

Minutes of the Wakes Colne Parish Council Annual Meeting held on

Wednesday 8th May 2020 at 7.15pm

(Due to the Coronavirus and Government advice about social distancing this meeting was held remotely and votes taken by e-mail.)

In the Chair: Cllr. S. Scrase

Present: Cllrs: Cllr. K. Brown, Cllr. J. Fisher, Cllr. T. Hardy-Stotz, Cllr. A. Scrase, Cllr. M. Taylor, Cllr. H. Wastenev

Clerk: Mrs D. Jacob

No members of the public.

Government Regulation 6 (c) removes the requirement for a parish council to hold an annual meeting in May 2020.

Government Regulation 4 (2) carries the current appointment of Chairman on until the Annual Meeting in May 2021.

	PRESENTER	SUBJECT								
20/072	All Members	To elect the Chairman. In accordance with Government Regulation 4 (2) the current appointment of the Chairman, Cllr. S. Scrase, continues until the Annual Meeting in May 2021.								
20/073	All Members	To elect the Vice-Chairman. In accordance with Government Regulation 6 (c) the current appointment of the Vice-Chairman, Cllr. K. Brown, continues until the Annual Meeting in May 2021.								
20/074	All Members	Check Members Register of Interests. Councillors/Members to review their declaration of interests and update (send direct to CBC) where necessary.								
20/075	All Members	Declaration of Acceptance of Office. All members have signed.								
20/076	All Members	Consent form to receive the Council Summons and agenda electronically. All members have signed.								
20/077	All Members	Bank Signatories. To confirm three signatories for the Parish Council Bank Accounts. Cllr. S. Scrase, Cllr. K. Brown, Cllr H. Wastenev Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown, all in favour, resolution passed.								
20/078	All Members	<p>ITEM 1. To review membership and agree renewal of the following bodies: -</p> <table border="1" style="margin-left: 40px;"> <tbody> <tr> <td>EALC (Essex Association of Local Councils)</td> <td style="text-align: right;">132.99</td> </tr> <tr> <td>NALC (National Association of Local Councils)</td> <td style="text-align: right;">29.29</td> </tr> <tr> <td>SLCC (Society of Local Council Clerks)</td> <td style="text-align: right;">109.00</td> </tr> <tr> <td>CALC (Colchester Association of Local Councils)</td> <td style="text-align: right;">To be confirmed</td> </tr> </tbody> </table> <p>ITEM 2. Cllr. S. Scrase to remain the representative to attend CALC meetings. Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>	EALC (Essex Association of Local Councils)	132.99	NALC (National Association of Local Councils)	29.29	SLCC (Society of Local Council Clerks)	109.00	CALC (Colchester Association of Local Councils)	To be confirmed
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20/079	All Members	<p>To adopt Council Documents/Policies.</p> <ol style="list-style-type: none"> 1. Action Plan (Due to the Coronavirus situation this item to be discussed when the Council next meets. 2. Accessibility Statement 3. Anti-Fraud and Corruption Policy 4. Business Plan 5. Biodiversity 6. Code of Conduct 7. Community Emergency Plan (Sent to Colchester Borough Council) 8. Community Engagement Policy 9. Complaints Procedure 10. Co-Option Policy 11. Council as a Corporate Body 12. Crime and Disorder Policy 13. Dignity at Work/Bullying and Harassment Policy 14. Disciplinary Policy 15. Equality and Diversity Policy 								

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Signed.....
Chairman of the Parish Council

Date: 3rd June 2020

		<p>16. Financial Regulations</p> <p>17. Freedom of Information Publication Scheme</p> <p>18. General Data Protection Policy</p> <p>19. Grant Funding Policy</p> <p>20. Grievance Policy</p> <p>21. Health and Safety Policy Statement</p> <p>22. Leadership in Planning for the Future of the Community</p> <p>23. Local Government Pension Scheme Discretions Policy</p> <p>24. Privacy Statement</p> <p>25. Public Participation Policy</p> <p>26. Recording and Use of Social Media</p> <p>27. Risk Assessment for Clearance of Footpaths in Wakes Colne</p> <p>28. Risk Assessment for Generic Public Rights of Way in Wakes Colne</p> <p>29. Risk Assessment for Litter Picking in Wakes Colne</p> <p>30. Standing Orders</p> <p>31. Strategic Risk Register</p> <p>32. Terms of Reference for Personnel Committee</p> <p>33. Training and Development Policy</p> <p>34. Training Record</p> <p>35. Value for Money</p> <p>36. VDU Workstation Checklist</p> <p>Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown, Cllr. M. Taylor, Cllr. A. Scrase, Cllr. J. Fisher, Cllr. H. Wastenev in favour, Cllr. T. Hardy Stotz abstained, resolution passed.</p>
20/080	All Members	<p>General Power of Competence</p> <p>To adopt the proposal that Wakes Colne Parish Council no longer meets the requirements to become a Parish Council with 'General Power of Competence'. Wakes Colne Parish Council still has a qualified Clerk, but there are currently more co-opted Councillors than elected so it no longer meets the requirement. Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown. Cllr. A. Scrase, Cllr. J. Fisher, Cllr. H. Wastenev, in favour. Cllr. M. Taylor and Cllr. T. Hardy Stotz abstained. Resolution passed.</p>
20/081	All Members	<p>Personnel Committee.</p> <p>Item 1. Personnel Committee and Personnel Committee Chairman. Confirmed members as Cllr. J. Fisher, Cllr. S. Scrase, Cllr. H. Wastenev Chairman elected as Cllr. J. Fisher.</p> <p>Item 2. Terms of Reference for Personnel Committee adopted, see item 20/080 Item 32 above. Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>
20/082	All Members	<p>Review and confirm arrangements for Insurance Cover 2020/21.</p> <p>Confirmed that Insurance cover is in place until May 2021. Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>
20/083	All Members	<p>Responsible Financial Officer</p> <p>Confirmed the Clerk to act as Responsible Financial Officer to the Council. Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>
20/084	All Members	<p>Millennium Green Representative.</p> <p>Cllr. M. Taylor elected as a representative to attend Millennium Green Meetings. Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>
20/085	All Members	<p>Working Groups.</p> <p>To confirm working groups.</p> <p>Public Footpaths Working Group Current Members – Kathy Brown, June Fisher, Stephen Scrase, Monica Taylor and 1 member of the public David Green.</p> <p>The LHP Working Group Current Members - Monica Taylor, Angela Scrase and 1 member of the public Aaron Dixey.</p> <p>Planning and Liaison Current Member – Stephen Scrase</p> <p>Superfast Broadband Working Group Current Member – Kathy Brown</p> <p>Proposed by Cllr. S. Scrase, seconded by Cllr. K. Brown, all in favour, resolution passed.</p>
20/086	All Members	<p>Annual Meeting Closed. Meeting closed at 7.35pm</p>