



**WAKES COLNE PARISH COUNCIL  
ANNUAL PARISH ASSEMBLY**

Invitation to the Annual Parish Assembly of Wakes Colne Parish Council.

**Wednesday 1<sup>st</sup>. May 2024 at 7pm  
At Chappel & Wakes Colne Village Hall**

The Annual Parish Assembly is not a Council Meeting – it is for people representing village organisations and groups to talk about and to celebrate local activities over the past year and to inform us about future events. We take this opportunity to thank people for their efforts and achievements. Refreshments will be served.

**AGENDA**

- 24/0001. Minutes of the Annual Parish Assembly meeting held on 26<sup>th</sup>. April 2023 already approved/signed at the Parish Council meeting
- 24/0002. Chairman's Annual Report for 2023-2024 from Cllr. William Sunnucks and Presentation of the Wakes Colne Award.
- 24/0003. Public Participation/Open Forum  
Opportunity for members of the public to make reports, ask questions and make comments.
- 24/0004. Close of Meeting.
- 24/0005. Date of next meeting.  
(To take place from 1<sup>st</sup> March-1<sup>st</sup> June 2025 – this to be confirmed and arranged by Wakes Colne Parish Council).

# WAKES COLNE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH ASSEMBLY  
OF WAKES COLNE PARISH COUNCIL  
Held on Wednesday 26<sup>th</sup> April 2023 AT 7.15PM  
AT CHAPPEL & WAKES COLNE VILLAGE HALL

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Present: Cllr. M. Taylor, Cllr. E. Coney, Cllr. F. Mead  
Diane Jacob (Parish Clerk)  
Apologies: Cllr. J. Fisher, Cllr. F. Hounslow, Cllr. S. Latarche, Cllr. H. Wastenev  
Also Present: Nineteen members of public present including invited guest speakers

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23/0001	CHAIRWOMAN	MINUTES OF THE ANNUAL PARISH ASSEMBLY MEETING HELD ON 23 <sup>RD</sup> MAY 2022, ALREADY CONFIRMED AND APPROVED/SIGNED AT THE PARISH COUNCIL MEETING HELD ON 6 <sup>TH</sup> JULY 2022 MINUTE 22/115 ITEM 3.
23/0002	CHAIRWOMAN	<b>CHAIRWOMAN'S REPORT FOR WAKES COLNE 2022/23</b> Cllr. M. Taylor read sections of the Chairwoman's report - Chairwoman's Report is published in the Annual report for 2022/23 (see website). Presentation of the Wakes Colne Award 2022 made to Peter Chillingworth.
23/0003	ALL MEMBERS	<b>GUEST SPEAKERS</b> URC Tony Percival apologies report read by Val Dent Speed Watch report Patrick Dent Solar Energy Project Jill Bruce Community Project Geoff Harrison Open Gardens 2022 from Denise Stocker read by Peter Chillingworth Colne Valley Art Group Peter Chillingworth Millennium Green Trust Peter Neuberger Village Hall Committee Francesca Mead Memories of Living in Wakes Colne and Chappel Kathy Brown Station Adopters Kath Beck This was an informal meeting and reports were read out by Guest Speakers/Representatives of the above organisations outlining their activities and events throughout the year.
23/0004	ALL MEMBERS	<b>PUBLIC PARTICIPATION/ QUESTION &amp; ANSWER SESSION</b> Various questions were asked throughout item 23/0003.
23/0005	ALL MEMBERS	<b>Date of next meeting.</b> To take place from 1st March to 1st June 2024 inclusive – This to be confirmed and arranged by Wakes Colne Parish Council. The meeting closed at 8.00pm.

Signed.....

Date: 10<sup>th</sup> May 2023

Chairwoman of the Parish Council

Wakes Colne Parish Council Chairman's Report  
April 2023 to March 2024

Volunteering: this should be at the heart of our Parish Council's activities. We rely on volunteers to act as Parish Councillors and to care for village assets whether they be speed cameras, the village hall, planters or the village notice board. The formal governance arrangements have to be respected but they should never dominate.

Governance: The last year has been a difficult one for the Council. When I took over the chair in December 2023 all the Parish Councillors had resigned, the budget was heavily in deficit and too much time was spent on formal processes. So we have first had to concentrate on governance rather than volunteering – normally the wrong way round but in this case essential.

