

Wakes Colne Parish Council

www.wakescolne.org

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MINUTES OF THE MONTHLY WAKES COLNE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 7TH OCTOBER AT 7.15PM IN THE WAKES COLNE VILLAGE HALL.

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

8TH OCTOBER 2009

09/138: CHAIRMAN'S WELCOME

Cllr Jim Taylor welcomed those present to the meeting.

09/139: APOLOGIES FOR ABSENCE.

Cllr D Dwyer. Cllr Taylor asked if some flowers could be sent to Cllr Dwyer and his wife.

09/140: MINUTES OF THE LAST MEETING

Draft minutes of the meeting held on the 2nd September 2009 had been circulated prior to the meeting.

RESOLUTION 09/09 THAT THE DRAFT MINUTES OF THE MEETING HELD ON THE 2ND SEPTEMBER BE ACCEPTED AS BEING A TRUE RECORD OF THE MEETING

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

09/141: 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)

None.

09/142: PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST.

No questions were asked at this time.

09/143: EX AGENDA

Cllr Chillingworth advised he had an update on Vernons Road but requested that he speak under the Agenda item if relevant. He spoke about Application No: 090756

Chairman signature

Land at Mount Bures. He advised that the application had been refused and therefore he did not need to "call it in" under planning law. Cllr Chillingworth also spoke briefly about Waste and Recycling. A public consultation is due out soon and a meeting in the Moot Hall is scheduled for December. As Cllr Chillingworth has more information he will make the Council aware. Further information can be found on CBC's website.

09/144: CLERKS REPORT

All items in the Clerks Report and on the agenda were spoken about under the Agenda Items. The Clerk had a few updates:

- ❖ BT Phone box at Lower Green. The Clerk had been in touch with Louise Henshaw at BT and having e-mailed 3 times asking what is happening we are still waiting for a reply. It was agreed the Clerk would continue to find out what was happening.
- ❖ Correspondence File. The Clerk reported that the file was not being passed around and therefore the correspondence was not being read. This months correspondence was not in the file but the Clerk would update it now she had the file.
- ❖ Community Initiative Fund (CIF) information is due out this week, as soon as it is received the Clerk was asked to put it on the next agenda.
- ❖ The Clerk advised that the Planning Application 090756 had been refused on the 6th October 2009, as per Cllr Chillingworth's note.

RESOLUTION 09/10 THAT THE DRAFT CLERKS REPORT BE ACCEPTED AS A TRUE DOCUMENT CONTAINING RELEVANT INFORMATION

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

09/145: FINANCE & EXPENDITURE

- 1) Cheques/BACS payments to be approved for payment and signed (See payment schedule). It was noted that the £1000 transferred last month to cover the Cheques had now been transferred back due to the precept having been received on the 28th September 2009.

RESOLUTION 09/11 THAT THE 4 CHEQUES ON THE ATTACHED PAYMENT SCHEDULE BE APPROVED FOR IMMEDIATE PAYMENT

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

- 2) Budget Statement September 2009. The September statement was discussed in some length and the Clerk explained what the money had been spent on. It was noted that the second half of the precept had been received in the month of September.
- 3) Audit – 2009 sign off and action points. The Clerk reported that the 2009 Audit had been signed off with the following points being drawn to the Councils Attention:
 - ❖ **The Audit was signed of one day late**
 - ❖ **The Council does not have any formal arrangement in place with the Clerk to establish a baseline number of hours and the duties expected to be carried out.**

It was noted and agreed that the Clerk does have a formal arrangement with the Council in the form of a contract of services. This agreement was signed on the 5th February 2007 when the Clerk was contracted to work for the Council. Cllr Taylor advised that he had spoken to Joy Shepperd at the EALC while over at Dunmow attending the Chairman's Day Course and she had told Cllr Taylor that the Clerk must be employed by the Council. The Clerk suggested that the Council 'cap' the number of hours required to work each month and then if the work load is such as extra hours need to be done then these are agreed and minuted at the meetings with a resolution passed. Joy

Shepperd from the EALC suggested that a meeting is called with herself, Cllr Taylor and the Clerk. Other members of the Council suggested that we find out if the Clerk has to be legally employed by the Council, and put it on the Agenda for next month.

09/146: PLANNING APPLICATIONS & RESULTS

- 1) **Application No: 091134.** Open Acres, Inworth Lane, Wake Colne, CO6 2BE, proposed front porch. **Comments to be submitted.** The Council had no objections to this application.

RESOLUTION 09/12 THAT THE CLERK SEND VALID COMMENTS IN RESPECT OF APPLICATION NO: 091134 TO COLCHESTER BOROUGH COUNCILS PLANNING DEPARTMENT.

PROPOSED: CLLR MARTIN. SECONDED: CLLR HOUNSLOW. FOR: ALL IN FAVOUR

09/47: HIGHWAYS ISSUES - Station Road Sign & Greene King - Update

The Clerk updated the Council on correspondence received from Greene King. The cost of siting the sign will be £25 with a peppercorn rent thereafter. In one of the e-mails it stated that no monies would be collected after the first payment of £25 has gone through, so a peppercorn rent with no money exchanging hands.

09/148: Replacement Light Fittings

The Clerk reported that an invoice had been sent to Angie Balcombe at making the links and that we were now waiting for approval. The Clerk had contacted Andy to advise that the money should be with us soon.

09/149: Adopt the basic Standing Orders.

All Council members worked through the standing orders and added and deleted relevant and non-relevant paragraphs. It was agreed that a new set of Financial Regulations should be looked at and these would appear as an appendix. It was requested that this be an agenda item next month. The Clerk was asked to formally type out the agreed standing orders and give each member of the Council a copy.

