

**Draft - Minutes of the Wakes Colne Parish Council Meeting held on
Wednesday 8th March 2023 at 7.15pm in Chappel & Wakes Colne Village Hall**

In the Chair: Cllr. M. Taylor

Present: Cllr. E. Coney, Cllr. F. Hounslow, Cllr. F. Mead, Cllr. H. Wastenev

Clerk: Mrs D. Jacob

3 members of public.

	PRESENTER	SUBJECT
23/049	All Members	Welcome & Apologies for Absence. The Chairwoman welcomed everyone. Apologies received from Cllr. Fisher (due to holiday), Cllr. S. Latache (due to family commitments) and Cllr. Barber (due to work commitments).
23/050	All Members	Declaration of Interests. A non-pecuniary declaration of interest (Para 8.1 of Wakes Colne Parish Council's Code of Conduct) was received and accepted from Cllr. Hounslow relating to agenda item number 23/054 Item 1 Ref 212722 because she is an immediate neighbour of the applicant.
23/051	All Members	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. Two members of the public attended the meeting and raised concerns regarding comments in the Planning Inspector's report relating to planning application Ref: 212722 (which was granted on appeal) in relation to safety in Station Road. They requested the Council respond to these observations. A member of the public/volunteer gave an update on the Walk Booklet and printing costs (see item 23/057). Thanks were expressed by the Council.
23/052	All Members	Ward and County Councillors to address the members if present. Cllr. Sunnucks reported that the King visited Colchester on Monday 6 th to endorse its City status. Cllr. Sunnucks gave an update regarding Colchester City Council budget for 2023/24. Due to having to cut costs, they will be charging residents for garden waste collections from January 2024. He offered help in drafting a letter to the Planning Inspector.
23/053	All Members	Minutes. Item 1. To confirm the draft minutes of the Parish Council Meeting held on 1 st February 2023. Having been agreed by those who were present, the Chairwoman signed them as being a true and accurate record. Proposed by Cllr. Hounslow, seconded by Cllr. Coney; all in favour, resolution passed. Item 2. To confirm the draft minutes of the Personnel Committee meeting held on 7 th February 2023. Having been agreed by those who were present, the Chairwoman signed them as being a true and accurate record. Proposed by Cllr Wastenev, seconded by Cllr. Mead; all in favour, resolution passed.
23/054	All Members	Planning Matters. Item 1. Updates. Recent planning decisions by Colchester City Council Planning. Ref: 230075 Location: New Barn East Of Old House Farm, Bures Road, Wakes Colne Colchester Description: Re-roofing and fitting of photo voltaic panels on roof. Approved. Ref: 222023 Location: Land to the North of Mill Buildings, Wakes Colne Mills, Colchester Road, Wakes Colne Colchester CO6 2BY Description: Application for removal or variation of a condition 2 following grant of planning permission (183046). Refused. Ref: 212722 Location: "Springfield", Station Road, Wakes Colne, Colchester Description: Proposed demolition of a garage and the erection of a single dwelling with access driveway and car parking.