May meeting: I hope that our May annual meeting will be a watershed moment where we can switch our focus back to the volunteering work. Over the last three months we have streamlined the organisation and found a way to balance the budget. We now have a sound base from which to concentrate on the practical side of running the village.

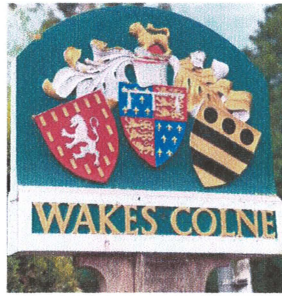
Some of the volunteering has continued in the background and big thanks to those who have kept things going. But spring is coming and the grass will be growing so we need to get things onto a more regular footing.

Parish Councillors: in December three Colchester Councillors were appointed to run Wakes Colne PC on an interim basis – Darius Laws, Tom Rowe and myself. We quickly persuaded Peter Chillingworth to join as a fourth. He is well known in the village and my predecessor as a Colchester Councillor. In April Barry Walsh from Wakes Hall Park joined.

Peter has kindly undertaken to co-ordinate the volunteer work leaving the formal governance to our new clerk Kevin Money and myself. He is currently reaching out for volunteers to help with the defibrillator which needs quarterly inspections: and the four planters near the bus stop which need attention at this time of year particularly.

As confidence is rebuilt I hope we will reach a full complement of Councillors, and at that point the three Colchester Councillors will resign and we will be back to normality.





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# Wakes Colne Parish Council

YOUR PARISH COUNCIL WORKING FOR YOUR PARISH

Dear Councillors

You are hereby requested to attend the forthcoming meeting of Wakes Colne Parish Council at the Village Hall on **WEDNESDAY 1<sup>st</sup>. MAY 2024 following the Annual Parish Assembly** for the purpose of transacting the following business:

*KBMoney* - Kevin B. Money CiLCA Parish Clerk / RFO to the Council 25<sup>th</sup>. April 2024

## COUNCIL ANNUAL GENERAL MEETING AGENDA

- 069/2024      2023/24 Chairman Welcome
- 070/2024      Apologies for Absence
- 071/2024      Election of Chairman for the 2024/25 year  
The Chairman to sign the Declaration of Acceptance of Office form
- 072/2024      Election of Vice-Chairman for the 2024/25 year  
The Vice-Chairman to sign the Declaration of Acceptance of Office form
- 073/2024      Election of Appointments and Employment committee
- 074/2024      To re-adopt all Council policies  
Documents can be found at <https://e-voice.org.uk/wakescolne/council-documents-policies/>
- 075/2024      2024/25 Chairman to Close Annual meeting





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*KBMoney* - Kevin B. Money CiLCA Parish Clerk / RFO to the Council 25<sup>th</sup>. April 2024

## **FULL COUNCIL MEETING AGENDA**

- 076/2024** Chairman's welcome
- 077/2024** Apologies for Absence
- 078/2024** Declaration of Members interests  
To declare any Disclosable Pecuniary, Pecuniary or Non-Pecuniary interest relating to items on the agenda
- 079/2024** Co-Option  
Councillors are requested to receive written applications for the office of Parish councillor and to co-opt a candidate/s to fill the existing vacancies  
The candidate/s having completed a short application form and confirmed their eligibility for the position of Councillor within the statutory rules (Local Government Act 1972 s79)
- 080/2024** To approve the minutes of the last meeting of Wakes Colne Parish Council  
To receive and agree the minutes of the WCPC Meeting held on 3<sup>rd</sup>. April 2024
- 081/2024** Planning Applications
- 082/2024** Planning Decisions made by CCC affecting Wakes Colne  
240304 - Springfield, Station Road, Wakes Colne, Colchester, CO6 2DS  
Erection of cartlodge to include annex accommodation in association  
The decision made is: **Approve Conditional**. For conditions go to [View Planning Application](#)
- 083/2024** Finance
- To receive the Bank balances as at 30<sup>th</sup>. April 2024
  - To receive the comparison of Actual against Budget for 2024/2025
  - To approve payments for May 2024 and to agree a transfer of funds to meet the Parish Council financial requirements
  - Update on Internet Banking with Unity Trust Bank
- 084/2024** 2023/2024 Annual Return
- To Receive the Internal Auditors report for 2023/2024
  - To Receive and, if agreed, sign Section 1 - Annual Governance Statement of AGAR 2023/2024
  - To Receive and, if agreed, sign Section 2 - Accounting Statement of AGAR 2023/2024