RESOLUTION 09/13 THAT THE STANDING ORDERS DISCUSSED AND AMENDED BE ADOPTED TO RELECT THE CURRENT PARISH COUNCIL AND ITS TRANSACTIONS OF BUSINESS.

PROPOSED: CLLR HOUNSLOW. SECONDED: CLLR CRESSWELL. FOR: ALL IN FAVOUR

09/150: Emergency Plan for Wakes Colne & Chappel Parish Councils

The Clerk advised that the template received from CBC had been filled in as far as we can and submitted to Paul Walker at CBC, however there seemed to be a problem with it and the Clerk advised that she would have to re-do and then try and submit again. It was discussed that the template in question was only relevant to Wakes Colne and the formal Emergency Plan for Wakes Colne & Chappel would be a separate agenda item in due course.

09/151: Planning Training – update

The Clerk advised that she had had a note back from Vincent Pearce and CBC planning department were prepared to come out into the village and do the training. The provisional date was the 28th October and Cllrs Martin & Taylor would definitely be able to attend, Cllr Hounslow was unsure and Cllr Stratford would confirm, the Clerk would also be able to attend. It was discussed that it would be beneficial to all to have the training. The Clerk had printed a copy of a previous training presentation and it was agreed to circulate this for everyone to have a read. The Clerk agreed to contact

Vincent Pearce again to confirm what sort of training we all required. The Clerk was also asked to Contact Chappel with an update.

09/152: Vernons Road & the Committee Meeting.

The Clerk asked if anyone needed clarification on proceedings so far, it was stated that the Clerks report was very well documented and due to that everybody was up to speed. The current situation is Mark Russell is preparing a report to go to committee re: enforcement and this was likely to take some time. The earliest meeting was going to be the 5th November however it was more likely to be the 19th November. It was agreed as soon as the Clerk had more information she would circulate it to the members. The meeting was closed to allow Cllr Chillingworth to advise that no further Information was available.

09/153: Notice board at Middle Green

It was reported that the notice board at Middle Green was very sick and could not be repaired. Cllr Taylor had obtained a quoted which was for £632 + VAT which was considered very high. It was agreed that Cllr Taylor would obtain 2 more quotes and report back in due course.

RESOLUTION 09/14 THAT CLLR TAYLOR WAS ASKED TO GET 2 FURTHER QUOTES IN ACCORDANCE WITH THE NEWLY ADOPTED STADING ORDERS

PROPOSED: CLLR HOUNSLOW. SECONDED: CLLR STRATFORD. FOR: ALL IN FAVOUR

09/154: Local Vacancy for Clerk, Additional Role for W.C.P.C Clerk.

Cllr Taylor reported that the Clerk had been approached by Chappel Parish Council to also be their Clerk as Kenn Butcher had resigned. All members of the Council agreed that it was up to the Clerk as to who she works for. The Clerk had consulted the EALC to ask if it was 'ok' to work for neighbouring councils and the advice given was generally it was acceptable.

RESOLUTION 09/15 THAT THE CLERK WAS FREE TO WORK FOR WHO EVER AS SHE IS CURRENTLY EMPLOYED / CONTRACTED BY THE COUNCIL ON A PART-TIME BASIS.

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

09/155: NAP – Update from last meeting

Unfortunately due to Cllr Dwyer circumstances nobody else attended the meeting.

09/156: White Colne Meeting 25th November

The Clerk advised that all 7 Cllrs from White Colne had accepted our invitation to the Village Hall on Wednesday 25th November. It was agreed that we could do Mulled Wine, Mince Pies & Sausage Rolls. Most of the members could attend with the exception of Cllr Hounslow who was unsure of her movements. It was agreed that Clerk should contact Chappel Parish Council to advise of the arrangements.

09/157: Local Development Framework Documents - Consultation

The Clerk advised that a consultation period was under way with regards to the Local Development Framework. The Clerk advised that under to the Site Allocations section – Orchard Place had been identified as having 3 gypsy pitches making up the required 30 before 2011 as per the East of England Plan. This obviously was cause for concern and Chappel Parish Council had invited a member of CBC Spatial Policy Department to attend their meeting on the 14th October to answer any relevant questions. It was agreed that Cllr Martin would read one document and e-mail any questions through to the

Clerk as he couldn't attend the meeting on the 14th and Cllr Stratford would read the other document and she could attend the meeting to ask any questions. It was agreed that we should make our comments before the 30th October which was the deadline date.

RESOLUTION 09/16 THAT THE CLERK WOULD ATTEND CHAPPEL PARISH COUNCILS MEETING ON THE 14TH OCTOBER AND ASK ANY RELEVANT QUESTIONS ALONG WITH CLLR STRATFORD IN RESPECT OF THE LDF AND THEN REPORT BACK AT OUR NEXT MEETING

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

09/158: CALC Meeting – September 14th Report

See Attached Report

09/159: Footpaths

See Attached Report

09/160: Chairman's Day training

Cllr Taylor said the training day was very pro-active and very well run. He learnt a lot and wanted to pass some very good idea's on. Cllr Taylor said that we should get the media involved a lot more, that we should share the work load more between Councillors instead of the Clerk doing a lot of the work. All in, the entire course was well worth doing and Cllr Taylor asked if funds would stretch he would like to do the next one in November.

09/161: Next Agenda Items

Salt Bins

DATE OF NEXT MEETING.

The next meeting is on the 4th November 2009 at 7.15pm at Wakes Colne Village Hall, Wakes Colne. Our Chairperson Cllr Taylor thanked everyone for attending and the meeting closed at 9.31pm

Signed.....
Chairperson of the Parish Council

Date: 4th November 2009

