

**Minutes of the Wakes Colne Parish Council Meeting held on
Wednesday 3rd June 2020 at 7.15pm**

DUE TO THE CORONAVIRUS AND GOVERNMENT ADVICE THIS VIRTUAL MEETING WAS BE HELD BY **MICROSOFT TEAMS**

In the Chair: Cllr. S. Scrase
Present: Cllrs: Cllr. J. Fisher, Cllr. T. Hardy-Stotz, Cllr. A. Scrase, Cllr. M. Taylor
Clerk: Mrs D. Jacob
No members of the public.

	PRESENTER	SUBJECT
20/098	All Members	Welcome & Apologies for Absence. The Chairman welcomed everyone to the first virtual meeting held by Wakes Colne Parish Council. Apologies for absence received and accepted from Cllr. K. Brown (due to family commitments) and Cllr. H. Wasteny (due to technical issues).
20/099	All Members	Declaration of Interests. None.
20/100	All Members	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. None.
20/101	All Members	Ward and County Councillors to address the members if present. Report received from Cllr Chillingworth as follows: Council meetings resume in virtual form from 1 st June. The public will be able to ‘have your say’ by submitting written questions. Live streaming will be available for the public to hear proceedings. Planning applications will be called-in by ward Cllrs. Those interested can access streaming, agendas and protocols via the Council’s website in the normal way. A new discretionary business grant of up to £10,000 has been announced and will be offered by the Council to businesses who are not eligible for other grants of support. Garden waste resumes shortly, as do the special collections of bulky items. The letter from the Local plan inspector has been received. Unless the Secretary of State intervenes, West Tey has been found ‘unsound’, which is good news for the west of the Borough. Wakes Colne Mill application will return to the Planning Committee on 18 th June. Parkhurst Farm and Timberlands Farm applications have been called in and awaiting appeal decisions.
20/102	All Members	Minutes Item 1. To confirm the minutes of the Annual Parish Council Meeting held on 6 th May 2020. Item 2. To confirm the minutes of the Parish Council meeting held on 6 th May 2020. Proposed by Cllr. A. Scrase, seconded by Cllr. T. Hardy-Stotz, all in favour, resolution passed.
20/103	All Members	Planning Matters. None.
20/104	All Members	Accounts 2019/20. Item 1 - Internal Auditor’s Report. Item 2 - Certificate of Exemption - To confirm that Wakes Colne Parish Council have certified themselves as exempt as the gross income or gross expenditure did not exceed £25,000 in the year ended 31 March 2020. Item 3 – Clerk to confirm reclaim for VAT 2019/2020. Item 4 – Approval of Annual Governance Statement for 2019/2020 prior to submission to the Audit Commission. 1. We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements. 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

		<p>4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</p> <p>5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p> <p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p> <p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p> <p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have financial impact on this authority and, where appropriate, have included them in the accounting.</p> <p>Chairman and Clerk to sign.</p> <p>Item 5 - Approval of Accounting Statements for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign.</p> <p>Item 6 –Year End Bank Reconciliation for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign.</p> <p>Item 7 - To sign off the accounts for 2019/2020. Chairman and Clerk to sign.</p> <p>Item 8 – To confirm that the notice of public rights and publications of annual governance and accountability return will be displayed 15th June 2020 - 24th July 2020.</p> <p>Proposed by Cllr. M. Taylor, seconded by Cllr. J. Fisher, all in favour, resolution passed.</p>																																				
20/105	All Members	<p>Financial Matters.</p> <p>1) Financial Statement for May/June (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>EE (for calls made in April)</td> <td>DD</td> <td>22.74</td> </tr> <tr> <td>Chappel Parish Council Minute No. 19/208 Item 1 (Grant for playground equipment maintenance)</td> <td>101215</td> <td>500.00</td> </tr> <tr> <td>Chappel & Wakes Colne Village Hall Minute No. 19/208 Item 2 (Grant for timber fencing between car park and steep change in level to the hall.</td> <td>101216</td> <td>200.00</td> </tr> <tr> <td>D. Jacob (Salary for May)</td> <td>SO</td> <td>500.00</td> </tr> <tr> <td>Adjustment for D. Jacob (salary adjustment for May)</td> <td>101217</td> <td>16.06</td> </tr> <tr> <td>HM Revenue & Customs (for May)</td> <td>101205</td> <td>2.00</td> </tr> <tr> <td>Essex Pension Fund (for May)</td> <td>SO</td> <td>140.00</td> </tr> <tr> <td>Adjustment for Essex Pension Fund (for May)</td> <td>101206</td> <td>13.21</td> </tr> <tr> <td>M.C. Relland (Painting phone boxes & bus shelters)</td> <td>101218</td> <td>485.00</td> </tr> <tr> <td>D. Jacob (Expenses for May 2020)</td> <td>101219</td> <td>44.14</td> </tr> <tr> <td>Dove Support Inv. No. 1125 & 1135</td> <td>101221</td> <td>108.00</td> </tr> </tbody> </table> <p>2) Monthly budget statement. Received and noted.</p> <p>Proposed by Cllr. A. Scrase, seconded by Cllr. M. Taylor all in favour, resolution passed.</p>		CHEQUE No.	TOTAL	EE (for calls made in April)	DD	22.74	Chappel Parish Council Minute No. 19/208 Item 1 (Grant for playground equipment maintenance)	101215	500.00	Chappel & Wakes Colne Village Hall Minute No. 19/208 Item 2 (Grant for timber fencing between car park and steep change in level to the hall.	101216	200.00	D. Jacob (Salary for May)	SO	500.00	Adjustment for D. Jacob (salary adjustment for May)	101217	16.06	HM Revenue & Customs (for May)	101205	2.00	Essex Pension Fund (for May)	SO	140.00	Adjustment for Essex Pension Fund (for May)	101206	13.21	M.C. Relland (Painting phone boxes & bus shelters)	101218	485.00	D. Jacob (Expenses for May 2020)	101219	44.14	Dove Support Inv. No. 1125 & 1135	101221	108.00
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20/106	All Members	<p>Salt Bag Partnership 2020/2021.</p> <p>The Parish Council would like to remain in the scheme but do not require any salt bags this year.</p> <p>Proposed by Cllr. T. Hardy-Stotz, seconded by Cllr. A. Scrase, all in favour, resolution passed.</p>																																				
20/107	All Members	<p>Finger Posts.</p> <p>Wakes Colne Parish Council to carry out a visual survey in the Parish to ascertain the condition of Directional finger posts and take the matter forward to the appropriate authority for action.</p> <p>Proposed by Cllr. J. Fisher, seconded by Cllr. M. Taylor, all in favour, resolution passed.</p>																																				
20/108	All Members	<p>Clerk's Report. Received and noted.</p>																																				
20/071	All Members	<p>Date of Next Meeting.</p> <p>Parish Council virtual meeting 1st July 2020 at 7.15pm, held by Microsoft Teams</p> <p>Meeting Closed at 7.48pm.</p>																																				