**085/2024** Update on converting emails to .gov.uk

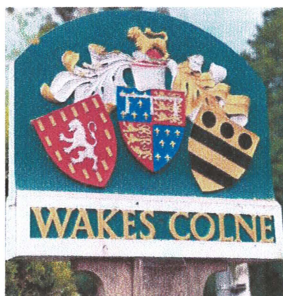
**086/2024** To receive reports from outside bodies, training courses, representatives on village committees and Parish Council working groups

**087/2024** Items for next agenda

**088/2024** To confirm date and time of next meeting. Wednesday 5<sup>th</sup>. June 2024 at 7.15pm  
Councillors to note 2024 meeting dates 03.07.24: 04.09.24: 02.10.24: 06.11.24: 04.12.24

**089/2024** Closure of the meeting

To close the meeting having considered and determined all items of business



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# Wakes Colne Parish Council

## YOUR PARISH COUNCIL WORKING FOR YOUR PARISH

### Minutes of the Parish Council Meeting held on Wednesday 3<sup>rd</sup>. April 2024 at 7.15pm in Chappel & Wakes Colne Village Hall

Present: Cllrs W. Sunnucks (Chair), P. Chillingworth, D. Laws and Kevin B. Money (Parish Clerk).  
There were also 9 members of the public present. A list of attendees was obtained and if requested can be obtained from the Clerk.

**051/2024** Chairman's welcome. The Chairman welcomed everyone to the meeting

**052/2024** Apologies for Absence were received from Cllr T. Rowe

**053/2024** Declaration of Members interests

To declare any Disclosable Pecuniary, Pecuniary or Non-Pecuniary interest relating to items on the agenda  
**None Declared**

**054/2024** Co-Option

**Councillors are requested to receive written applications for the office of Parish councillor and to co-opt a candidate/s to fill the existing vacancies**

The candidate/s having completed a short application form and confirmed their eligibility for the position of Councillor within the statutory rules (Local Government Act 1972 s79)

Cllr P. Chillingworth proposed Barry Walsh to be co-opted onto the Council. Cllr D. Laws seconded.

**All Agreed.** Cllr B. Walsh then signed his declaration of Acceptance of Office, E-Consent form and was handed the Register of Interest form for him to complete and return to the Clerk within 28 days.

Cllr B. Walsh then took his seat as a Parish Councillor.

**055/2024** To approve the minutes of the last meeting of Wakes Colne Parish Council

To receive and agree the minutes of the WCPC Meeting held on 6<sup>th</sup>. March 2024. **All Agreed**

**056/2024** Public Participation Session with respect to items on the agenda and other matters that are of mutual interest (Maximum 15 minutes)

"Men's Shed" documents and pictures were circulated to Councillors and spoke about the construction of the planter on the station platform. Thanked WCPC for the grant the Council donated to purchase the plants.

A resident spoke at length about the planning application at Hemps Green Barn.

Call for sites was mentioned but no further update information has been supplied. 30 houses in the last local plan have still not been developed.

VAS system on A1124 – Solar panels were not working but with the better weather coming the solar panels are now working. However, the data cannot be retrieved. This will take some time to reactivate.

**057/2024** Ward and County Councillors report

Cllr D. Laws spoke about his role as a CCC

- Garden waste bins roll out has been successful
- Budget setting – a number of savings could be addressed
- Chairman of CCC Scrutiny committee
- Multi million pound regeneration schemes taking place in the centre of Colchester
- Big issues with botched pot-hole repair



## 058/2024 Planning Applications

**240468** - Hemps Green Barn Mount Bures Road Wakes Colne Colchester CO6 2AP Change of use to a dog training facility and erection of a menage cover.