		<p>Permission granted on appeal by the Planning Inspector. Ref: 222262 Hushwing Farm, Mount Bures Road, Wakes Colne Colchester CO6 2AP. Referred to CCC Application approved conditional. Item 2. New Applications. Ref: 230447 Location: The Shop, Post Office, Colchester Road, Wakes Colne Essex CO6 2DF Description: Single storey side extension No objection, but to note that this is on a flood risk site. Proposed by Cllr. Taylor, seconded by Cllr. Mead; all in favour, resolution passed. TO CONSIDER ANY OTHER APPLICATIONS RECEIVED.</p>
23/055	All Members	<p>Matters Arising from previous minutes. Item 1. Previous minute number 21/105 Solar Cats Eyes at Station Approach – It has been confirmed that no funding is available for these. Greater Anglia are in the processing of installing new lights in the area and drawings have now been received. However, it would have been preferable if the Parish Council had been consulted about this prior to installation as local residents will be affected by an increase in light in the rural area. Item to be revisited once new lights are in place. Item 2. Previous minute number 21/074 Flooding near the Post Office – signage funded, awaiting further information from Cllr, Barber. Item 3. Previous minute number 22/132 Oral History (Memories) project – is proceeding slowly, 6 interviews completed and 4/5 set up to take place in the next few weeks. There will be a meeting for participants and others interested in the village hall on 20th July. Item 4. Previous Minute No. 22/148 Defibrillator – a new battery has been installed and the recall has been completed. Item 5. Previous Minute No. 21/163 item 4 Vehicle Activated Sign – Static VAS near village hall - completion of the works should be by Friday 17th March. Item 6. Previous minute number 23/034 Solar Light near wooden bus shelter (Village Hall side). The light has been removed by PATW Ltd to see if they have spare parts available for it as it is no longer manufactured. No update so item to be on the next agenda.</p>
23/056	All Members	<p>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 and funding granted; now installed and works complete. Item 2. Station Road – acknowledgement received 6th May 2021 - no new reference number; Cllr. Barber has submitted a proposal for a variable time-dependent 20mph limit, no update. Item 3. Previous minute number 20/195 Item 2. Zebra Crossing – acknowledgement received reference number LCOL193018 - survey carried out; no specific update from Cllr. Barber.</p>
23/057	All Members	<p>Footpaths Walks Booklet. A hard copy of Version 8 was given to Councillors and costs of printing outlined. It was decided to make final checks and possible small revisions whilst awaiting more information on delivery cost Item to be on the next agenda for signing off.</p>
23/058	All Members	<p>To receive reports from outside bodies, training courses, representatives on village committees and Parish Council working groups. Cllr. Taylor had recently attended a village hall management committee meeting and gave an update: a new kitchen has been installed; risk assessments are to take place regarding the number of people who can be accommodated in the hall; there will be a table top sale on 18th March and a Rock Choir Concert on 19th March to raise funds. There will be a centenary event in November. Wifi is being looked into. S106 Funding: The developer’s contribution for 201704 - The Forge, Wakes Street, Wakes Colne, Colchester has now been released. £2,749.60 is to be aligned “towards internal & external alterations and repairs for Chappel and Wakes Colne Village Hall for the replacement & refurb of roof and ceilings and rewiring”. Cllr. Coney is to attend the CALC meeting on 9th March. As WCPC representative Cllr. Wastoney is to make contact regarding the Millennium Green Committee.</p>
23/059	All Members	<p>Parish Council Elections May 2023. The nominations period opens on 27th March and closes at 4pm on 4th April. Full details and nomination forms will be available on the Colchester City Council website. Noted by Councillors.</p>
23/060	All Members	<p>Clerk’s Report. Received and noted.</p>
23/061	All Members	<p>Financial Matters. 1) Financial Statement (Items to be approved for payment and signed as per payment schedule).</p>

			CHEQUE NO.	TOTAL
		Chappel & Wakes Colne Village Hall (Inv. No. 0123,0223 & 0323 for hall hire)	101489	87.00
		EE Inv. No. V0207661190 (Calls made in February)	DD	16.40
		D. Jacob (Salary for March)	SO	600.00
		D. Jacob (Salary adjustment for March)	101490	37.37
		HM Revenue & Customs (for March)	101491	23.80
		Essex Pension Fund (for March)	SO	195.00
		Essex Pension Fund (Adjustment for March)	101492	40.18
		D. Jacob (expenses for February as per receipts)	101493	71.27
		<p>It was also agreed to approve the following: A & J Lighting invoice number 37111 payment by direct debit for £55.66; Chappel & Wakes Colne village hall invoice number 0223 cheque number 101494 for £23.00; Richard Edwards Group invoice number 49328 cheque number 101495 for £68.40.</p> <p>Proposed by Cllr. Wastenev, seconded by Cllr. Hounslow; all in favour; resolution passed.</p> <p>2) Monthly Budget Statement. Received and noted. Clerk confirmed that funding of £500.00 had been received from the Community Rail Partnership as a contribution to and for 200 copies of the Walks Booklet.</p>		
23/062	All Members	<p>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 23/063 and 23/064 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. Hounslow, seconded by Cllr. Mead; all in favour; resolution passed.</p>		
23/063	All Members	<p>Personnel Matters. Item 1. National Salary Award (NALC, SLCC). Noted. The Clerk’s Annual Appraisal has been carried out. Item 2. Annual Salary Scale Increment, from 1st April 2023. One scale point awarded as per contract of employment. Item 3. Office Rent. To increase by 9% in-line with inflation. Item 4. Pension. It was confirmed the Clerk is in the Local Government Pension Scheme. (Contract of employment signed by the Chairwoman and Clerk to reflect these changes.) Proposed by Cllr. Hounslow, seconded by Cllr. Mead; all in favour; resolution passed.</p>		
23/064	All Members	<p>Payroll Contract. Contract from the payroll provider discussed and considered. From April 2023 there will be a 3% increase in the payroll fee and an additional small fee of £7 per month plus VAT for processing of the pension (this is a reduced fee in comparison to the standard as they are not uploading). Contract agreed and signed by the Chairwoman. Proposed by Cllr. Taylor, seconded by Cllr. Hounslow; all in favour; resolution passed.</p>		
23/065	All Members	<p>Date of Next Meeting. Parish Council Meeting 5th April 2023 (7.15pm). Annual Parish Assembly (Village meeting) 26th April 2023 (7.15pm). Parish Council Annual Parish Meeting followed by Parish Council Meeting 10th May (7.15pm). (Meeting date changed due to Parish Council elections).</p>		

Meeting Closed at 9.25pm.