April)	SO	140.00
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		Essex Pension Fund (Adjustment for April)	101289	19.78
		Braintree District Council Inv. No. 6954549	101290	347.18
		EE Mobile (For April V01862602611)	DD	21.43
		Proposed by Cllr. Latache, seconded by Cllr. Fisher; all in favour, resolution passed.		
		2) <b>MONTHLY BUDGET STATEMENT.</b> Received and noted.		
<b>21/069</b>	All Members	<p><b>Matters Arising from previous minutes.</b></p> <p><b>Item 1.</b> Previous minute number 20/193 Item 2. External Defibrillator: to consider the purchase of a defibrillator. Update by Cllr. Taylor: the Cricket Club will apply for the £500.00 funding only available to Cricket Clubs; if successful later in the year would apply for a grant from the Parish Council to make up the difference in cost and to arrange installation and connection.</p> <p><b>Item 2.</b> Previous minute number 20/194 Item 1. Seasonal Lights. As no one wanted to take this item forward it was agreed to take this item off the agenda for now. Proposed by Cllr. Taylor, seconded by Cllr. Mead; all in favour resolution passed.</p> <p><b>Item 3. Highway Issues.</b> Previous minute number 20/195 Item 2. Zebra Crossing. No acknowledgement of our proposal submitted on 7<sup>th</sup> February 2021 to LHP and no reference number from Highways .Item still ongoing – to be on the June agenda. Finger/directional signs within the village: two of these have been repaired in the last month but many still needing repair. Vegetation overgrowth and reduced width of pavement from the Church down to the village hall along A1124: WCPC is investigating repair by a private contractor, but permission for traffic lights to ensure worker safety is required from Highways. HGV sign at Lane Road: no acknowledgement of our proposal submitted on 11 March 2021 to LHP and no reference number from Highways. Item still ongoing – to be on the June agenda. Station Road: no acknowledgement of our proposal submitted on 4<sup>th</sup> March 2021 to LHP and no reference number from Highways. Item still ongoing – to be on the June agenda. Lane Road: Surface water onto the A1124. Update by Cllr. Mead that ditches have been cleared and would continue to be monitored; this item can now come off the agenda.</p> <p><b>Item 4.</b> Previous minute number 21/052 Item 4 Information Pack. Update by Cllr. Taylor that she and four others will work on a Contacts list, which, together with the reprinted Lost Chappel and Wakes Colne booklets and Annual Report, will be delivered to all parishioners during the summer. Item ongoing and to be on the June agenda.</p>		
<b>21/070</b>	All Members	<p><b>Footpaths.</b> Cllr. Fisher reported that Whistle Walk, Footpath 35, has been reported to Public Rights of Way as inaccessible during wet winter weather but ECC will not repair. The land and the roadside trees are owned by EARM; Cllr Fisher is to contact the EARM to inquire about inspection of tree safety and possible gravel infill of path. The long walks on the Millennium walks pamphlet need to be walked in order to confirm the information prior to update and reprinting. Cllr. Fisher to set up another footpath working group meeting so these matters can continue to be discussed.</p>		
<b>21/071</b>	All Members	<p><b>Greensward: the verges outside the Post Office and Swan Street and the Corner of Station Road/Station Approach.</b> To consider to tidy the edges, return, signage and a low fence to deter parking. Despite best efforts it had only been possible to obtain two quotes. It was decided to approve the cheaper option, JPB Landscapes, to undertake levelling, return, reinstatement of path to post box; levelling and return at Swan St/Chappel Corner; and paving at the top of Station Rd/Station Approach. Some No Parking signs will be displayed. Total cost £2,801.40 including VAT (which we can reclaim). The post and rail fencing will not be erected now, but permission may be applied for this in future if the parking/drive over problems persist. Proposed Cllr. Taylor, seconded by Cllr. Mead; all in favour, resolution passed.</p>		
<b>21/072</b>	All Members	<p><b>Face Book Page.</b> To consider setting up a Wakes Colne Parish Council Face Book page. Issues pro and con were discussed. A working group of Cllr. Latache, Cllr. Taylor and Cllr. Mead was set up to work on this item and report back in June. Proposed by Cllr. Latache, seconded by Cllr. Mead; all in favour, resolution passed.</p>		
<b>21/073</b>	Cllr Taylor	<b>CALC – (Colchester Association of Local Councils).</b>		

		Update by Cllr Taylor: minutes had been circulated; Highways issues were raised; parish councils are all incurring the same problems.
<b>21/074</b>	All Members	<b>Flooding near the Post Office.</b> Update: awaiting a visit from the Environment Agency.
<b>21/075</b>	All Members	<b>Annual Report 2020-2021.</b> To consider printing 300 copies at £60.00 including VAT, if format etc to remain the same as previous years. After draft approval. Proposed by Cllr. Fisher, seconded by Cllr. Latache; all in favour, resolution passed.
<b>21/076</b>	All Members	<b>Defibrillator Pads.</b> To consider the purchase of pads for the defibrillator at the PO at a cost of £36.00 + vat, total £43.20. Proposed by Cllr. Taylor, seconded by Cllr. Wastaney; all in favour, resolution passed.
<b>21/077</b>	All Members	<b>Neighbourhood Plan.</b> To consider if Wakes Colne Parish Council would like to work towards producing a neighbourhood plan. After discussion it was agreed to put an item in the Village Reporter, with Chappel PC, to ascertain interest from the public, as it requires community engagement, before deciding on this item. Further information to be sought from Colchester Borough Council. Item ongoing to be on the June agenda.
<b>21/078</b>	All Members	<b>Clerk's Report.</b> Received and noted.
<b>21/079</b>	All Members	<b>To Exclude the Press and Public.</b> Public Bodies (Admission to Meetings) Act 1960 'That the public be excluded from the meeting during consideration of Agenda Item <b>21/080 and 21/081</b> 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 Cllr. Taylor, seconded by Cllr. Latache, all in favour, resolution passed.
<b>21/080</b>	All Members	<b>Payroll Contract.</b> It was agreed to renew the contract from the payroll provider. Proposed by Cllr. Taylor, seconded by Cllr. Wastaney; all in favour, resolution passed.
<b>21/081</b>	All Members	<b>Vacancy on Wakes Colne Parish Council.</b> Item 1/ The application from Emma Coney was accepted and she was co-opted. Item 2/ Co-opted candidate to sign acceptance of office. Item 3/ Consent form to receive the Council Summons and agenda electronically. Item 4/ Declaration of interest forms to be sent direct to Colchester Borough Council and Clerk to receive a copy. Proposed by Cllr. Wastaney, seconded by Cllr. Mead; all in favour, resolution passed.
<b>21/082</b>	All Members	<b>Date of Next Meeting.</b> Date of Next Meeting. Parish Council AGM followed by Parish Council Meeting 5th May at 7.00pm (note early start as two meetings). Annual Parish Assembly not legally required to be held this year.

Meeting opened at 8.07pm and closed at 10.28pm.