**RESOLVED:** Wakes Colne Parish Council Objects to this planning application

1. The Parish Council, notes the land is already being used for this purpose. A resident attended our meeting and complained of existing light and noise pollution.
2. The proposed building is very large, 48mx20m by 8.2m to ridge. This activity does sometimes take place, in the countryside, but not have to. It is more usually takes place in the open.
3. The proposed building will be visible from a great distance and due to its height in particular cannot be screened. The colour of the roof and side cladding is not stated on the application.
4. In the Parish Councils view, this application fails Local Plan Policy ENV1, which protects the character of the countryside from unnecessary developments. This application proposes a very large framed building, which would be widely visible, required for an activity that does not necessarily need a rural location. It is likely to cause increased vehicle movements on a narrow country lane; increased noise, light pollution and loss of tranquillity, all of which would affect the neighbours amenity.
5. The Parish Council wish to object to this application.

**240594** - Lavender Cottage, Lower Green, Wakes Colne Essex CO6 2AZ

Replacement porch. **RESOLVED:** No comment

## 059/2024 Planning Decisions made by CCC affecting Wakes Colne

**240089** – Spring Gardens Road Chappel

Outline Application with all Matters reserved except Access – **Refuse**

**232839** - Loveneys, Middle Green, Wakes Colne, Essex, CO6 2BJ

Relocation of existing barn with Planning Consent (231780) - **Approve with Conditions**

**240200** - Wood Cottage, Bures Road, Wakes Colne, Colchester, CO6 2DS

Conversion and extension of existing carport and store to Airbnb - **Refuse**

## 060/2024 Finance

- a) To receive the Bank balances as at 31<sup>st</sup>. March 2024

Councillors noted the Bank balances as at 31<sup>st</sup>. March 2024

- b) To receive the comparison of Actual against Budget for 2023/2024

Councillors noted the comparison of Actual against Budget for 2023/2024

- c) To approve payments for April 2024 and to agree a transfer of funds to meet the Parish Council financial Requirements. **All Agreed**

- d) Internet Banking to Unity Trust Bank. Cllr W. Sunnucks proposed and Cllr P. Chillingworth seconded.

**All Agreed**

## 061/2024 s106 Funding

Colchester City Council have received financial contributions We have received Planning application PA232839 - Loveneys, Middle Green, Wakes Colne Essex CO6 2BJ and if approved can create a community contribution of £2665.68. The nearest community facility is the Chappel and Wakes Colne village hall. This money is for community projects and Grant funding applications were discussed

## 062/2024 Matters arising from previous minutes

- a) **Converting .org email over to .gov.uk email and website address** – Update from the Clerk

The Clerk informed the meeting that Central Government is insisting on all Councils move to a .gov.uk domain name for emails and website. The cost for WCPC is £301.00p with yearly ongoing cost of £120.

Cllr W. Sunnucks proposed moving WCPC to .gov.uk addresses. Cllr P. Chillingworth seconded. **All Agreed**

## 063/2024 Bus Shelter light

Solar light outside the bus shelter: the Clerk had contacted the contractor and he is going to take a look at the SD card and hopefully get it working again. Currently awaiting an update.

## 064/2024 Annual Parish Assembly 2024

The date for the Wakes Colne Parish Council Annual Parish Assembly 2024 is on Wednesday 1<sup>st</sup>. May 2024 at 7pm followed by WCPC AGM

**065/2024 To receive reports from outside bodies, training courses, representatives on village committees and Parish Council working groups.** No meetings have been attended

**066/2024 Items for next agenda**

**067/2024** To confirm date and time of next meeting. Wednesday 1<sup>st</sup>. May 2024 following the Annual Parish Assembly

Councillors to note 2024 meeting dates 05.06.24: 03.07.24: 04.09.24: 02.10.24: 06.11.24: 04.12.24

**068/2024** Closure of the meeting

To close the meeting having considered and determined all items of business

The Chairman then closed the meeting at 9.10pm and thanked everyone for attending

