

# Wakes Colne Parish Council

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

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**MINUTES OF THE ANNUAL MEETING OF WAKES COLNE PARISH COUNCIL (AGM) HELD ON  
WEDNESDAY 5<sup>TH</sup> MAY 2010 AT 7.15PM IN THE WAKES COLNE VILLAGE HALL.**

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**IN THE CHAIR: CLLR. J. TAYLOR.**  
**PRESENT: CLLRS: S. STRATFORD, K. MARTIN & H. CRESSWELL.**  
**CLERK: MRS. V. BURROWS.**  
**ALSO PRESENT: WARD CLLR. MR. P. CHILLINGWORTH & THREE MEMBERS OF  
THE PUBLIC.**

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**7<sup>TH</sup> MAY 2010.**

**10/076: ELECTION OF CHAIRMAN FOR 2010 / 2011.**

The meeting commenced at 7.15pm with the Clerk in the Chair. The Clerk asked for nominations for Chairman.

**RESOLUTION: 10/027. THAT CLLR. J. TAYLOR BE ELECTED TO THE POSITION OF  
CHAIRMAN OF WAKES COLNE PARISH COUNCIL.**

**PROPOSED: CLLR. STRATFORD. SECONDED: CLLR. MARTIN. FOR: ALL.**

**10/076: APOLOGIES FOR ABSENCE.**

Cllr. A. Hannington & Cllr. S. Hounslow.

**10/078: DECLARATION OF INTERESTS.**

To receive any 'personal' or 'personal and prejudicial' interests relating to items on the agenda. Members of the Council are subject to the Local Authorities (Model Code of Conduct) Order 2007 (SI. 2007/1159) (The Revised Code) with the additional non-mandatory section 12(2).

**Cllr. Taylor. 'personal' interest**

**Item 10/090**

**10/079: PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND  
OTHER MATTERS THAT ARE OF MUTUAL INTEREST**

Long Acre Bungalow planning application was mentioned and the Clerk advised that an extension had been asked for but further clarification was needed. The roads again were mentioned, one of our residents ask why he had not had a reply to his list of questions. It was agreed the Clerk would chase Highways as soon as possible.

**10/080: MINUTES OF THE LAST MEETING.**

Draft minutes of the meeting held on the 7<sup>th</sup> April 2010 had been circulated prior to the meeting.

**RESOLUTION: 10/028 THAT THE DRAFT MINUTES OF THE MEETING HELD ON THE 7<sup>TH</sup> APRIL 2010 ARE ACCEPTED AS BEING A TRUE RECORD OF THE MEETING...**

PROPOSED: CLLR. STRATFORD. SECONDED: CLLR. CRESSWELL. FOR: ALL.

Draft minutes of the meeting held on the 6<sup>th</sup> May 2009 had been circulated prior to the meeting.

**RESOLUTION: 10/029 THAT THE DRAFT MINUTES OF THE AGM MEETING HELD ON THE 6<sup>TH</sup> MAY 2009 ARE ACCEPTED AS BEING A TRUE RECORD OF THE MEETING...**

PROPOSED: CLLR. MARTIN. SECONDED: CLLR. CRESSWELL. FOR: ALL

#### **10/081: Ex AGENDA.**

Cllr. Peter Chillingworth spoke briefly on the following issue:

- ❖ Black bin bags and the recycling bags. Cllr. Chillingworth advised that if anybody hadn't received them, now was the time to chase.

#### **10/082: APPOINTMENT OF VICE - CHAIRMAN FOR 2010 / 2011.**

The Chairman asked for nominations for Vice – Chairman.

**RESOLUTION: 10/030. THAT CLLR. K. MARTIN BE ELECTED TO THE POSITION OF VICE - CHAIRMAN OF WAKES COLNE PARISH COUNCIL.**

PROPOSED: CLLR. TAYLOR. SECONDED: CLLR. CRESSWELL. FOR: ALL

#### **10/083: APPOINTMENT OF REPRESENTATIVES.**

Footpaths: Cllr. K Martin.

Website: Cllr. K Martin.

