

WICKHAM ST PAULS PARISH COUNCIL

www.wickhamstpaulsparishcouncil.org

18TH MAY 2021

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL MEETING, FOLLOWED BY PARISH COUNCIL MEETING, OF WICKHAM ST PAULS PARISH COUNCIL TO BE HELD AT THE VILLAGE HALL, AT 7.00 P.M. ON TUESDAY 25TH MAY 2021 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.

(Subject to Covid 19 restrictions at the time) The 50% rule will restrict the number of people allowed in the room and the Parish Council has the right to refuse entry if the hall is full.

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.



DIANE JACOB
CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
21/045	ALL MEMBERS	To elect the Chairman. Chairman's Declaration of Office – to be signed.	DECISION
21/046	ALL MEMBERS	To elect the Vice-Chairman. Vice-Chairman's Declaration of Office – to be signed	DECISION
21/047	ALL MEMBERS	Declaration of Acceptance of Office. All Councillors to sign declaration of acceptance of office	INFORMATION
21/048	ALL MEMBERS	Check Members Register of Interests. Members to review their declaration of interests and update (return completed forms to the Clerk).	INFORMATION
21/049	ALL MEMBERS	Consent form to receive the Council Summons and agenda electronically. To confirm all members have signed.	INFORMATION
21/050	ALL MEMBERS	Bank Signatories. To confirm three signatories for the Parish Council Bank Accounts. Cllr Stokes, Cllr Cooper and Cllr Johnstone.	INFORMATION
21/051	ALL MEMBERS	To review membership and agree renewal of the following bodies: - EALC (Essex Association of Local Councils) NALC (National Association of Local Council)	DECISION
21/052	ALL MEMBERS	General Power of Competence. To confirm and adopt the proposal that Wickham St Pauls Parish Council no longer meets the requirements to become a Parish Council with 'General Power of Competence'.	DECISION
21/053	ALL MEMBERS	Review and confirm arrangements for Insurance Cover 2021/2022. To confirm insurance cover is in place until 31 st May 2021, and to review quotes for new cover.	DECISION
21/054	ALL MEMBERS	Personnel Committee. To elect Personnel Committee and Personnel Committee Chairman. (Currently Cllr. D. Stokes, Cllr. M. Cooper and Cllr. Johnstone as Chairman)	DECISION

21/055	ALL MEMBERS	Parish Clerk & Responsible Financial Officer. Confirmation of the Clerk to act as Responsible Financial Officer to the Council, in accordance with contract of employment.	DECISION
21/056	ALL MEMBERS	Working Groups. To confirm working groups. Play Area Working Group Current Members – Cllr. Derek Stokes, Cllr. Martin Cooper, Cllr. Angela Johnstone Budget Working Group Current Members – Cllr. Derek Stokes, Cllr. Martin Cooper	DECISION
21/057	ALL MEMBERS	<u>To re-adopt Council Documents/Policies.</u> A. Accessibility Statement B. Action Plan C. Code of Conduct D. Co-Option Policy E. Complaints Procedure F. Community Emergency Plan (Not published, copy sent to BDC) G. Community Engagement Policy H. Dignity at Work/Bullying and Harassment Policy I. Disciplinary Policy J. Equality and Diversity Policy K. Financial Regulations L. Firework Risk Assessment M. Freedom of Information Policy N. Grant Policy O. Grievance Policy P. Health & Safety Policy Statement Q. Privacy Statement R. Public Participation S. Standing Orders T. Strategic Risk Register U. Terms of Reference for Personnel Committee V. Training & Development Policy W. Training Record	DECISION
21/058	ALL MEMBERS	Annual Meeting Closed.	INFORMATION
<u>AGENDA</u>			
25TH MAY 2021 PARISH COUNCIL MEETING COMMENCES			
ITEM	PRESENTER	SUBJECT	STATUS
21/059	CHAIRMAN	Welcome and Apologies for Absence.	INFORMATION
21/060	ALL MEMBERS	Declaration of Interests. To receive any disclosable 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 2020.	DECISION
21/061	ALL MEMBERS	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. 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 Wickham St Pauls 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
21/062	ALL MEMBERS	Ward and County Councillors to address the members if present. Ward Councillor, County Councillor.	INFORMATION
21/063	ALL MEMBERS	Minutes. To confirm the minutes of the Parish Council meeting held on 30 th March 2021.	DECISION

