

**DRAFT - Minutes of the Wakes Colne Parish Council Meeting held on
Wednesday 2nd March 2022 at 7.15pm in Chappel & Wakes Colne Village Hall**

In the Chair: Cllr. M. Taylor

Present: Cllr. J. Fisher, Cllr. F. Mead and Cllr. H. Wastenev
Cllr. Latarche joined the meeting at item 20/050 on the agenda.

Parish Clerk: Mrs D. Jacob

	PRESENTER	SUBJECT
22/045	All Members	Welcome & Apologies for Absence. The Chairwoman welcomed everyone. Apologies received and accepted from Cllr. Coney (due to work commitments) Cllr. Chillingworth and Cllr. Barber (due to work commitments).
22/046	All Members	Declaration of Interests. None.
22/047	All Members	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. None.
22/048	All Members	Ward and County Councillors to address the members if present. Cllr. Chillingworth had already circulated a report. Councillors discussed the item regarding S106 money and the Village Hall. Cllr. Barber was not present.
22/049	All Members	Minutes. Item 1. To confirm the draft minutes of the Parish Council meeting held on 2 nd February 2022. Proposed by Cllr. Wastenev, seconded by Cllr. Fisher; all in favour, resolution passed. Item 2. To confirm the draft minutes of the Personnel Committee Meeting held on 22 nd February 2022. Proposed by Cllr. Fisher, seconded by Cllr. Wastenev; all in favour, resolution passed.
22/050	All Members	Planning Matters. No new applications. Recent decisions were noted.
22/051	All Members	Matters Arising from previous minutes. Item 1. Previous minute number 21/071 Greensward – no update from Anglian Water or Telec who do not respond to emails so this item to be removed from the next agenda. Proposed by Cllr. Taylor, seconded by Cllr. Fisher; all in favour, resolution passed. Item 2. Previous minute number 21/105 Solar Cats Eyes at Station Approach – fully funded and works due to commence 4th March. Item 3. Previous minute number 21/074 Flooding near the Post Office – update by Cllr Barber regarding signage this has been given approval as a scheme by LHP but they are waiting funding for it and permission/licence. Flood barriers have been delivered and a trial has taken place by Cllr Mead, Cllr Chillingworth and Cllr Neuberger (CPC) to see how long it takes to erect them (approx. 20 minutes). It is hoped to set up a volunteer group of Flood Responders to be trained and ready to erect the flood barriers when required.
22/052	All Members	Highways. Item 1. Lane Road - Signs Narrow Road – LHP Proposal sent 11.03.21. Ref: LCOL202027 this has been given approval as a scheme by LHP but they are awaiting funding for it. Item 2. Station Road – acknowledgement received 6 th May 2021 - no new reference number; public meeting to be held about road safety for Station Road, A1124 and the crossroads on 9 th March at the Village Hall, 7pm. Item 3. Previous minute number 20/195 Item 2. Zebra Crossing – acknowledgement received reference number LCOL193018 - survey carried out, see item 2.

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Signed.....
Chairwoman of the Parish Council

