

**Minutes of the Wakes Colne Parish Council Virtual Meeting held on  
Wednesday 21<sup>st</sup> October 2020 at 7.15pm**

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

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

Clerk: Mrs D. Jacob

Also, present one member of the public.

ITEM	PRESENTER	SUBJECT
20/137	All Members	<b>Welcome &amp; Apologies of Absence.</b> The Chairman opened the meeting and welcomed everyone. No apologies for absence.
20/138	All Members	<b>Vice-Chairman.</b> To elect a Vice-Chairman. In the absence of anyone willing, this item deferred until next meeting.
20/139	All Members	<b>Declaration of Interests.</b> 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 2020. None.
20/140	All Members	<b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b> Councillors are no longer permitted to make representation in the Public Forum if they have Disclosable Pecuniary Interests and /or other Pecuniary Interests on any items on the agenda as stated in the adopted Code of Conduct. The maximum time allowed for the public to participate, as stated in the Wakes Colne Parish Council Standing Orders, is 15 minutes in total with each person being invited to speak for a maximum of 3 minutes. At the close of this item members of the public will no longer be permitted to address the council unless the Chairman deems it appropriate and adjourns the meeting. A member of the public who wished to be considered for co-option gave a description of his background, stated why he would like to join the parish council and answered councillors' questions.
20/141	All Members	<b>Ward and County Councillors to address the members if present.</b> Neither the Ward Councillor, nor the County Councillor were present, but a report submitted by Cllr. Chillingworth, not considered at the previous meeting was received with thanks.
20/142	All Members	<b>Minutes.</b> <b>Item 1.</b> To confirm the minutes of the Extraordinary virtual Parish Council meeting held on 5 <sup>th</sup> August 2020. <b>Item 2.</b> To confirm the minutes of the virtual Parish Council meeting held on 2 <sup>nd</sup> September 2020. <b>Item 3.</b> To confirm the minutes of the virtual Parish Council meeting held on 7 <sup>th</sup> October 2020. Above minutes agreed and approved. Proposed by Cllr. J. Fisher, seconded by Cllr. T. Hardy-Stotz; all in favour, resolution passed.
20/143	All Members	<b>Planning Matters.</b> The Chairwoman summarised recent planning decisions and noted applications pending decision. <b>Ref: 202262</b> Little Loveney Hall, Upper Green, Wakes Colne Colchester CO6 2BH Application to remove or vary condition 2 of consent 170974 to permit minor changes and extensions to previously approved drawings 3041/321A& 3041/324A No objection Proposed by Cllr. T. Hardy-Stotz, seconded by Cllr. H. Wastenev, all in favour, resolution passed. <b>Ref: 202263</b> Little Loveney Hall, Upper Green, Wakes Colne Colchester CO6 2BH Listed Building: application to remove or vary condition 2 of consent 170975 to permit minor changes and extensions to previously approved drawings 3041/321A & 3041/324A No objection Proposed by Cllr. T. Hardy-Stotz, seconded by Cllr. H. Wastenev, all in favour, resolution passed. <b>Ref: 202265</b> Little Loveney Hall, Upper Green, Wakes Colne Colchester CO6 2BH Application to determine if prior approval is required for a proposed farm office. No objection

