

# Wakes Colne Parish Council

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

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## Clerks Report August 2009

### Things ongoing in August

August generally is a reasonably quiet month as we do not normally have a meeting, although usually, the end of August is busy trying to get everything ready for the September meeting following the summer break. The year has been somewhat different and Jim and I have been exceptionally busy with the comments that needed to be submitted to Colchester Borough Council in respect of the Vernons Road Gypsy Site planning application (see details later in the report). If anybody needs any further clarification with any items on the Report if you could contact me before the meeting or arrive early this will then cut down the length of time the meeting takes. Thanks for your help and happy reading!!

Agenda Item	Subject	Action	Status
09/128	Station Road Sign & Greene King	As per August's draft minutes it was agreed that the members would like to re-visit the original sign design. I have contacted George Ward to ask if this is possible. At present I am waiting for a reply.	information
09/129	Replacement light fittings. To discuss quote & funding information from the ECC Making the Links.	Following the meeting Andy promised to send through a pro-forma invoice for the work. This has now been received and a further update will be given in the meeting.	Information
09/127	<b>Planning &amp; Enforcement</b> 3 Planning Application to Consider	This month we have 3 planning applications to consider all of which have large plans to look at. If anybody would like to have a look at them prior to the meeting next week just let me know. If this is not possible then they will be laid out in the Hall prior to the start of the meeting, If you could arrive early then that would be helpful.	Decision

Agenda Item	Subject	Action	Status
09/130	<b>Planning &amp; Enforcement</b> Timberlands Farm	Following Augusts meeting nothing has really happened with this item but hopefully at the meeting we can make a decision as to what can be done. I have spoken to Cheryl Headford who is the contact at CBC several times this month and I have agreed to write to her as soon as possible after the meeting with a plan of action.	Decision
09/135	Bures Station & the Flyer	Following the letter sent to Bures Hamlet we have now had a reply. A copy of the letter will be available for all Councillors at the meeting.	Information
09/131	Neighbourhood Watch Scheme	Dean has kindly sourced all the information to start up a NHW scheme in the Lower Green, Middle Green & Inworth Lane Area. More information to follow at the meeting.	Information
09/132	Adopt the basic Standing Orders	It was agreed at our August meeting that a new set of Standing Orders should be adopted. No members at the meeting had any information as to when the last set of standing orders were adopted and the Clerks official copy is dated April 2002. This item is on the Agenda to adopt the basic standing orders with a resolution passed to produce an updated more applicable set of Standing Order at the next AGM in May. A note from the Society of Local Councils states "Please note The National Association of Local Councils is in the process of creating a new set of Standing Orders. The new draft set will be added to the website as soon as they are available. The Society advises that Councils should wait for this new set before adopting any changes to Standing Orders"	Information & Decision
09/133	Emergency Plan for Wakes Colne & Chappel	This item has been ongoing for some considerable time. It was started back in January of this year and unfortunately due to other more pressing Council business has not been complete. We have been sent a CD from CBC and it now seems it is a necessity to have a plan up and running for both Villages. This is an Agenda item for more information.	Information
09/134	Planning Update	Following the last Clerks Forum and our August meeting it was discussed that some training on planning would be beneficial. I have now sent back the information that was required by CBC and we are waiting for a further update. It is on the Agenda to provide a more information	Information

Agenda Item	Subject	Action	Status
09/135	Travellers & Vernons Road	Following the August meeting it was quite apparent that the Parish Council still had a lot of research and work to do before being able to complete the comments letter to be submitted to the Planning Department on the 17 <sup>th</sup> August. Bernard Jenkins attended Chappel's meeting on the 12 <sup>th</sup> August which Jim & I attended and felt was very beneficial. Chappel had in excess of 60 residents turn up to the meeting and Peter Chillingworth and Bernard Jenkins had the floor for about an hour and a half answering questions about the Gypsy site and the application. Following the meeting Jim and I then started to compile the letter. (Copy enclosed with the minutes for your reference). During the month of August we have had an issue with the application, as only 6 Land Registry documents have been registered yet 7 are referred to and also on the plan it is separated into 7 pitches. In the absence of Mark Russell (Planning Officer) for over 3 weeks it has been very difficult to get information and we had to submit our comments with the required information incomplete. Chappel Parish Council has since picked up a couple of further issues with the Application which relate to Agricultural Holding Certificates & Certificates of Ownership. The planning department has also confirmed that the utility buildings will not pass building regs if they are built as per the application and finally they seem not to have paid the correct fee. For all these issues we will hopefully have updates by next week.	Information
FYI	Wakes Colne Parish Council Annual Audit for the Year Ending 31 <sup>st</sup> March 2009	This was sent off registered post on the 2 <sup>nd</sup> July 2009. We have now heard back from the Audit Commission and they are asking for more information which should have been submitted before the meeting on the 2 <sup>nd</sup> September.	Information
FYI	Letter from Little Horkesley Parish Council.	As per the August minutes it was agreed that no letter would be written to CBC from Wakes Colne with regards to the matter. Since then a letter from Bunting & Son has been received (Via Hilda) asking to supply any correspondence written in respect of the issues raised in the original letter and/or correspondence about Bunting & Sons under the Freedom of Information Act. I will reply to Bunting & Sons and send the required information after the meeting on 2 <sup>nd</sup> September	Information

