

# WAKES COLNE PARISH COUNCIL

*YOUR PARISH COUNCIL WORKING FOR YOUR PARISH*

[www.wakescolne.org](http://www.wakescolne.org)

27<sup>TH</sup> APRIL 2016

DEAR COUNCILLOR

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL MEETING, FOLLOWED BY PARISH COUNCIL MEETING, OF WAKES COLNE PARISH COUNCIL TO BE HELD AT WAKES COLNE VILLAGE HALL, AT 7.00 P.M. ON WEDNESDAY 4<sup>TH</sup> MAY 2016 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.



DIANE JACOB

CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

## AGENDA

ITEM	PRESENTER	SUBJECT	STATUS								
16/078	ALL MEMBERS	TO ELECT THE CHAIRMAN	DECISION								
16/079	CHAIRMAN	CHAIRMAN'S DECLARATION OF OFFICE - To be signed	INFORMATION								
16/080	ALL MEMBERS	TO ELECT THE VICE-CHAIRMAN	DECISION								
16/081	VICE-CHAIRMAN	VICE-CHAIRMAN'S DECLARATION OF OFFICE - To be signed	INFORMATION								
16/082	ALL MEMBERS	DECLARATION OF ACCEPTANCE OF OFFICE TO CONFIRM ALL MEMBERS HAVE SIGNED THE FORM, TO CONFIRM THAT ANY MEMBERS NOT PRESENT AND THEREFORE UNABLE TO, CAN DO SO AT A LATER DATE	DECISION								
16/083	ALL MEMBERS	CHECK MEMBERS REGISTER OF INTERESTS MEMBERS TO REVIEW THEIR DECLARATIONS AND UPDATE (SEND DIRECT TO CBC) WHERE NECESSARY	INFORMATION								
16/084	ALL MEMBERS	BANK MANDATE FORMS ITEM 1. TO AGREE AND CONFIRM THREE SIGNATORIES (consider to add one more) ITEM 2. TO SIGN BANK MANDATE FORMS IF NECESSARY	DECISION								
16/085	ALL MEMBERS	ITEM 1. TO REVIEW MEMBERSHIP AND AGREE RENEWAL OF THE FOLLOWING BODIES: <table border="1" data-bbox="406 1563 1248 1697"><tr><td>EALC (ESSEX ASSOCIATION OF LOCAL COUNCILS)</td><td>127.44</td></tr><tr><td>NALC (NATIONAL ASSOCIATION OF LOCAL COUNCILS)</td><td>28.12</td></tr><tr><td>CALC (COLCHESTER ASSOCIATION OF LOCAL COUNCILS)</td><td>35.00</td></tr><tr><td>SLCC (SOCIETY OF LOCAL COUNCIL CLERKS)</td><td>118.00</td></tr></table> ITEM 2. TO ELECT A REPRESENTATIVE TO ATTEND CALC MEETINGS	EALC (ESSEX ASSOCIATION OF LOCAL COUNCILS)	127.44	NALC (NATIONAL ASSOCIATION OF LOCAL COUNCILS)	28.12	CALC (COLCHESTER ASSOCIATION OF LOCAL COUNCILS)	35.00	SLCC (SOCIETY OF LOCAL COUNCIL CLERKS)	118.00	DECISION
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16/086	ALL MEMBERS	TO ADOPT COUNCIL POLICIES A. ACTION PLAN B. CODE OF CONDUCT & NOLAN PRINCIPLES C. COMMUNITY EMERGENCY PLAN D. COMMUNITY ENGAGEMENT POLICY E. COMPLAINTS PROCEDURE F. CO-OPTION POLICY G. DATA PROTECTION POLICY H. DIGNITY AT WORK/BULLYING AND HARASSMENT POLICY I. EQUALITY & DIVERSITY POLICY J. FINANCIAL REGULATIONS K. FREEDOM OF INFORMATION PUBLICATION SCHEME	DECISION								

