

**Minutes of the Wakes Colne Parish Council Meeting held on
Wednesday 10th May 2023 at 8.16pm in Chappel & Wakes Colne Village Hall**

In the Chair: Cllr. Lata arche

Present: Cllr. J. Fisher, Cllr. D. Stocker and Cllr. H. Wastene y

Parish Clerk: Mrs D. Jacob

	PRESENTER	SUBJECT
23/097	All Members	Welcome and Apologies for Absence. The Chairwoman welcomed everyone. No apologies for absence received.
23/098	All Members	Declaration of Interests. None.
23/099	All Members	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. None present.
23/100	All Members	Ward and County Councillors to address the members if present. Ward Councillor, County Councillor. Not present. Congratulations expressed to Cllr Lewis Barber for being re-elected.
23/101	All Members	Minutes. Item 1. To confirm the minutes of the Parish Council Meeting held on 5th April 2023. Having been agreed by those who were present, the Chairwoman signed them as being a true and accurate record. Proposed by Cllr. Lata arche, seconded by Cllr. Wastene y; all in favour, resolution passed. Item 2. To confirm the minutes of the Annual Parish Assembly held on 26 th April 2023. It was noted, received and confirmed that Wakes Colne Parish Council have a set of minutes for this meeting the Chairwoman signed them. Proposed by Cllr. Lata arche, seconded by Cllr. Wastene y; all in favour, resolution passed.
23/102	All Members	Accounts 2022/23. Item 1. To confirm receipt and accept the Internal Auditors Report. Item 2. To confirm reclaim for VAT 2022/2023. Item 3 - To sign off the accounts for 2022/2023. Chairman and Clerk to sign. Item 4 – 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 2023. Item 5. Approval of Governance Statement for 2022/2023 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. 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. 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.

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Signed.....
Chairwoman of the Parish Council

Date: June 2023

		<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 statements.</p> <p>Chairman and Clerk to sign.</p> <p>Item 6. Approval of Accounting Statements for 2022/2023 prior to submission to the Audit commission. Chairman and RFO to sign.</p> <p>Item 7. Year End Bank Reconciliation for 2022/2023 prior to submission to the Audit Commission. Chairman and Clerk to sign.</p> <p>Item 8. To confirm the notice of public rights and publication of annual governance and accountability return will be displayed between 5th June 2023 and 14th July 2023.</p> <p>All Items above were noted, discussed, approved and signed.</p> <p>Proposed by Cllr. Latarche, seconded by Cllr. Fisher; all in favour, resolution passed.</p>
23/103	All Members	<p>Planning Matters.</p> <p>No new applications.</p>
23/104	All Members	<p>Matters Arising from previous minutes.</p> <p>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 item to be revisited once new lights are in place</p> <p>Item 2. Previous Minute No. 23/034 Solar Light near wooden bus shelter (Village Hall side). To consider options: pay £80.00 a year for a new Sim card for the existing light; purchase of a new light at a cost of £1,000.00 plus £80.00 per year for Sim Card; await availability of new non- sim card light later in 2023. Update a new LED light without a Sim Card would be £1,200.00.</p> <p>All options were considered and it was decided to go for the option of paying £80.00 a year for a new Sim card for the existing light.</p> <p>Proposed by Cllr. Latarche, seconded by Cllr. Stocker; all in favour, resolution passed.</p>
23/105	All Members	<p>Highways.</p> <p>Item 1. Flood Signs Previous minute number 21/074 Flooding near the Post Office – signage funded awaiting further information.</p> <p>Item 2. Station Road – acknowledgement received 6th May 2021 - no new reference number; public meeting to be held about road safety for Station Road, A1124 and the crossroads on 9th March at the Village Hall, 7pm. Information and update.</p> <p>Item 3. Previous minute number 20/195 Item 2. Zebra Crossing – acknowledgement received reference number LCOL193018 - survey carried out, see item 2.</p>
23/106	All Members	<p>Footpaths.</p> <p>Cllr Fisher reported that a footpath working group meeting is due to take place and the new walks booklets will be discussed and considered for distribution.</p>
23/107	All Members	<p>Asset Register 2023.</p> <p>The asset register for 2023 was confirmed and approved.</p> <p>Proposed by Cllr. Fisher, seconded by Cllr. Wasteny; all in favour, resolution passed.</p>
23/108	All Members	<p>HGV restrictions/ Vernon's Road - LCOL232002.</p> <p>To discuss an LHP application for HGV signs in Vernon's Road and a suitable location, as this is in Chappel to refer to Chappel Parrish Council and await their views.</p>
23/109	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>

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Signed.....
Chairwoman of the Parish Council

Date: June 2023

			CHEQUE	TOTAL
		EALC (EALC & NALC Membership Fee Inv. 16493)	101501	176.31
		SLCC (Membership Fee)	101502	177.00
		Mrs J Stobart (Internal audit)	101503	210.00
		Chappel Parish Council Minute No. 22/187 (Grant for playground equipment maintenance)	101504	500.00
		Information Commissioners Office (Data Protection Renewal)	DD	35.00
		EE Inv. No. V02096949711 (for calls made in April)	DD	18.47
		BHIB Ltd Insurance (Inv. No. LCO02018)	101505	523.02
		JPB Landscapes (Inv. No. 1473)	101506	60.00
		AGA Print Ltd (Inv. 3374395 - printing footpath walks booklets minute no. 23/074)	101507	532.66
		B & M Pint Ltd (Inv. 58537 printing annual report)	105108	98.00
		Mrs Katherine Beck (reimbursement for refreshments for the Annual Parish Assembly)	101509	20.00
		D. Jacob (Salary for May)	SO	650.00
		D. Jacob (Salary adjustment) (For May)	101510	22.33
		Essex Pension Fund (For May)	SO	210.00
		Essex Pension Fund (Adjustment for April)	101511	5.89
		Essex Pension Fund (Adjustment for May)	101512	5.89
		HM Revenue & Customs (For May)	101513	2.40
		D. Jacob (Expenses for April)	101514	62.15
		Chappel & Wakes Colne Village Hall (Inv. No. 0423)	101515	48.00

Proposed by Cllr. Latache, seconded by Cllr. Wastaney; all in favour, resolution passed.

2) Monthly Budget Statement. Received and noted.

23/110	All Members	Clerk's Report. Received and noted.
23/111	All Members	Date of Next Meeting. Parish Council Meeting 7th June 2023 (7.15pm) - Date to be confirmed as Council may not be quorate.

Meeting closed at 9.00pm.