FYI	Street Light Pilot Scheme	<p>I have been forwarded some information on a 'street light pilot scheme'.  <b>"A pilot scheme has been taking place in the Maldon and Uttlesford districts for over 18 months whereby some street lights have been turned off at midnight for the remainder of the night. The Cabinet Member responsible for overseeing the plot has now invited the Safer and Stronger Communities Policy and Scrutiny Committee ( a group of back bench members) to consider the issues arising from the pilot and put forward to him suggestions on what might be happen in Essex in the future. This could include widening the scheme to the whole county, scraping it or any alternative between the two. Issues to be looked at will include public safety, crime rates, the perception of crime, financial considerations and environmental concerns.</b></p> <p><b>The Committee will be undertaking the scrutiny on Friday 18 September 2009. Its meeting will be held at County Hall, starting at 10.00 am. If your Council would like to submit evidence to the Committee can you please contact its Governance Officer, Graham Redgwell (e mail <a href="mailto:grahamr@essex.gov.uk">grahamr@essex.gov.uk</a>) as soon as possible. Evidence can be submitted up to the day of the meeting. It is intended to webcast the meeting live on the County Council's website"</b></p> <p>A copy of the e-mail is in the Correspondence File</p>	Information
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### EALC Training Calendar

23 Sept	AGM	EALC
<b>7 Oct</b>	<b>Chairman's Day 2 To be booked for Jim</b>	EALC
15 Oct	Budget & Precept	EALC
20 Oct	Law & Procedures	EALC
6 Nov	Health & Safety	ETP
12 Nov	Roles & Responsibilities	ETP
1 Dec	Risk Management	ETP

### **Clerks Forum Meeting Dates**

Friday September 4 <sup>th</sup>	1 – 4pm	Training Room Rowan House
Thursday 29 <sup>th</sup> October	12 – 3pm	Venue to be Advised
Thursday 15 <sup>th</sup> December	12 – 3pm	Grand Jury Room, Town Hall

### **Colchester Association Local Councils Meeting Dates**

Monday 14 <sup>th</sup> September	7.30pm	Change of Venue	It is now at the Town Hall
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### **Neighbourhood Action Panel Meeting Dates**

Thursday 3 <sup>rd</sup> September,	6pm-8pm,	Aldham Village Hall
Thursday 12 <sup>th</sup> November	6pm-8pm	Gt Tey Village Hall

<b>Acronym</b>	<b>Full name of the Organisation</b>	<b>Brief Description of the Organisation or Web Address</b>	<b>Subscription Yes /No</b>
<b>EALC</b>	<b>Essex Association of Local Councils</b>	Essexinfo.net	<b>Yes</b>
<b>CALC</b>	<b>Colchester Association of Local Councils</b>		<b>Yes</b>
<b>CBC</b>	<b>Colchester Borough Council</b>	www.colchester.gov.uk	<b>N/A</b>
<b>SLCC</b>	<b>Society Of Local Council Clerks</b>	Support for professional parish and town councils clerks including training and advice. www.slcc.co.uk	<b>Yes</b>
<b>ODPM</b>	<b>Office of Deputy Prime Minister</b>	Guidance on public participation in planning and comprehensive performance assessment and best value. www.odpm.gov.uk	No
<b>NALC</b>	<b>National Association of Local Councils</b>	www.nalc.gov.uk	No
<b>SBE</b>	<b>Standards Board for England</b>	Guidance on Framework for ethical behaviour in local government. www.standardsboard.co.uk	No
<b>ECC</b>	<b>Essex County Council</b>	Essex.gov.uk	No
<b>DEFRA</b>	<b>Department for Environment, Food and Rural Affairs</b>	Defra.gov.uk	NO
<b>EPFA</b>	<b>Essex Playing Fields Association</b>	www.essexplayingfields.org.uk	No
<b>RCCE</b>	<b>Rural Community Council of Essex</b>	www.essex.rcce.org.uk	No
<b>CPRE</b>	<b>Campaign to Protect Rural England</b>	www.cpre.org.uk	No
<b>CSCA</b>	<b>Colne Stour Countryside Association</b>	www.colnestour.org	Yes
<b>landreg</b>	<b>Land Registry</b>	www.landreg.gov.uk	No
	<b>Essex police</b>	www.essex.police.uk	No