16/086	ALL MEMBERS	<b>TO ADOPT COUNCIL POLICIES (CONTINUED)</b> L. GRANT FUNDING POLICY M. HEALTH & SAFETY POLICY STATEMENT N. LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS POLICY O. PUBLIC PARTICIPATION POLICY P. RECORDING & USE OF SOCIAL MEDIA Q. RISK ASSESSMENT FOR CLEARANCE OF FOOTPATHS IN WAKE COLNE R. RISK ASSESSMENT FOR GENERIC PUBLIC RIGHTS OF WAY IN WAKES COLNE S. RISK ASSESSMENT FOR LITTER PICKING IN WAKES COLNE T. STANDING ORDERS U. STRATEGIC RISK REGISTER V. TRAINING POLICY W. TRAINING RECORD X. VDU WORKSTATION CHECKLIST	DECISION
16/087	ALL MEMBERS	<b>GENERAL POWER OF COMPETENCE</b> <b>TO CONFIRM AND ADOPT THE PROPOSAL THAT WAKES COLNE PARISH COUNCIL MEETS THE REQUIREMENTS TO BECOME A PARISH WITH 'GENERAL POWER OF COMPETENCE'.</b>	DECISION
16/088	ALL MEMBERS	<b>TO ELECT PERSONNEL COMMITTEE AND PERSONNEL COMMITTEE CHAIRMAN</b> <b>TO ADOPT TERMS OF REFERENCE FOR PERSONNEL</b>	DECISION
16/089	ALL MEMBERS	<b>REVIEW AND CONFIRM ARRANGEMENTS FOR INSURANCE COVER</b> <b>DISCUSS QUOTATION FOR THIS YEAR</b> (To CONFIRM Agreement is in place until 31 <sup>st</sup> May 2018).	DECISION
16/090	ALL MEMBERS	<b>CONSENT FORM TO RECEIVE THE COUNCIL SUMMONS AND AGENDA ELECTRONICALLY</b> <b>TO CONFIRM ALL MEMBERS HAVE SIGNED THE MODEL CONSENT FORM</b>	INFORMATION
16/091	ALL MEMBERS	<b>VILLAGE HALL REPRESENTATIVE</b> <b>TO ELECT A REPRESENTATIVE TO ATTEND VILLAGE HALL MEETINGS</b>	DECISION
16/092	ALL MEMBERS	<b>MILLENNIUM GREEN REPRESENTATIVE</b> <b>TO ELECT A REPRESENTATIVE TO ATTEND MILLENNIUM GREEN MEETINGS</b>	DECISION
16/093	ALL MEMBERS	<b>ANNUAL MEETING CLOSED</b>	INFORMATION
<b><u>AGENDA</u></b>			
<b>4<sup>th</sup> MAY 2016 PARISH COUNCIL MEETING COMMENCES</b>			
<b>ITEM</b>	<b>PRESENTER</b>	<b>SUBJECT</b>	<b>STATUS</b>
16/094	CHAIRMAN	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>	INFORMATION
16/095	CHAIRMAN	<b>DECLARATION OF INTERESTS.</b> To receive any discloseable 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 2016.	DECISION
16/096	CHAIRMAN	<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.	INFORMATION
16/097	CHAIRMAN	<b>WARD AND COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT.</b> <i>WARD COUNCILLOR</i> <i>COUNTY COUNCILLOR</i>	INFORMATION
16/098	CHAIRMAN	<b>TO CONFIRM THE MINUTES OF THE COUNCIL MEETING HELD ON 6<sup>TH</sup> APRIL 2016</b> <b>TO CONFIRM THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 28<sup>TH</sup> APRIL 2016</b>	DECISION
16/099	ALL MEMBERS	<b>ACCOUNTS 2015/16</b> <b>Item 1</b> - Internal Auditors Report <b>Item 2</b> - Clerk to confirm reclaim for VAT 2015/2016 <b>Item 3</b> - To sign off the accounts for 2015/2016, Chairman & Clerk to sign the Annual Return	DECISION
16/100	ALL MEMBERS	<b>S106 FUNDING</b> To consider any projects Wakes Colne Parish Council would like to allocate this funding to (£163.13 Must meet criteria)	DECISION

