

**Minutes of the Wakes Colne Parish Council Virtual Meeting held on
5th May2021 at 8.31pm**

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

In the Chair: Cllr. M. Taylor

Present: Cllrs: Cllr. E. Coney, Cllr. J. Fisher, Cllr. S. Latache, Cllr. F. Mead, Cllr. H. Wastenev

Clerk: Mrs D. Jacob

ITEM	PRESENTER	SUBJECT
21/097	All Members	Welcome & Apologies for Absence. The Chairwoman opened the meeting and welcomed everyone, especially Cllr. Emma Coney in joining us for the first time. The resignation of James Parrish was confirmed and officially accepted. Proposed by Cllr. Taylor, seconded by Cllr. Fisher; all in favour, resolution passed.
21/098	All Members	Declaration of Interests. 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 2021. None.
21/099	All Members	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. None present.
21/100	All Members	Ward and County Councillors to address the members if present. A monthly report was received in advance by all Councillors from Cllr. Chillingworth, who was unable to be present due to another meeting.
21/102	All Members	Minutes. To confirm the minutes of the virtual Parish Council meeting held on 29 th April 2021. Proposed by Cllr. Latache, seconded by Cllr. Mead; all in favour, resolution passed.
21/103	All Members	Accounts 2020/21. Item 1 - Internal Auditor's Report. The Chairman thanked the Clerk for her good housekeeping of the financial accounts as indicated by the report. Item 2 – Clerk to confirm reclaim for VAT 2020/2021. Item 3 – Approval of Annual Governance Statement for 2020/2021 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 4 - Approval of Accounting Statements for 2020/2021 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 5 – 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 2021. Item 6 –Year End Bank Reconciliation for 2020/2021 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 7 - To sign off the accounts for 2020/2021. Chairman and Clerk to sign. Item 8 – To confirm the notice of public rights and publications of annual governance and accountability return will be displayed. Proposed by Cllr. Fisher, seconded by Cllr. Mead; all in favour, resolutions passed.
21/104	All Members	Planning Matters. Ref: 211013 Barn East of Old House Farm, Bures Road, Wakes Colne, Colchester CO6 2DR. Listed Building Consent: Demolition of existing home office & demolition of store; infill to open porch in Dens building attached to listed barn; construction of new home office & store as extension to North range; minor landscaping works.

		<p>Ref: 211012 Barn East of Old House Farm, Bures Road, Wakes Colne, Colchester CO6 2DR. Demolition of existing home office & demolition of store; infill to open porch in Dens building attached to listed barn; construction of new home office & store as extension to North range; minor landscaping works. Support applications. Proposed by Cllr. Mead, seconded by Cllr. Wasteney; all in favour, resolution passed.</p> <p>Ref: 211110 Old Granary, Colchester Road, Wakes Colne Colchester CO6 2BY. Erection of greenhouse. Support application. Proposed by Cllr. Mead, seconded by Cllr. Wasteney; all in favour, resolution passed.</p>																																	
21/105	All Members	<p>Solar Cats Eyes at Station Approach. To consider quote of £537.08 to replace one light not working as lights are no longer in warranty. Council members thought that this price seemed high – clerk to obtain further information and other quotes – item deferred until June.</p>																																	
21/106	All Members	<p>Financial Matters.</p> <p>1) Financial Statement for May (Items to be approved for payment and signed as per payment schedule).</p> <table border="1"> <thead> <tr> <th></th> <th>CHEQUE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Chappel Parish Council Minute No. 20/174 (Grant for playground equipment maintenance)</td> <td>101291</td> <td>500.00</td> </tr> <tr> <td>SLCC (Membership Fee Inv. No. MEM235094)</td> <td>101292</td> <td>178.00</td> </tr> <tr> <td>Mrs J. Stobart (Internal audit)</td> <td>101293</td> <td>185.00</td> </tr> <tr> <td>Information Commissioners Office (Data Protection Renewal)</td> <td>DD</td> <td>35.00</td> </tr> <tr> <td>D. Jacob (Salary for May)</td> <td>SO</td> <td>500.00</td> </tr> <tr> <td>Essex Pension Fund (For May)</td> <td>SO</td> <td>140.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment for May)</td> <td>101294</td> <td>39.98</td> </tr> <tr> <td>Essex Pension Fund (Adjustment for May)</td> <td>101295</td> <td>22.92</td> </tr> <tr> <td>HM Revenue & Customs (For May)</td> <td>101296</td> <td>2.20</td> </tr> <tr> <td>D. Jacob (Expenses for April)</td> <td>101297</td> <td>74.39</td> </tr> </tbody> </table> <p>Plus, to accept cheque payment to BHIB Ltd Minute number 21/093 (Insurance) £438.77 to appear on June agenda – but approved to be sent now to ensure continuity of insurance cover.</p> <p>Proposed by Cllr. Latarche, seconded by Cllr. Fisher; all in favour, resolution passed.</p> <p>2) MONTHLY BUDGET STATEMENT. Received and noted.</p>		CHEQUE	TOTAL	Chappel Parish Council Minute No. 20/174 (Grant for playground equipment maintenance)	101291	500.00	SLCC (Membership Fee Inv. No. MEM235094)	101292	178.00	Mrs J. Stobart (Internal audit)	101293	185.00	Information Commissioners Office (Data Protection Renewal)	DD	35.00	D. Jacob (Salary for May)	SO	500.00	Essex Pension Fund (For May)	SO	140.00	D. Jacob (Salary adjustment for May)	101294	39.98	Essex Pension Fund (Adjustment for May)	101295	22.92	HM Revenue & Customs (For May)	101296	2.20	D. Jacob (Expenses for April)	101297	74.39
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21/107	All Members	<p>Clerk's Report. Received and noted.</p>																																	
21/108	All Members	<p>Date of Next Meeting. Parish Council Meeting 2nd June at 7.15 pm</p>																																	

Meeting closed 9.22pm.