21/064	ALL MEMBERS	<p>Planning Matters. Ref: 21/01268/HH Description: Proposed single storey side extension. Location: 1 Fox Yard Church Road Wickham St Paul Essex CO9 2PW Ref: 21/01201/FUL Location: Park Farm Park Road Wickham St Paul Halstead Essex CO9 2PX Description: Proposed cart shed/garage and domestic store.</p> <p>TO CONSIDER ANY APPLICATIONS RECEIVED</p> <p>To note - Farm Land Sold South of The Green and School Road, no planning application reference number received as yet.</p>	DECISION
21/065	ALL MEMBERS	<p>Play Area. To nominate a contractor to carry out the replacement of the matting under the swings.</p>	DECISION
21/066	ALL MEMBERS	<p>Salt Bag Partnership 2021/2022. To consider if the Parish Council would like to take part in this scheme.</p>	DECISION
21/067	ALL MEMBERS	<p>Matters Arising – Updates. Item 1. Previous Minute Number 18/161 Item 1. Church Road additional parking and traffic calming – (Highways Grasscrete /Harden verge) update. Scheme is feasible however they would only be able to provide two additional parking spaces and two vehicles already park on the verge. Item 2. Previous minute 20/078 A131 Long Gardens – speeding – update. Item 3. Previous Minute Number 18/161 Item 2. Speed Indicator Device – update. Speed surveys are required in order to progress the validation but are on hold due to covid restrictions. Item 4. Previous minute number 20/092 Village Hall Pond Enhancement (formerly referred to as ‘Dredging the pond’ – Proposed shrub planting (cost £200.00) and update. Item 5. Previous minute number 20/094 Footpaths- update. Item 6. Dedicated e-mail address – update Cllr. Cooper. Item 7. Previous minute number 20/126 Neighbourhood Plan – update by Cllr Stokes. Item 8. Previous minute number 21/009 Tree survey work – update by Cllr Johnstone. Item 9. Wickham St Pauls Consolidated Trust – update by Cllr. Stokes. Item 10. Previous minute number 21/035 Bamford to Twinstead Network Reinforcement - report by Cllr. Stokes. Item 11. Previous minute number 21/041 Shellards Barn. Use of Premises - report by Cllr. Snazell. Item 12. Previous minute number 21/039 Verges. To discuss erosion to verges on Old Road – report by Cllr. Snazell.</p>	DECISION
21/068	ALL MEMBERS	<p>Tree works. Quote 1 For the reduction of selected trees away from road and/or overhead cables to include: T1, T12, T13, T16, T20, Oak in G2 group Work will include the removal of all cuttings from site Total Price £220 Quote 2 For the complete renovation of pond (area G3 on map) including the lifting of the branches on the ash and removal of all new growth saplings to reclaim the aspect created 2 years ago Work will include the removal of all cuttings from site Total Price £320</p>	DECISION
21/069	ALL MEMBERS	<p>Accounts 2020/2021. Item 1 - Internal Auditors Report. Item 2 – Clerk to confirm reclaim for VAT 2020/2021. Item 3 – Approval of Annual Governance Statement for 2020/2021 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 4 - Approval of Accounting Statements for 2020/2021 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 5 – Certificate of Exemption - To confirm that Wickham St Pauls Parish Council have certified themselves as exempt as the gross income or gross expenditure did not exceed £25,000 in the year ended 31 March 2021. Item 6 –Year End Bank Reconciliation for 2020/2021 prior to submission to the Audit Commission. Chairman and Clerk to sign Item 7 - To sign off the accounts for 2020/2021, Chairman and Clerk to sign. Item 8 – To confirm the notice of public rights and publications of annual governance and accountability return will be displayed on 7th June commence date will be 14th June until 23rd July 2021.</p>	DECISION