16/101	ALL MEMBERS	LHP STATION ROAD PROPOSAL Working Party Update	INFORMATION DECISION																																																															
16/102	ALL MEMBERS	<b>PLANNING MATTERS</b> REF: 160565 Old Granary, Colchester Road, Wakes Colne Colchester CO6 2BY Painting of metal runners on flood gates REF: 160946 Crepping Hall Farm, Crepping Hall Road, Wakes Colne Colchester CO6 2AL Change of use of redundant farm buildings and conversion to 3 No. residential apartments  TO CONSIDER ANY OTHER APPLICATIONS RECEIVED	DECISION																																																															
16/103	ALL MEMBERS	<b>ANNUAL REPORT FOR 2015-2016</b> Item 1. To consider printing 200 copies at £60.00. After draft approval.	DECISION																																																															
16/104	CLLR.S SCRASE	<b>VILLAGE HALL</b> Update	INFORMATION																																																															
16/105	CLLR. S. SCRASE	<b>BURES ROAD SPEED RESTRICTIONS</b> Update	INFORMATION																																																															
16/106	ALL MEMBERS	<b>PERSONNEL COMMITTEE</b> Clerks Appraisal etc – update	INFORMATION/ DECISION																																																															
16/107	CLERK	<b>CLERKS REPORT</b>	INFORMATION																																																															
16/108	CLERK	<b>FINANCIAL MATTERS:</b> <b>1) FINANCIAL STATEMENT FOR APRIL.</b> (ITEMS TO BE APPROVED FOR PAYMENT AND SIGNED AS PER PAYMENT SCHEDULE). <table border="1" data-bbox="405 824 1262 1727"> <thead> <tr> <th></th> <th>CHEQUE No.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="3"><b><u>CHEQUES TO APPEAR IN NEW FINANCIAL YEAR</u></b></td> </tr> <tr> <td colspan="3"><b><u>2016/17 FIGURES AS BUDGETED</u></b></td> </tr> <tr> <td>THE COLNE-STOUR COUNTRYSIDE (MINUTE No. 16/068)</td> <td>100953</td> <td>10.00</td> </tr> <tr> <td>MRS D. JACOB (ADVANCE TO PURCHASE LAPTOP, SOFTWARE ETC) (MINUTE No. 16/071 ITEM 2)</td> <td>100954</td> <td>900.00</td> </tr> <tr> <td colspan="3" style="text-align: center;"><b>ABOVE AGREED &amp; SIGNED AT LAST MEETING</b></td> </tr> <tr> <td>T-MOBILE</td> <td>DD</td> <td>12.52</td> </tr> <tr> <td>CAME &amp; COMPANY (INSURANCE)</td> <td>100955</td> <td>299.02</td> </tr> <tr> <td>EALC (SUBSCRIPTIONS FOR EALC AND NALC)</td> <td>100956</td> <td>155.56</td> </tr> <tr> <td>CALC SUBSCRIPTION</td> <td>100957</td> <td>35.00</td> </tr> <tr> <td>SLCC SUBSCRIPTION</td> <td>100958</td> <td>118.00</td> </tr> <tr> <td>INFORMATION COMMISSIONERS OFFICE (SUBSCRIPTION)</td> <td>100959</td> <td>35.00</td> </tr> <tr> <td>ALL SAINTS CHURCH WAKES COLNE (MINUTE