		Proposed by Cllr. T. Hardy-Stotz, seconded by Cllr. H. Wastenev, all in favour, resolution passed. <b>Ref: 202230</b> 2 Lower Green, Wakes Colne Colchester CO6 2BA Single storey rear extension together with front extension, new bay window and new outbuilding. No objection. However, the Parish Council have concerns regarding the large size of the proposed outbuilding. Proposed by Cllr. J. Fisher, seconded by Cllr. H. Wastenev, all in favour, resolution passed.																																																																																										
20/144	All Members	<b>Council Documents.</b> <b>Item 1.</b> To consider adopting a risk assessment for planting spring bulbs. <b>Item 2.</b> To consider adopting a Publication Scheme as advised by NALC. The above documents were adopted by Wakes Colne Parish Council. Proposed by Cllr. H. Wastenev, seconded by Cllr. J. Fisher; all in favour, resolution passed.																																																																																										
20/145	All Members	<b>Bank Signatories.</b> To confirm three signatories for the Parish Council Bank Accounts. These will be Cllr. H. Wastenev, Cllr. J. Fisher and Cllr. M. Taylor. Proposed by Cllr. T. Hardy-Stotz, seconded by Cllr. H. Wastenev, all in favour, resolution passed.																																																																																										
20/146	All Members	<b>Zoom.</b> It was agreed to use Zoom for virtual meetings at cost of £119.90 plus VAT per year. Proposed by Cllr. T. Hardy-Stotz, seconded by Cllr. H. Wastenev, all in favour, resolution passed.																																																																																										
20/147	All Members	<b>Financial Matters.</b> 1) Financial Statement for July/August/September (Items to be approved for payment and signed as per payment schedule). <table border="1" data-bbox="395 792 1311 1771"> <thead> <tr> <th></th> <th>CHEQUE No.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr><td>JPB Landscapes Inv. No. 1058 (for June &amp; July)</td><td>101211</td><td>120.00</td></tr> <tr><td>EE (for calls made in July) Inv. No. V01772641625</td><td>DD</td><td>21.20</td></tr> <tr><td>D. Jacob (Salary for July)</td><td>SO</td><td>500.00</td></tr> <tr><td>Adjustment for D. Jacob (salary adjustment for July)</td><td>101228</td><td>16.06</td></tr> <tr><td>HM Revenue &amp; Customs (for July)</td><td>101229</td><td>2.00</td></tr> <tr><td>Essex Pension Fund (for July)</td><td>SO</td><td>140.00</td></tr> <tr><td>Adjustment for Essex Pension Fund (for July)</td><td>101230</td><td>15.60</td></tr> <tr><td>Essex Association of Local Councils Inv. No. 12928</td><td>101231</td><td>48.00</td></tr> <tr><td>Essex Association of Local Councils Inv. No. 12933</td><td>101232</td><td>48.00</td></tr> <tr><td>Breeze Office Solutions Ltd (Inv. No. 111528)</td><td>101233</td><td>45.94</td></tr> <tr><td>D. Jacob (salary for August)</td><td>SO</td><td>500.00</td></tr> <tr><td>Adjustment for D. Jacob (salary adjustment for August)</td><td>101234</td><td>16.06</td></tr> <tr><td>HM Revenue &amp; Customs (for August)</td><td>101235</td><td>2.00</td></tr> <tr><td>Essex Pension Fund (for August)</td><td>SO</td><td>140.00</td></tr> <tr><td>Adjustment for Essex Pension Fund (for August)</td><td>101236</td><td>15.60</td></tr> <tr><td>D. Jacob (Expenses for July/August 2020)</td><td>101237</td><td>64.47</td></tr> <tr><td>EE (for calls made in August) Inv. No. V01782636513</td><td>DD</td><td>21.20</td></tr> <tr><td>JPB Landscapes