Date: 6th April 2022

		<p>Item 4. Previous Minute No. 21/163 item 4 Vehicle Activated Sign – Static VAS near village hall – application for permission/licence requested.</p> <p>Item 5. Previous minute Number 21/173 Planter’s application for permission/licence requested.</p>																								
22/053	All Members	<p>Footpaths. Cllr. Fisher has arranged the next working group meeting to take place on 14th March at 4.00pm at the Village Hall in the small committee room. Footpath clearance is to begin again in April. Essex County Council Public Rights of Way funds are limited. We have received information from Public Rights of Way, but it is still unclear as to who is responsible for the trees alongside Whistle Walk. We are waiting for the footpath at Tyburn Hill to be signed off when the Wakes Hall development is completed. A new walk will then be added to the walks booklet which will be updated and reprinted.</p>																								
22/054	All Members	<p>Street Lights. It was agreed to continue with the Street Light maintenance agreement with A&J Lighting. The Chairwoman signed the contract. Proposed by Cllr. Mead, seconded by Cllr. Lata arche; all in favour, resolution passed.</p>																								
22/055	All Members	<p>Asset Register. The asset register for 2021-2022 was confirmed and the Chairwoman signed the asset register. Proposed by Cllr. Taylor, seconded by Cllr. Fisher; all in favour, resolution passed.</p>																								
22/056	All Members	<p>Annual Parish Assembly 2022. The Annual Parish Assembly for 2022 will take place on Monday 23rd May 2022, the same evening as Chappel Parish Council as the same organisations will be invited to attend. Proposed by Cllr. Wastene y, seconded by Cllr. Fisher; all in favour, resolution passed.</p>																								
22/057	All Members	<p>Local Council Award. (Foundation Level). Wakes Colne Parish Council agreed that they wish to seek re-accreditation. Unfortunately, at the present time only the foundation level can be applied for as the Parish Council do not meet the criteria for Quality or Gold Level as we no longer have two-thirds of the councillors elected. Proposed by Cllr. Taylor, seconded by Cllr. Fisher; all in favour, resolution passed.</p>																								
22/058	All Members	<p>To receive reports from outside bodies, training courses, village representatives and Parish Council working groups.</p> <ul style="list-style-type: none"> • Cllr. Lata arche reported that the Face Book training she attended was very well organised, well attended and very helpful and informative. • Cllr Taylor reported that she had attended a Village Hall Management Committee meeting as a representative of Wakes Colne Parish Council. The Committee have found the title deeds and the constitution was originally set up in 1925. The Village Hall Management Committee own the land that the building is on and are responsible for the upkeep of the Village Hall. Cllr Taylor has agreed to become a trustee as it is stipulated in the constitution that members/representatives have to be trustees. A letter of support is required from hirers to help with grant funding applications so it was agreed to supply one from WCPC. 																								
22/059	All Members	<p>Clerk’s Report. Received and noted.</p>																								
22/060	All Members	<p>Financial Matters.</p> <p>1) Financial Statement for February/March (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>Fluvial Innovations Ltd (Final Invoice)</td> <td>101369</td> <td>954.00</td> </tr> <tr> <td>EE (Inv. No. V01960393407 calls made in February)</td> <td>DD</td> <td>21.43</td> </tr> <tr> <td>HandyKing (Inv. No. 170)</td> <td>101370</td> <td>75.00</td> </tr> <tr> <td>EALC (Inv.No. 15170) Training for Cllr Lata arche</td> <td>101371</td> <td>108.00</td> </tr> <tr> <td>D. Jacob (Expenses for February)</td> <td>101372</td> <td>50.03</td> </tr> <tr> <td>D. Jacob (Salary for March)</td> <td>SO</td> <td>500.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment for March)</td> <td>101373</td> <td>39.98</td> </tr> </tbody> </table>		CHEQUE NO.	TOTAL	Fluvial Innovations Ltd (Final Invoice)	101369	954.00	EE (Inv. No. V01960393407 calls made in February)	DD	21.43	HandyKing (Inv. No. 170)	101370	75.00	EALC (Inv.No. 15170) Training for Cllr Lata arche	101371	108.00	D. Jacob (Expenses for February)	101372	50.03	D. Jacob (Salary for March)	SO	500.00	D. Jacob (Salary adjustment for March)	101373	39.98
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Signed.....
Chairwoman of the Parish Council

Date: 6th April 2022

		HM Revenue & Customs (for March)	101374	2.20
		Essex Pension Fund (for March)	SO	140.00
		Essex Pension Fund (Adjustment for March)	101375	22.92
		Dove Support (Inv. No. 1384)	101376	453.46
		Chappel & Wakes Colne Village Hall (Inv. No. 0222)	101377	50.00
		An invoice from B & M Print Ltd, invoice number 58223 for £48.00 was also approved for payment.		
		2) MONTHLY BUDGET STATEMENT.		
		Proposed by Cllr. Latarche, seconded by Cllr. Fisher; all in favour, resolution passed.		
22/061	All Members	To Exclude the Press and Public. Public Bodies (Admission to Meetings) Act 1960 ‘That the public be excluded from the meeting during consideration of Agenda Item 22/062, 22/063 and 22/064 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. Wastenev, seconded by Cllr. Fisher; all in favour, resolution passed.		
22/062	All Members	Personnel Matters. The Clerk’s Annual Appraisal has been carried out. National Pay Scales (NALC, SLCC) have been noted. Annual Salary Increment by one scale point awarded as per contract of employment. Office Rent to be increased by 5.5% in line with inflation. Pension Contributions. To confirm the Clerk is in a pension scheme. (Contract of employment signed by the Chairwoman and Clerk to reflect these changes.) Proposed by Cllr. Fisher, seconded by Cllr. Wastenev; all in favour, resolution passed.		
22/063	All Members	Payroll Contract. It was agreed to continue with the payroll provider and the contract was signed by the Chairwoman. Proposed by Cllr. Taylor, seconded by Cllr. Latarche; all in favour, resolution passed.		
22/064	All Members	Complaint. Currently with the Monitoring Officer at Colchester Borough Council – ongoing.		
22/065	All Members	Date of Next Meeting. Parish Council Meeting 6 th April 2022 (7.15pm). Parish Council Annual Parish Meeting followed by Parish Council Meeting 4 th May (7.15pm). Annual Parish Assembly 23 rd May 2022 (7.30pm)		

Meeting Closed at 9.30pm.

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Signed.....
Chairwoman of the Parish Council

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