

**Minutes of the Wakes Colne Parish Council Meeting held on  
Wednesday 10<sup>th</sup> January 2024 at 7.15pm  
in the Small Committee Room at Chappel & Wakes Colne Village Hall**

In the Chair: Cllr. Sunnucks  
Present: Cllr. D. Laws and Cllr. T. Rowe  
Parish Clerk: Mrs D. Jacob

12 members of the public.

Please Note that this and all future Wakes Colne Parish Council meetings will be audio recorded in line with Openness of Local Government Regulations, 2014. The Clerk audio recorded the meeting but not item 24/007 the public participation session.

	PRESENTER	SUBJECT
24/001	All Members	On the 7 <sup>th</sup> December 2023 an order was made by Colchester City Council under the Section 91(1) of the Local Government Act 1972, following the resignation of four Wakes Colne Parish Councillors. Where there are so many vacancies in the office of Parish Councillor that the Parish Council is no longer able to act Colchester City Council may by order appoint the following persons to fill any vacancies until other councillors are elected to take office. Colchester City Council has appointed Darius Laws, Thomas Rowe and William Sunnucks to act as Members of Wakes Colne Parish Council until an election has been held and to fill such vacancies as shall constitute and re-establish a quorum.
24/002	All Members	<b>To elect a Chairman.</b> Cllr Sunnucks was elected Chairman Proposed by Cllr Laws, seconded by Cllr Rowe, all in favour, resolution passed. Chairman Declaration of Office - to be signed.
24/003	All Members	<b>To elect a Vice-Chairman.</b> Cllr Laws was elected Vice-Chairman Proposed by Cllr Sunnucks, seconded by Cllr Rowe, all in favour, resolution passed. Declaration of Office - to be signed.
24/004	All Members	<b>Welcome and Apologies for Absence.</b> The Chairman welcomed everyone and expressed thanks to all the volunteers.
24/005	All Members	<b>Declaration of Interests.</b> No declaration of interests received.
24/006	All Members	<b>Co-option.</b> <b>Item 1.</b> To consider applicants and to co-opt candidates. Peter Chillingworth was co-opted onto Wakes Colne Parish Council. <b>Item 2.</b> Peter Chillingworth signed the acceptance of office. <b>Item 3.</b> Peter Chillingworth signed the consent form to receive the Council Summons and agenda electronically. <b>Item 4.</b> The Clerk handed the Declaration of Interests form to Peter Chillingworth for him to be complete and send direct to the Monitoring Officer at Colchester City Council within 28 days.
24/007	All Members	<b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b> Each member of the public was invited to introduce themselves and speak. There was support from several speakers for a merger of Wakes Colne and Chappel Parish Councils. The Chairman explained that a full merger wouldn't be legally possible until 2026 but that there was scope for closer working before then which he was keen to explore.

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Signed.....  
Chairman of the Parish Council