NUMBER 16/026 ITEM 1)</td> <td>100960</td> <td>600.00</td> </tr> <tr> <td>CHAPPEL PARISH COUNCIL (MINUTE NUMBER 16/026 ITEM 2)</td> <td>100961</td> <td>250.00</td> </tr> <tr> <td>CHAPPEL WAKES COLNE &amp; VILLAGE HALL (MINUTE NUMBER 16/026 ITEM 3)</td> <td>100962</td> <td>150.00</td> </tr> <tr> <td>HEART OF THE VALLEY COMMUNITY RESPONDERS (MINUTE NUMBER 16/026 ITEM 4)</td> <td>100963</td> <td>100.00</td> </tr> <tr> <td>MOW &amp; MEND INV 000370</td> <td>100964</td> <td>44.00</td> </tr> <tr> <td>CHAPPEL &amp; WAKES COLNE VILLAGE HALL (INV.No.1030 &amp; 1036) HALL HIRE</td> <td>100965</td> <td>38.00</td> </tr> <tr> <td>DIANE JACOB (SALARY FOR APRIL)</td> <td>100966</td> <td>418.81</td> </tr> <tr> <td>ESSEX PENSION FUND (FOR APRIL)</td> <td>100967</td> <td>102.10</td> </tr> <tr> <td>DIANE JACOB (EXPENSES FOR APRIL)</td> <td>100968</td> <td>17.10</td> </tr> </tbody> </table> MONTHLY BUDGET STATEMENT.		CHEQUE No.	TOTAL	<b><u>CHEQUES TO APPEAR IN NEW FINANCIAL YEAR</u></b>			<b><u>2016/17 FIGURES AS BUDGETED</u></b>			THE COLNE-STOUR COUNTRYSIDE (MINUTE No. 16/068)	100953	10.00	MRS D. JACOB (ADVANCE TO PURCHASE LAPTOP, SOFTWARE ETC) (MINUTE No. 16/071 ITEM 2)	100954	900.00	<b>ABOVE AGREED &amp; SIGNED AT LAST MEETING</b>			T-MOBILE	DD	12.52	CAME & COMPANY (INSURANCE)	100955	299.02	EALC (SUBSCRIPTIONS FOR EALC AND NALC)	100956	155.56	CALC SUBSCRIPTION	100957	35.00	SLCC SUBSCRIPTION	100958	118.00	INFORMATION COMMISSIONERS OFFICE (SUBSCRIPTION)	100959	35.00	ALL SAINTS CHURCH WAKES COLNE (MINUTE NUMBER 16/026 ITEM 1)	100960	600.00	CHAPPEL PARISH COUNCIL (MINUTE NUMBER 16/026 ITEM 2)	100961	250.00	CHAPPEL WAKES COLNE & VILLAGE HALL (MINUTE NUMBER 16/026 ITEM 3)	100962	150.00	HEART OF THE VALLEY COMMUNITY RESPONDERS (MINUTE NUMBER 16/026 ITEM 4)	100963	100.00	MOW & MEND INV 000370	100964	44.00	CHAPPEL & WAKES COLNE VILLAGE HALL (INV.No.1030 & 1036) HALL HIRE	100965	38.00	DIANE JACOB (SALARY FOR APRIL)	100966	418.81	ESSEX PENSION FUND (FOR APRIL)	100967	102.10	DIANE JACOB (EXPENSES FOR APRIL)	100968	17.10	DECISION
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16/109	ALL MEMBERS	<b>DATE OF NEXT MEETING</b> <b>ANNUAL PARISH ASSEMBLY 23<sup>RD</sup> MAY (7.30PM)</b> <b>PARISH COUNCIL MEETING WEDNESDAY 1<sup>ST</sup> JUNE 2016 (7.15PM)</b>	INFORMATION																																																															

THIS NOTICE WAS ISSUED BY:  
MRS DIANE JACOB  
CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL  
WAKES COLNE PARISH COUNCIL  
5 CROCKLANDS, GREENSTEAD GREEN,  
HALSTEAD, ESSEX, CO9 1QY  
TEL: 07508787869 E-MAIL: [PARISHCLERK@WAKESCOLNE.ORG](mailto:PARISHCLERK@WAKESCOLNE.ORG)