

**Minutes of the Wakes Colne Parish Council Virtual Meeting held on  
Wednesday 3<sup>rd</sup> March 2021 at 7.15pm**

DUE TO THE CORONAVIRUS AND GOVERNMENT ADVICE THIS VIRTUAL MEETING WAS HELD BY **Zoom**

Present: Cllrs: Cllr. J. Fisher, Cllr. S. Latarche, Cllr. F. Mead, Cllr. M. Taylor, Cllr. H. Wastenev

Clerk: Mrs D. Jacob

Two members of the public present.

ITEM	PRESENTER	SUBJECT																											
21/045	All Members	<b>Welcome &amp; Apologies for Absence.</b> The Chairwoman opened the meeting and welcomed everyone. Apologies for absence received and accepted from Cllr. J. Parrish.																											
21/046	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.																											
21/047	All Members	<b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b> Two members of the public with an interest in 21/052 Item 3 were present. Mr Dent, as Speedwatch Coordinator, had attended a meeting with Police on behalf of Wakes Colne Parish Council (WCPC) and had circulated a report in advance of the meeting and updated the meeting.																											
21/048	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. Flooding near the post office (PO) was discussed and he suggested that WCPC should apply after April to his locality budget to help towards the cost of sandbags and signs for the PO (if required).																											
21/049	All Members	<b>Minutes.</b> <b>Item 1.</b> To confirm the minutes of the Parish Council meeting held on 3rd February 2021. Proposed by Cllr. Fisher, seconded by Cllr. Mead; all in favour, resolution passed. <b>Item 2.</b> To confirm the minutes of the Personnel Meeting held on 10th February 2021. Proposed by Cllr. Latarche, seconded by Cllr. Mead; all in favour, resolution passed.																											
21/050	All Members	<b>Planning Matters.</b> Planning decisions since the last meeting were noted. <b>Ref: 210026 (Revised)</b> Halifax (White Lodge), Station Road, Wakes Colne Colchester CO6 2DS Proposed single storey front, side, rear extensions, internal renovations and double garage. No comment. Proposed by Cllr. Mead, seconded by Cllr. Fisher; all in favour, resolution passed.																											
21/051	All Members	<b>Financial Matters.</b> 1) Financial Statement for March (Items to be approved for payment and signed as per payment schedule). <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>EE (for call made in February) Inv. No. V01843086535</td> <td style="text-align: center;">DD</td> <td style="text-align: right;">21.20</td> </tr> <tr> <td>EALC Inv. No. 13551 (New Cllr Training for Cllr Mead)</td> <td style="text-align: center;">101278</td> <td style="text-align: right;">216.00</td> </tr> <tr> <td>D. Jacob (Salary for March)</td> <td style="text-align: center;">SO</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment for March)</td> <td style="text-align: center;">101279</td> <td style="text-align: right;">26.73</td> </tr> <tr> <td>HM Revenue &amp; Customs (for March)</td> <td style="text-align: center;">101280</td> <td style="text-align: right;">4.80</td> </tr> <tr> <td>Essex Pension Fund (for March)</td> <td style="text-align: center;">SO</td> <td style="text-align: right;">140.00</td> </tr> <tr> <td>Essex Pension Fund (Adjustment for March)</td> <td style="text-align: center;">101281</td> <td style="text-align: right;">19.78</td> </tr> <tr> <td>D. Jacob (Expenses for February as per receipts)</td> <td style="text-align: center;">101282</td> <td style="text-align: right;">43.02</td> </tr> </tbody> </table> Also, an invoice has been received from A & J Lighting (Inv. No. 349880 total cost £55.66 which is a direct debit and payment will be taken on the 15 <sup>th</sup> March). All above payments approved. Proposed by Cllr. Taylor, seconded by Cllr. Latarche; all in favour, resolution passed. 2) <b>MONTHLY BUDGET STATEMENT.</b> Received and noted.		CHEQUE No.	TOTAL	EE (for call made in February) Inv. No. V01843086535	DD	21.20	EALC Inv. No. 13551 (New Cllr Training for Cllr Mead)	101278	216.00	D. Jacob (Salary for March)	SO	500.00	D. Jacob (Salary adjustment for March)	101279	26.73	HM Revenue & Customs (for March)	101280	4.80	Essex Pension Fund (for March)	SO	140.00	Essex Pension Fund (Adjustment for March)	101281	19.78	D. Jacob (Expenses for February as per receipts)	101282	43.02