Date: 7<sup>th</sup> February 2024

		Potholes were discussed, the solar light near the bus shelter still not working (Clerk to follow up). Extra Street light required in the area (Item to be on the next agenda)
<b>24/008</b>	All Members	<b>Ward and County Councillors to address the members if present.</b> No updates from Ward Councillors – Apologies for absence received by the Chairman from Cllr. L. Barber.
<b>24/009</b>	All Members	<b>Minutes.</b> <b>Item 1.</b> The minutes of the parish Council meeting held on 1 <sup>st</sup> November 2023 were noted. None of the new parish Councillors had been there throughout the meeting so they were signed as confirmation that the meeting had taken place. There was some questioning of the accuracy of the last few paragraphs of the minute, but the committee members were not in a position to comment. Proposed by Cllr Sunnucks, seconded by Cllr Laws; all in favour, resolution passed. <b>Item 2.</b> To confirm that no Wakes Colne Parish Council meeting took place in December 2023 as Wakes Colne Parish Council was not quorate. Note to be entered into the minute book with a copy of the legal seal order document received from Colchester City Council. Proposed by Cllr Sunnucks, seconded by Cllr Laws; all in favour, resolution passed.
<b>24/010</b>	All Members	<b>Planning Matters.</b> <b>Item 1.</b> Updates. <b>Item 2.</b> New Applications. <b>Ref:</b> 232839 <b>Location:</b> Loveneys, Middle Green, Wakes Colne Essex CO6 2B <b>Description:</b> Relocation of existing barn with Planning Consent (231780 - October 2023) and alterations to existing floor plans and elevations. No objection but to ensure that access rights are maintained. Proposed by Cllr. Rowe, seconded by Cllr. Chillingworth; all in favour, resolution passed. <b>Ref:</b> 232909 <b>Location:</b> Fridays Cottage, Lane Road, Wakes Colne Essex CO6 2BP <b>Description:</b> The erection of solar panels to west facing garage roof. Supporting application for Listed Building Application 232507 No objection Proposed by Cllr. Chillingworth, seconded by Cllr. Rowe; all in favour, resolution passed. <b>Ref:</b> 232932 <b>Location:</b> Change of use from Use Class E (A1 retail wedding dresses 2008 application no 080843) to 'Sui Generis' use for floristry preparation, sales and workshops as well as agriculture talks and workshops associated with activities on the farm. <b>Description:</b> Barn at Jordans Farm, Lower Green, Wakes Colne Colchester CO6 2AZ No objection Proposed by Cllr. Chillingworth, seconded by Cllr. Sunnucks; all in favour, resolution passed
<b>24/011</b>	All Members	<b>Matters Arising from previous minutes.</b> <b>Item 1.</b> Station Road – acknowledgement received 6 <sup>th</sup> May 2021 - update from Cllr Barber sent to us on 17 <sup>th</sup> October 2023. 20mph scheme, unfortunately, we are not given any timeframes for the validation stage due to the number of schemes in validation. However, as I have asked for it to be a priority scheme, I am hoping for an update on it in our December meeting. <b>Item 2.</b> Previous minute number 20/195 Item 2. Zebra Crossing – acknowledgement received reference number LCOL193018 - survey carried out, update sent from Cllr. Barber on 17 <sup>th</sup> October 2023 the movement of the bus stop was not supported by Essex Highways on safety grounds. further solutions are to be discussed. <b>Item 3.</b> Previous minute number 21/074 Flooding near the Post Office – signage funded Cllr Barber - The cabinet has yet to approve the rollover funding for these schemes, while we fully expect them to do so, it has not yet happened. Update sent from Cllr Barber on 17 <sup>th</sup> October 2023 the chairs of the LHP had been informed of the cabinet member decision on this and I duly wrote to our chair for an update. The chair has had to go back to the cabinet member for clarity on what is being funded