Village Hall Committee: Cllr. Cresswell.

Community Speed Watch: Cllr Taylor.

Highways: Cllr Taylor.

Village Reporter: Cllr Stratford.

It was agreed that Planning and Colchester Association of Councils representatives would be appointed at the next meeting as two members of the Council were absent.

**RESOLUTION: 10/031. THAT THE COUNCILLORS NAMED ABOVE WILL BE THE COUNCIL REPRESENTATIVES FOR 2010 / 2011 TO THE VARIOUS ORGANISATIONS.**

PROPOSED: CLLR. TAYLOR. SECONDED: CLLR. STRATFORD. FOR: ALL

#### **10/084: CONSIDERATION OF THE NEWLY ADOPTED STANDING ORDERS.**

It was agreed that the new Standing Orders should be re-adopted without modification.

**RESOLUTION: 10/032. THAT THE STANDING ORDERS OF WAKES COLNE PARISH COUNCIL BE RE-ADOPTED WITHOUT MODIFICATION.**

PROPOSED: CLLR. TAYLOR. SECONDED: CLLR. MARTIN. FOR: ALL.

#### **10/085: FINANCIAL REGULATIONS - RE-ADOPTION**

It was agreed that the Financial Regulations should be re-adopted without modification.

**RESOLUTION: 10/033. THAT THE FINANCIAL REGULATIONS OF WAKES COLNE PARISH COUNCIL BE RE-ADOPTED WITHOUT MODIFICATION.**

PROPOSED: CLLR. MARTIN. SECONDED: CLLR. TAYLOR. FOR: ALL.

#### **10/086: CONFIRMATION OF CLERK TO ACT AS RESPONSIBLE FINANCIAL OFFICER**

It was agreed that the Clerk should continue as the Responsible Financial Officer.

**RESOLUTION: 10/034. THAT THE CLERK VALERIE BURROWS SHOULD CONTINUE TO ACT AS THE RESPONSIBLE FINANCIAL OFFICER OF WAKES COLNE PARISH COUNCIL**

PROPOSED: CLLR. STRATFORD. SECONDED: CLLR. MARTIN. FOR: ALL

### **10/087: CLERKS REPORT.**

The Clerk asked if anybody needed any clarification on items in the Clerks Report and none were requested. The Clerk only had one update and that was to inform the Council that the Village Fete was due to be held on the 24<sup>th</sup> July at the School. It was discussed that representatives from the Council should be in attendance and that maybe a competition could be organised. As two members of the Council were absent it was agreed to have this on the Agenda next month.

### **10/089: FINANCE & EXPENDITURE.**

- 1) Cheques/BACS payments to be approved for payment and signed (See payment schedule). The three invoices were passed around for all Councillors to have a look at.

**RESOLUTION: 10/035. THAT AFTER FURTHER CONSIDERATION THE 3 CHEQUES DETAILED ON THE PAYMENT SCHEDULE BE AUTHORISED FOR PAYMENT.**

**PROPOSED: CLLR. CRESSWELL. SECONDED: CLLR. STRATFORD. FOR: ALL.**

- 2) Monthly Accounts & Budget Statement for April / May 2010. The statement was discussed in full and the Clerk explained what the money had been spent on. It was agreed that a tighter handle must be kept this year on the budget. The Chairman explained that the Clerk was going to a portion out the funds in the High Interest Account so all could see where and what the money could be spent on in the coming year.

- 3) Asset Register & Insurance. It is a requirement to keep an asset register for the Council and each year check it against the Insurance schedule for its accuracy. Both were discussed at length and it was agreed that the following Assets would be amended and the Insurance Schedule amended:

Parish Notice Board:	From £2083.50	to £1000.00
Village Sign	From £2562.50	to £2000.00
War Memorial	From £0.00	to £300.00
Laptop	From £852.84	to £650.00
Strimmer	From £533.03	to £500.00

It was agreed that the Clerk should contact the Insurance Company and get the amended figure for the insurance policy to go ahead on the 1<sup>st</sup> June 2010.