Signed

1<sup>st</sup>. May 2024

**Willam Sunnucks**  
Chairman

		<b>BANK RECONCILIATION</b>	
Financial year ending 31.03.25			
Bank Balance as at		<b>30.04.24</b>	
Barclays Bank - Current a/c	£	16,445.18	
Barclays Bank - Bus. Saving a/c	£	-	
Barclays Bank - Bus. Saving a/c	£	-	
<b>Total:</b>	<b>£</b>	<b>16,445.18</b>	
Less Unpresented cheques			
Total of unpresented cheques	£	-	
<b>Net Bank Balances as at</b>	<b>£</b>	<b>16,445.18</b>	
<b>CASH BOOK</b>			
Balance as at 01.04.24	£	9,371.37	
Plus Receipts	£	7,837.00	
<b>Total</b>	<b>£</b>	<b>17,208.37</b>	
Less Payments	£	763.19	
<b>Grand Total</b>	<b>£</b>	<b>16,445.18</b>	
Difference	-£	0.00	
Bank Balance as at			
Barclays Bank - Current a/c			
Barclays Bank - Bus. Saving a/c			
Barclays Bank - Bus. Saving a/c			
<b>Total:</b>			
Less Unpresented cheques			
Total of unpresented cheques			
<b>Net Bank Balances as at</b>			
<b>CASH BOOK</b>			
Balance as at 01.04.24			
Plus Receipts			
<b>Total</b>			
Less Payments			
<b>Grand Total</b>			
Difference			
Bank Balance as at			
Barclays Bank - Current a/c			
Barclays Bank - Bus. Saving a/c			
Barclays Bank - Bus. Saving a/c			
<b>Total:</b>			
Less Unpresented cheques			
Total of unpresented cheques			
<b>Net Bank Balances as at</b>			
<b>CASH BOOK</b>			
Balance as at 01.04.24			
Plus Receipts			
<b>Total</b>			
Less Payments			
<b>Grand Total</b>			
Difference			



**WCPC ACTUAL AGAINST BUDGET REPORT 2024/2025**

		Agreed 2024/25	Total Income / spend to May '24	Left in Budget as at May '24
<b>Income</b>	Precept	14915	£ 7,457.50	
	Other Income / Grant	759	£ 379.50	
	Bank Interest	0	£ -	
	VAT Refund	0	£ -	
	<b>TOTAL</b>	<b>15674</b>	<b>£ 7,837.00</b>	
<b>Exp.</b>				
	Salary	3900	£ 887.80	£ 3,012.20
	Office Expenses	250	£ 126.45	£ 123.55
	Insurance	578	£ 417.59	£ 160.41
	Audit Fees	125	£ 136.70	-£ 11.70
	Village Hall Hire	250	£ -	£ 250.00
	Fees & Subscription	465	£ -	£ 465.00
	Training	525	£ -	£ 525.00
	Defibrillator	400	£ -	£ 400.00
	Parish Election	0	£ -	£ -
	Parish Open Spaces & Verges	480	£ -	£ 480.00
	Fotpaths	270	£ -	£ 270.00
	Street Lighting	575	£ 69.19	£ 505.81
	Projects - Station Road	2000	£ -	£ 2,000.00
	Donations / Grants	1000	£ -	£ 1,000.00
	Asset Maintenance, VAS book exchange, Continencies	2580	£ -	£ 2,580.00
	Planters maintenance	500	£ -	£ 500.00
	Oral History Memories Project	1777	£ -	£ 1,777.00
	Legal cost	0	£ 450.00	-£ 450.00
	<b>TOTAL</b>	<b>15675</b>	<b>£ 2,087.73</b>	<b>£ 13,587.27</b>
	<b>Outstanding VAT Claim</b>		<b>£ 113.05</b>	
	<b>Total Expenditure</b>		<b>£ 2,200.78</b>	

WCPC FINANCE MAY 2024						
Income:						
Expenditure						
Chq No.	Inv. No.	Payee	Cost	VAT	Total	WCPC Ref. No.
101605		Kevin B. Money - May salary	£ 205.00	£ -	£ 205.00	3
101606	532363337	Zurich Insurance 2024/2025	£ 417.59	£ -	£ 417.59	4
101607	20207420	CCC - Street lighting	£ 69.19	£ 13.84	£ 83.03	5
101608	84	Connolly Ltd - HR advice	£ 450.00	£ 90.00	£ 540.00	6
101609		M. Lawson 2023/24 Int. Aduit	£ 125.00	£ -	£ 125.00	7
101610		Kevin B. Money - Expenses	£ 57.76	£ 9.21	£ 66.97	8
<b>TOTAL:</b>			<b>£1,324.54</b>	<b>£113.05</b>	<b>£1,437.59</b>	