		<p>as they did not feel it was clear. There is now a new cabinet member though and they are waiting for a response.</p> <p><b>Item 4.</b> Vegetation overgrowth from Wakes Hall down to the Village Hall, Colchester Road A1124 reported again on 5/6/2023 Highways ref 2866323, update received from Cllr. Barber on 17<sup>th</sup> October 2023, he has been following this up and he is waiting for the inspection report.</p> <p><b>Item 5.</b> Cllr Barber has been approached by residents about restrictions down Crepping Hall Road, the data received confirm HGV usage was about 1% of vehicles and given access would still be maintained, suspect that this would be insufficient to justify intervention.</p> <p>No update received from Cllr Barber on the above items – the Clerk was instructed to contact Cllr Barber, to see if these items can come off the next agenda, as they are more of a wish list.</p> <p>Proposed by Cllr. Sunnucks, seconded by Cllr. Rowe; all in favour, resolution passed</p>																																																																		
<b>24/012</b>	All Members	<p><b>Budget /Precept 2024/2025.</b></p> <p><b>Item 1.</b> To set the budget for 2024/2025. The budget could not be set by the new Council – item to be on the next agenda.</p> <p><b>Item 2.</b> To set the precept for 2024/2025. The precept was set at £14,915.00 or £56.52 for band D properties, an 88pence increase on last year. It was noted a grant of £759.00 from Colchester City Council will also be to be received.</p> <p>Proposed Cllr Chillingworth, seconded by Cllr Laws; all in favour, resolution passed.</p>																																																																		
<b>24/013</b>	All Members	<p><b>Financial Matters.</b></p> <p><b>Item 1.</b> Temporary Parish Councillors to consider to agree and approve - that The Parish Clerk and ex-Parish Councillors that are still bank signatories can continue to sign cheques even though they are no longer Parish Councillors on Wakes Colne Parish Council. This has been advised by The Monitoring Officer at Colchester City Council in an email sent on 14 December 2023 to the Parish Clerk and it is to be minuted and signed, authorisation for audit purposes.</p> <p>Proposed Cllr Laws, seconded by Cllr Rowe; all in favour, resolution passed.</p> <p><b>Item 2.</b> Financial Statement (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>EALC (Inv. No. 17092 Cllr Stocker online training)</td> <td>101573</td> <td>20.40</td> </tr> <tr> <td>Essex and South Suffolk Community Rail Partnership (Station Adopters Minute No. 23/206 item 2 grant approved)</td> <td>101574</td> <td>350.00</td> </tr> <tr> <td>JPB Landscapes (Inv. No. 312 Grass cutting for October)</td> <td>101575</td> <td>60.00</td> </tr> <tr> <td>HandyKing (Inv. No. 240 clearing glass from pavement)</td> <td>101576</td> <td>25.00</td> </tr> <tr> <td>EE (Inv. No. V02166290470 mobile phone)</td> <td>DD</td> <td>21.26</td> </tr> <tr> <td>D. Jacob (Salary for December)</td> <td>SO</td> <td>650.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment including back pay for December)</td> <td>101577</td> <td>363.45</td> </tr> <tr> <td>HM Revenue &amp; Customs (For December)</td> <td>101578</td> <td>97.19</td> </tr> <tr> <td>Essex Pension Fund (for December)</td> <td>SO</td> <td>210.00</td> </tr> <tr> <td>Essex Pension Fund (Adjustment for December)</td> <td>101579</td> <td>138.02</td> </tr> <tr> <td>D. Jacob (expenses for November as per receipts)</td> <td>101580</td> <td>35.56</td> </tr> <tr> <td>Chappel &amp; Wakes Colne Village Hall (Inv. 1123 hall hire for 1<sup>st</sup> November Parish Council meeting main hall and 20<sup>th</sup> November small committee room)</td> <td>101581</td> <td>57.00</td> </tr> <tr> <td>HandyKing (Inv No. 243 clearing glass from pavement again)</td> <td>101582</td> <td>25.00</td> </tr> <tr> <td>Richard Edwards Group Ltd (Inv. No. 51921 Payroll services Oct-Dec)</td> <td>101583</td> <td>89.64</td> </tr> <tr> <td>WEL Medical Ltd (Inv. I271252) Battery for Defib</td> <td>101584</td> <td>192.00</td> </tr> <tr> <td>EE Inv. No. V02175799572</td> <td>DD</td> <td>21.26</td> </tr> <tr> <td>D. Jacob (Salary for January 2024)</td> <td>SO</td> <td>650.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment for January)</td> <td>101585</td> <td>63.34</td> </tr> <tr> <td>HM Revenue &amp; Customs (For January)</td> <td>101586</td> <td>6.20</td> </tr> <tr> <td>Essex Pension Fund (for January)</td> <td>SO</td> <td>210.00</td> </tr> <tr> <td>Essex Pension Fund (Adjustment for January)</td> <td>101587</td> <td>20.57</td> </tr> </tbody> </table>		CHEQUE No.	TOTAL	EALC (Inv. No. 17092 Cllr Stocker online training)	101573	20.40	Essex and South Suffolk Community Rail Partnership (Station Adopters Minute No. 23/206 item 2 grant approved)	101574	350.00	JPB Landscapes (Inv. No. 312 Grass cutting for October)	101575	60.00	HandyKing (Inv. No. 240 clearing glass from pavement)	101576	25.00	EE (Inv. No. V02166290470 mobile phone)	DD	21.26	D. Jacob (Salary for December)	SO	650.00	D. Jacob (Salary adjustment including back pay for December)	101577	363.45	HM Revenue & Customs (For December)	101578	97.19	Essex Pension Fund (for December)	SO	210.00	Essex Pension Fund (Adjustment for December)	101579	138.02	D. Jacob (expenses for November as per receipts)	101580	35.56	Chappel & Wakes Colne Village Hall (Inv. 1123 hall hire for 1 <sup>st</sup> November Parish Council meeting main hall and 20 <sup>th</sup> November small committee room)	101581	57.00	HandyKing (Inv No. 243 clearing glass from pavement again)	101582	25.00	Richard Edwards Group Ltd (Inv. No. 51921 Payroll services Oct-Dec)	101583	89.64	WEL Medical Ltd (Inv. I271252) Battery for Defib	101584	192.00	EE Inv. No. V02175799572	DD	21.26	D. Jacob (Salary for January 2024)	SO	650.00	D. Jacob (Salary adjustment for January)	101585	63.34	HM Revenue & Customs (For January)	101586	6.20	Essex Pension Fund (for January)	SO	210.00	Essex Pension Fund (Adjustment for January)	101587	20.57
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Signed.....  
**Chairman of the Parish Council**