21/070	ALL MEMBERS	Proposed New Dedicated Benches. To consider to grant permission for two dedicated benches on the Green.	DECISION																																																												
21/071	ALL MEMBERS	Annual Report 2020-2021. To consider printing 250 copies at £60.00 including VAT, after draft approval.	DECISION																																																												
21/072	ALL MEMBERS	<p>Financial Matters.</p> <p>1) Financial Statement for (Items to be approved for payment and signed as per payment schedule).</p> <table border="1"> <thead> <tr> <th></th> <th>CHEQUE No.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>EALC (Subscriptions for EALC & NALC) Inv. 14048</td> <td>002284</td> <td>104.95</td> </tr> <tr> <td>D. Jacob (Salary for April)</td> <td>SO</td> <td>430.00</td> </tr> <tr> <td>D. Jacob (Adjustment to Salary for April)</td> <td>002285</td> <td>20.45</td> </tr> <tr> <td>L. Sear (Salary for April)</td> <td>002286</td> <td>86.88</td> </tr> <tr> <td>HM Revenue & Customs (For April)</td> <td>002287</td> <td>116.00</td> </tr> <tr> <td>D. Stokes (Reimbursement for receipt)</td> <td>002288</td> <td>15.00</td> </tr> <tr> <td>Colne Skips Inv. No. 12676</td> <td>002289</td> <td>246.00</td> </tr> <tr> <td>D. Stokes (Reimbursement for receipts)</td> <td>002290</td> <td>17.48</td> </tr> <tr> <td>JPB Landscapes Ltd Inv. No. 1208</td> <td>002291</td> <td>264.00</td> </tr> <tr> <td>Colne Skips Inv. 12968</td> <td>002292</td> <td>270.00</td> </tr> <tr> <td>Mrs J Stobart</td> <td>002293</td> <td>185.00</td> </tr> <tr> <td>D. Jacob (Salary for May)</td> <td>SO</td> <td>430.00</td> </tr> <tr> <td>D. Jacob (Salary Difference for May)</td> <td>002294</td> <td>20.25</td> </tr> <tr> <td>Lee Sear (Salary for May)</td> <td>002295</td> <td>86.68</td> </tr> <tr> <td>HM Revenue & Customs (For May)</td> <td>002296</td> <td>116.40</td> </tr> <tr> <td>D. Jacob (Expenses for April/May)</td> <td>002297</td> <td>29.30</td> </tr> <tr> <td>Derek Stokes (Reimbursement for receipts)</td> <td>002298</td> <td>7.52</td> </tr> <tr> <td>Derek Stokes (Reimbursement for receipts)</td> <td>002299</td> <td>30.79</td> </tr> <tr> <td>BHIB Insurance</td> <td>002300</td> <td>474.87</td> </tr> </tbody> </table> <p>2) Monthly Budget Statement</p>		CHEQUE No.	TOTAL	EALC (Subscriptions for EALC & NALC) Inv. 14048	002284	104.95	D. Jacob (Salary for April)	SO	430.00	D. Jacob (Adjustment to Salary for April)	002285	20.45	L. Sear (Salary for April)	002286	86.88	HM Revenue & Customs (For April)	002287	116.00	D. Stokes (Reimbursement for receipt)	002288	15.00	Colne Skips Inv. No. 12676	002289	246.00	D. Stokes (Reimbursement for receipts)	002290	17.48	JPB Landscapes Ltd Inv. No. 1208	002291	264.00	Colne Skips Inv. 12968	002292	270.00	Mrs J Stobart	002293	185.00	D. Jacob (Salary for May)	SO	430.00	D. Jacob (Salary Difference for May)	002294	20.25	Lee Sear (Salary for May)	002295	86.68	HM Revenue & Customs (For May)	002296	116.40	D. Jacob (Expenses for April/May)	002297	29.30	Derek Stokes (Reimbursement for receipts)	002298	7.52	Derek Stokes (Reimbursement for receipts)	002299	30.79	BHIB Insurance	002300	474.87	DECISION
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21/073	ALL MEMBERS	Date of Next Meeting. Parish Council Meeting Tuesday 27 th July (7.30pm)	INFORMATION																																																												

Council Documents.

Large print, in braille, or hard copy of agenda, minutes, etc are available on request.

THIS NOTICE WAS ISSUED BY:

MRS DIANE JACOB

CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

WICKHAM ST PAULS PARISH COUNCIL

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