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21/052	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 Wastenev and Cllr Latache. Still awaiting confirmation from the Cricket Club if they would like a defibrillator. Various issues to be followed up. Item to be on next agenda.</p> <p><b>Item 2.</b> Previous minute number 20/194 Item 1. Seasonal Lights – no update by Cllr Parrish. Item to be on next agenda.</p> <p><b>Item 3. Highway Issues.</b></p> <p>A virtual meeting took place on 16<sup>th</sup> February with Cllr. Anne Brown and Cllr. P. Chillingworth regarding outstanding highway issues and clarifications on policy, procedures and practices. Minutes of that meeting had been circulated to all present and key points were summarised. Cllr. Brown had agreed to take up various issues relating to the pedestrian crossing, traffic calming in Station Rd, flooding and drainage in Lane Rd. Parish Council awaiting a response to questions raised. Responses are awaited.</p> <p>Zebra Crossing Previous minute number 20/195 Item 2 as above; to be on next agenda.</p> <p>Highway Issues – finger/directional signs within the village, vegetation overgrowth and reduced width of pavement from the Church down to the village hall along A1124, HGV sign at Lane Road – items still outstanding, as above; to be on next agenda.</p> <p>Highway Issues – Station Road – to consider a proposal for white lines down Station Road, marking out shared surface zone for vehicles and pedestrians, as suggested by Cllr. Mead and endorsed by Cllr. Brown at the meeting on 16.2.21. Proposal drawn up by Cllr. Mead with supporting history by Cllr. Taylor, to be sent to the Local Highways Panel; update to be on next agenda. Proposed by Cllr. Mead, seconded by Cllr. Taylor; all in favour, resolution passed.</p> <p>Lane Road – Surface water onto the A1124 issue – Cllr. Mead reported that the landowner had been clearing the ditches, which had made a great improvement. Cllr. Mead and Cllr. Latache to monitor the area.</p> <p>Potholes on the A1124 had been reported again. Residents are encouraged to report highways defects to Essex County Council website as roads and signage are ECC responsibility.</p> <p><b>Item 4.</b> Previous minute number 20/198 Welcome Pack – discussions took place as to whether this should be a Welcome Pack for new residents or an Information pack for all residents. The latter was agreed and that it should include the following: reprinted Lost Chappel and Wakes Colne booklet, new footpath and walks pamphlet, annual report and a covering letter with reference to generic information sources, in an A4 envelope. To be hand delivered by the end of July 2021. It was agreed that, subject to further checking, 250 copies of the booklet would be printed.</p> <p>Proposed by Cllr. Taylor, seconded by Cllr. Latache; all in favour, resolution passed.</p>
21/053	All Members	<p><b>Footpaths.</b></p> <p>One online meeting was held with the four working group members and ways forward with repairs were discussed. Footpaths are regularly monitored and are now mostly in a good condition. Those with issues have been reported to public rights of way. Information has now been obtained on local landowners and attempts will be made to contact them re repairing signage and monitoring safety, e.g re overhanging trees and hedges. Cllr. Fisher to organise another meeting.</p> <p>Missing solar lights on the walkway on Station Approach are being repaired.</p>
21/054	All Members	<p><b>Face Book Page.</b></p> <p>To consider setting up a Wakes Colne Parish Council Face Book page. Issue's pro and con were discussed in detail. An outline proposal covering need, security, management, content and training to be tabled by Cllr. Latache; item to be on the next agenda.</p>
21/055	All Members	<p><b>Chappel Play Area.</b></p> <p>To discuss and consider the response from Chappel Parish Council regarding WCPC's request to acknowledge its financial contribution to maintenance on a sign in the play area.</p> <p>It was decided not to pursue this item.</p> <p>Proposed by Cllr. Fisher, seconded by Cllr. Mead; all in favour, resolution passed.</p>
21/056	All Members	<p><b>Asset Register 2020/2021.</b></p> <p>The Asset Register for 2020/2021 was approved.</p> <p>Proposed by Cllr. Taylor, seconded by Cllr. Wastenev; all in favour, resolution passed.</p>
21/057	All Members	<p><b>Clerk's Report.</b></p> <p>Received and noted.</p>
21/058	All Members	<p><b>To Exclude the Press and Public.</b></p> <p>Public Bodies (Admission to Meetings) Act 1960</p> <p>'That the public be excluded from the meeting during consideration of Agenda Item <b>21/059</b> and <b>21/060</b> on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business</p>

		subject to the public bodies admission to meetings Act 1960 Section 1 Sub-section 2. None present – so no vote taken.
<b>21/059</b>	All Members	<b>Personnel Matters.</b> Contract of employment to be signed to reflect the changes agreed at the Personnel Committee meeting held on 10 <sup>th</sup> February 2021. It was confirmed that the contract is for 10 hrs per week and to review if necessary. Proposed Cllr. Fisher, seconded by Cllr. Wastoney; all in favour, resolution passed.
<b>21/060</b>	All Members	<b>Payroll Contract.</b> To discuss and consider the contract from the payroll provider. This item deferred until next meeting when information available.
<b>21/061</b>	All Members	<b>Date of Next Meeting.</b> Next Parish Council meeting will be held via Zoom on 14 <sup>th</sup> April 2021 (note date changed). Proposed by Cllr. Taylor, seconded by Cllr. Mead; all in favour, resolution passed.

Meeting opened at 7.15pm and closed at 9.58pm.