**Date: 7<sup>th</sup> February 2024**

		D. Jacob (Expenses for December)	101588	21.06
		<p>The Clerk was asked to go through each and every payment item above, Clerk replied and went down the list, however the Clerk refused to discuss employment costs in an open public meeting. Above payments approved.</p> <p>Proposed by Cllr Sunnucks, seconded by Cllr Chillingworth: all in favour, resolution passed.</p> <p><b>Item 3.</b> Monthly Budget Statement. Clerk sent to Cllrs.</p> <p><b>Item 4.</b> To consider to appoint 3 new bank signatories so as to amend bank mandate. It was agreed to add Cllr Sunnucks and Cllr Chillingworth to the mandate and to remove June Fisher, Helen Wasteneay and Samantha Lata arche, that Denise Stocker is to remain.</p> <p>Proposed Cllr Laws, seconded by Cllr Sunnucks; all in favour, resolution passed.</p> <p><b>Item 5.</b> To consider transferring funds from the Business Reserve account into the current account so that there are enough funds available in the current account to clear cheque payments. It was agreed and approved to transfer £1,000.00 from the Business Reserve account to the current account.</p> <p>Proposed Cllr Sunnucks, seconded by Cllr Laws; all in favour, resolution passed.</p>		
<b>24/014</b>	All Members	<p>To receive reports from outside bodies, training courses, representatives on village committees and Parish Council working groups.</p> <p>Ex Chairman – now a member of the public, gave an update on the training that she had attended. Chairman asked Cllr Chillingworth about training.</p>		
<b>24/015</b>	All Members	<p><b>New Items for next agenda.</b></p> <p>Please note that no decisions can be lawfully made under this item, LGA 12 10 (2) (b) states that business must be specified therefore the council cannot lawfully raise matters for decision. To set the Budget.</p> <p>Any other new items to be sent to the Clerk by 30<sup>th</sup> January 2024 so that they are no the next agenda.</p>		
<b>24/016</b>	All Members	<p><b>Wakes Colne Parish Council Award Scheme.</b></p> <p>A nomination from Chappel Parish Council had been received for Patick Dent for all his community volunteering it was approved and agreed to present him with the award at the Annual Paish Assembly.</p> <p>Proposed Cllr Chillingworth, seconded by Cllr Rowe; all in favour, resolution passed.</p>		
<b>24/017</b>	All Members	<p><b>Date of Next Meeting.</b></p> <p>Parish Council Meeting 7<sup>th</sup> February (7.15pm)</p>		

Meeting closed at 8.49pm.

Signed.....  
Chairman of the Parish Council

Date: 7<sup>th</sup> February 2024