Inv.No.1096 &amp; 1103 (for August and September)</td><td>101238</td><td>120.00</td></tr> <tr><td>A &amp; J Lighting Inv. No. 34388 (street light maintenance)</td><td>DD</td><td>55.66</td></tr> <tr><td>EE (for calls made in September) Inv. No. V0179275445</td><td>DD</td><td>21.20</td></tr> <tr><td>D. Jacob (salary for September)</td><td>SO</td><td>500.00</td></tr> <tr><td>Adjustment for D. Jacob (salary adjustment for September)</td><td>101239</td><td>80.89</td></tr> <tr><td>HM Revenue &amp; Customs (for September)</td><td>101240</td><td>18.00</td></tr> <tr><td>Essex Pension Fund (for September)</td><td>SO</td><td>140.00</td></tr> <tr><td>Adjustment for Essex Pension Fund (for September)</td><td>101241</td><td>40.57</td></tr> <tr><td>Richard Edwards In. No. 40856</td><td>101242</td><td>63.00</td></tr> <tr><td>D. Jacob (expenses for September)</td><td>101243</td><td>62.80</td></tr> <tr><td>Colchester Borough Council Inv. No. 20176649</td><td>101244</td><td>23.00</td></tr> <tr><td>EE (for calls made in October) Inv. No. V01803040664</td><td>DD</td><td>21.20</td></tr> </tbody> </table> 2) <b>MONTHLY BUDGET STATEMENT.</b> Received and noted. Proposed by Cllr. M. Taylor, seconded by Cllr. J. Fisher, all in favour, resolution passed.		CHEQUE No.	TOTAL	JPB Landscapes Inv. No. 1058 (for June & July)	101211	120.00	EE (for calls made in July) Inv. No. V01772641625	DD	21.20	D. Jacob (Salary for July)	SO	500.00	Adjustment for D. Jacob (salary adjustment for July)	101228	16.06	HM Revenue & Customs (for July)	101229	2.00	Essex Pension Fund (for July)	SO	140.00	Adjustment for Essex Pension Fund (for July)	101230	15.60	Essex Association of Local Councils Inv. No. 12928	101231	48.00	Essex Association of Local Councils Inv. No. 12933	101232	48.00	Breeze Office Solutions Ltd (Inv. No. 111528)	101233	45.94	D. Jacob (salary for August)	SO	500.00	Adjustment for D. Jacob (salary adjustment for August)	101234	16.06	HM Revenue & Customs (for August)	101235	2.00	Essex Pension Fund (for August)	SO	140.00	Adjustment for Essex Pension Fund (for August)	101236	15.60	D. Jacob (Expenses for July/August 2020)	101237	64.47	EE (for calls made in August) Inv. No. V01782636513	DD	21.20	JPB Landscapes Inv.No.1096 & 1103 (for August and September)	101238	120.00	A & J Lighting Inv. No. 34388 (street light maintenance)	DD	55.66	EE (for calls made in September) Inv. No. V0179275445	DD	21.20	D. Jacob (salary for September)	SO	500.00	Adjustment for D. Jacob (salary adjustment for September)	101239	80.89	HM Revenue & Customs (for September)	101240	18.00	Essex Pension Fund (for September)	SO	140.00	Adjustment for Essex Pension Fund (for September)	101241	40.57	Richard Edwards In. No. 40856	101242	63.00	D. Jacob (expenses for September)	101243	62.80	Colchester Borough Council Inv. No. 20176649	101244	23.00	EE (for calls made in October) Inv. No. V01803040664	DD	21.20
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20/148	Cllr. J. Fisher	<b>Parish Public Footpaths Working Group.</b> Cllr. J. Fisher reported that the public footpaths are in relatively good condition. There is some overgrowth of vegetation that will die back in the coming months. Footpath 15 is still closed and ECC are aware and due to hold a meeting with the landowner. Cllr. Fisher is to make a record of all footpath and finger post work needed, and to take advice about what work can be undertaken prior to convening the footpath group volunteers.																																																																																										