**RESOLUTION: 10/036. THAT THE CLERK CAN CONTACT THE INSURANCE COMPANY AND AMEND THE STREET FURNITURE SECTION AND ONCE THE NEW QUOTE IS THROUGH RAISE A CHEQUE TO BE SENT ASAP FOR THE INSURANCE TO START ON THE 1<sup>ST</sup> JUNE.**

**PROPOSED: CLLR. CRESSWELL. SECONDED: CLLR. STRATFORD. FOR: ALL.**

- 4) Final Accounts & Balance Sheet for 2009 / 2010. The Clerk presented the year end accounts and balance sheet to be signed off. It was discussed that following the Clerks training day on Audit and Risk Assessment and since completing Chappel Parish Councils Audit that Wakes Colne should have better procedures in place to deal with the audit procedure. The Risk Assessment document was discussed and after several alterations it was agreed that this document could be used as part of the Audit. The Clerk spoke about her very positive experience with Chappel's internal auditor and it was discussed that the Clerk should approach Mr Turner and ask if he could audit Wakes Colne Parish Councils year end accounts.

**RESOLUTION: 10/037. THAT THE CLERK SHOULD CONTACT MR J TURNER AND ASK IF HE WOULD CONSIDER BEING OUR NEW INTERNAL AUDITOR. IF THE CLERK RECEIVED A POSITIVE OUTCOME IT WOULD THEN BE APPROPRIATE TO GET THE NECESSARY INFORMATION TO HIM ASAP.**

**PROPOSED: CLLR. TAYLOR. SECONDED: CLLR. MARTIN. FOR: ALL**

**10/063: PLANNING APPLICATIONS & RESULTS.**

- 1) **Application No: 100784.** Single Storey Extension. The Bimbles, Station Road, Wakes Colne, Colchester, CO6 2DS
- 2) **Application No: 100678.** Erection of two storey extension to side of dwelling and change of use of former agricultural land to private garden land. Glenica Vale, Inworth Lane, Wakes Colne, Colchester, CO6 2BE
- 3) **Application No: 100583.** Application for retrospective planning permission for replacement dwelling. Regularisation of planning approval 072622 approved 13th December 2007. Hammonds Farm Hemps Green, Fordham, Colchester, CO6 3LS

***RESOLUTION: 10/038. THAT AFTER FURTHER DISCUSSION THE COUNCIL SHOULD SEND COMMENTS ADVISING THAT WAKES COLNE PARISH COUNCIL EXPRESSED NO CONCERNS BEYOND WISHING THAT ANY NEIGHBOUR WAS ALSO CONTENT WITH ALL THREE PLANNING APPLICATION.***

**PROPOSED: CLLR. MARTIN. SECONDED: CLLR. TAYLOR. FOR: ALL.**

**10/091:Chairman’s Report.**

Cllr Taylor gave a brief overview of what he had been busy with this month. He said lots of positive comments had been received from parishioners about the St Georges Day flags that had been put up. He also explained about the British Legion and the 65<sup>th</sup> Anniversary of VE Day on the 8<sup>th</sup> May and the photo opportunity on the 10<sup>th</sup> May. Highways had been contacted again about some of the pot holes and work orders had been raised. The litter pick had not been as successful as Cllr Taylor had hoped however he still had the equipment and if anybody wanted to use it they just needed to contact him.

**10/092: Annual Parish Meeting of Wakes Colne Parish Council – Invitations.**

A list of names and organisations were discussed and it was agreed that the Clerk would get organised and send out the invites in due course. Cllr Stratford gave her apologies for this meeting.

**10/093: Next Agenda Items.**

Cheque signatures.  
Any further issues raised at this meeting as discussed.

**DATE OF NEXT MEETING.**

The next meeting is on the 2<sup>nd</sup> June 2010 at 7.15pm at Wakes Colne Village Hall, Wakes Colne. Our Chairperson Cllr. Taylor thanked everyone for attending and the meeting closed at 9.35 pm.

**Signed:.....**  
**Chairperson of the Parish Council**

**Date: 2<sup>nd</sup> June 2010**