20/149	All Members	<p><b>Future Parish Council meetings.</b></p> <p>An outstanding item from a previous meeting proposing that the Parish Council take steps to discontinue using Virtual Platform to communicate and to revert to having the monthly meetings at the Village Hall commencing with November meeting, but to observe any Government restrictions placed on Village Hall gatherings. This was discussed but it was agreed to continue to hold virtual meetings as advised by the EALC.</p> <p>Proposed by Cllr. M. Taylor, seconded by Cllr. J. Fisher, all in favour, resolution passed.</p>
20/150	All Members	<p><b>Finger Posts.</b></p> <p>To review what action has been taken in relation to the decision taken at the 1<sup>st</sup> July meeting Item 20/123.</p> <p>Update: this has been reported to the Highway Rangers and is still on their list of work to be carried out.</p>
20/151	All Members	<p><b>Royal British Legion.</b></p> <p>Poppy wreath is serviceable for this year; to consider a donation for Remembrance Day. A donation of £50.00 was agreed.</p> <p>Proposed by Cllr. M. Taylor, seconded by Cllr. H. Wastenev, all in favour, resolution passed.</p>
20/152	All Members	<p><b>Parish Calendar 2021/2022.</b></p> <p>To adopt the Parish Calendar for 2021/2022.</p> <p>Proposed by Cllr. M. Taylor, seconded by Cllr. J. Fisher, all in favour, resolution passed.</p>
20/153	All Members	<p><b>Tree Branches and brambles/nettles.</b></p> <p>To accept the quote to cut back the tree branches and vegetation overhanging the footway from the viaduct to the bus stop on the A1124 at a total cost of £78.00.</p> <p>Proposed by Cllr. H. Wastenev, seconded by Cllr. J. Fisher, all in favour, resolution passed.</p>
20/154	All Members	<p><b>Telephone Book Exchange (Near Post Office A1124)</b></p> <p>To consider a volunteer to clean and tidy the book exchange on a regular basis.</p> <p>Cllr. T. Hardy-Stotz and Cllr. H. Wastenev volunteered to undertake this on alternate months.</p> <p>Proposed by Cllr. M. Taylor, seconded by Cllr. J. Fisher, all in favour, resolution passed.</p>
20/155	All Members	<p><b>Spring Bulb planting.</b></p> <p>Spring flowering bulbs will be planted on Saturday 14<sup>th</sup> November (weather permitting). Councillors to meet at The Street, Chappel Corner A1124. (No more than 6 people in line with current Covid 19 social distancing restrictions).</p> <p>Proposed by Cllr. M. Taylor, seconded by Cllr. H. Wastenev, all in favour, resolution passed.</p>
20/156	All Members	<p><b>Wakes Colne Parish Council in conjunction with Chappel Parish Council</b></p> <p>Are willing to help resolve your problems during these difficult times, if you have had to self-isolate due to Coronavirus we will try and endeavour to collect shopping, prescriptions etc. We are also here for a reassuring conversation if it helps.</p> <p>Please contact Wakes Colne Parish Council on 07508 787869 [leave a message, name and telephone number for a reply] or email <a href="mailto:parishclerk@wakescolne.org">parishclerk@wakescolne.org</a></p>
20/157	All Members	<p><b>Highways.</b></p> <p><b>Item 1.</b> Clerk to send a request to Highways for a sign to be erected at both ends of Lane Road stating that it is unsuitable for HGVs/access only. Forms completed and sent to Highways, now on the LHP scheme awaiting a survey.</p> <p>Proposed by Cllr. M. Taylor, seconded by Cllr. J. Fisher, all in favour, resolution passed.</p> <p><b>Item 2.</b> Zebra Crossing proposal. Survey has been carried out and result is awaited.</p>
20/158	All Members	<p><b>Vacancy on Wakes Colne Parish Council.</b></p> <p><b>Item 1.</b> James Parrish was co-opted onto Wakes Colne Parish Council.</p> <p>Proposed by Cllr. T. Hardy-Stotz, seconded by Cllr. H. Wastenev; all in favour, resolution passed.</p> <p><b>Item 2.</b> Co-opted candidate to sign acceptance of office form electronically.</p> <p><b>Item 3.</b> Consent form to receive the Council Summons and agenda electronically.</p> <p><b>Item 4.</b> Declaration of interest form to be sent direct to Colchester Borough Council and Clerk to receive a copy.</p> <p>All forms sent to James Parrish for completion.</p>
20/159	All Members	<p><b>Clerk's Report.</b></p> <p>Received and noted.</p>
20/160	All Members	<p><b>Date of Next Meeting.</b></p> <p>Virtual Parish Council meeting 4<sup>th</sup> November 2020 at 7.15pm to be held via Zoom.</p>

The October 2020 Parish Council meeting was postponed to the 21<sup>st</sup> October due to technical issues.  
Closed at 9.19pm