

WICKHAM ST PAULS PARISH COUNCIL

www.wickhamstpaulsparishcouncil.org

24TH MAY 2022

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 31ST MAY 2022 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.

(Subject to Covid 19 restrictions at the time).

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.



DIANE JACOB
CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
22/043	ALL MEMBERS	To elect the Chairman. Chairman's Declaration of Office – to be signed.	DECISION
22/044	ALL MEMBERS	To elect the Vice-Chairman. Vice-Chairman's Declaration of Office – to be signed	DECISION
22/045	ALL MEMBERS	Declaration of Acceptance of Office. All Councillors to sign declaration of acceptance of office	INFORMATION
22/046	ALL MEMBERS	Check Members Register of Interests. Members to review their declaration of interests and update (return completed forms to the Clerk).	INFORMATION
22/047	ALL MEMBERS	Consent form to receive the Council Summons and agenda electronically. To confirm all members have signed.	INFORMATION
22/048	ALL MEMBERS	Bank Signatories. To confirm three signatories for the Parish Council Bank Accounts. Cllr Stokes, Cllr Cooper and Cllr Barlow.	INFORMATION
22/049	ALL MEMBERS	To review membership and agree renewal of the following bodies: - EALC (Essex Association of Local Councils) NALC (National Association of Local Council) BALC (Braintree Association of Local Councils) To elect a representative to attend meetings. The Colne-Stour Countryside Association	DECISION
22/050	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
22/051	ALL MEMBERS	Review and confirm arrangements for Insurance Cover 2022/2023. To confirm insurance cover is in place until 31 st May 2023.	DECISION
22/052	ALL MEMBERS	Personnel Committee. To elect Personnel Committee and Personnel Committee Chairman. (Currently Cllr. D. Stokes, Cllr. M. Cooper and Cllr. Barlow as Chairman)	DECISION
22/053	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

22/054	ALL MEMBERS	<p>Working Groups. To confirm working groups. Play Area Working Group Current Members – Cllr. Derek Stokes, Cllr. Martin Cooper Budget Working Group Current Members – Cllr. Derek Stokes, Cllr. Martin Cooper</p>	DECISION
22/055	ALL MEMBERS	<p>To re-adopt Council Documents/Policies.</p> <ul style="list-style-type: none"> A. Accessibility Statement B. Action Plan C. Anti-Fraud & Corruption D. Code of Conduct E. Co-Option Policy F. Complaints Procedure G. Community Emergency Plan (Not published, copy sent to BDC) H. Community Engagement Policy I. Crime & Disorder J. Dignity at Work/Bullying and Harassment Policy K. Disciplinary Policy L. Equality and Diversity Policy M. Financial Regulations N. Firework Risk Assessment O. Freedom of Information Policy P. General Data Protection Q. Grant Policy R. Grievance Policy S. Health & Safety Policy Statement T. Privacy Statement U. Public Participation V. Risk Assessment for Covid – Village Hall W. Risk Assessment for Covid – Recreational Equipment X. Risk Assessment for Litter Picking Y. Standing Orders Z. Strategic Risk Register AA. Terms of Reference for Personnel Committee BB. Training & Development Policy CC. Training Record DD. Publication Scheme 	DECISION
22/056	ALL MEMBERS	Annual Meeting Closed.	INFORMATION
<u>AGENDA</u>			
31ST MAY 2022 PARISH COUNCIL MEETING COMMENCES			
ITEM	PRESENTER	SUBJECT	STATUS
22/057	CHAIRMAN	Welcome and Apologies for Absence.	INFORMATION
22/058		<p>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 2022..</p>	DECISION
22/059	ALL MEMBERS	<p>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.</p>	INFORMATION
22/060	ALL MEMBERS	<p>Ward and County Councillors to address the members if present. Ward Councillor, County Councillor.</p>	INFORMATION

22/061	ALL MEMBERS	<p>Minutes.</p> <p>Item 1. To confirm the minutes of the Parish Council meeting held on 29th March 2022.</p> <p>Item 2. To confirm the minutes of the Annual Parish Assembly held on 19th May 2022.</p>	DECISION
22/062	ALL MEMBERS	<p>Planning Matters.</p> <p>Ref: 22/01147/FUL</p> <p>Location: Land Adjacent Butlers Wood And Waldergrave Wood West Of A131 (In The Parishes Of Bulmer And Twinstead) Sudbury Road Bulmer Essex</p> <p>Description: A new 400/132 kilovolt (kV) Grid Supply Point (GSP) substation including two supergrid transformers, associated buildings, equipment and switchgear, a single circuit cable sealing end compound, a new permanent vehicular access to the public highway, associated landscaping (including boundary fencing, an area for Biodiversity Net Gain, and landscape mounding) and drainage.</p> <p>TO CONSIDER ANY APPLICATIONS RECEIVED</p>	DECISION
22/063	ALL MEMBERS	<p>Matters Arising – Updates.</p> <p>See below attached Appendix 1.</p>	INFORMATION /DECISION
22/064	ALL MEMBERS	<p>Accounts 2021/2022.</p> <p>Item 1 - Internal Auditors Report.</p> <p>Item 2 – Clerk to confirm reclaim for VAT 2021/2022.</p> <p>Item 3 – Approval of Annual Governance Statement for 2021/2022 prior to submission to the Audit Commission. Chairman and Clerk to sign.</p> <p>Item 4 - Approval of Accounting Statements for 2021/2022 prior to submission to the Audit Commission. Chairman and Clerk to sign.</p> <p>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 2022.</p> <p>Item 6 –Year End Bank Reconciliation for 2021/2022 prior to submission to the Audit Commission. Chairman and Clerk to sign</p> <p>Item 7 - To sign off the accounts for 2021/2022, Chairman and Clerk to sign.</p> <p>Item 8 – To confirm the notice of public rights and publications of annual governance and accountability return will be displayed commence date will be 10th June until 22nd July 2022.</p>	DECISION
22/065	ALL MEMBERS	<p>Salt Bag Partnership 2022/2023.</p> <p>To consider if the Parish Council would like to take part in this scheme.</p>	DECISION
22/066	ALL MEMBERS	<p>Gigaclear.</p> <p>Request to install Fibre optic Broadband but to deliver this type of infrastructure they will need to lay fibre optic cable in ducts underground.</p>	DECISION
22/067	ALL MEMBERS	<p>Queens Platinum Jubilee.</p> <p>Update - As we are now not going ahead with the hog roast, Cllr Stokes would like to propose that we make a donation to the village in the form of prizes for the races / competitions, approx. £70.00</p>	DECISION

22/068	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" data-bbox="432 197 1299 958"> <thead> <tr> <th></th> <th>CHEQUE NO.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Clerks & Councils Direct-Communicorp (commemorative mugs minute number. 22/033)</td> <td>002384</td> <td>1092.40</td> </tr> <tr> <td>EALC (Subscriptions for EALC & NALC) Inv. 15539</td> <td>002385</td> <td>104.92</td> </tr> <tr> <td>JPB Landscapes Ltd Inv. No. 1343 & 1356</td> <td>002386</td> <td>396.00</td> </tr> <tr> <td>Aardvark FX Ltd Inv.No.1213(minute No. 22/007 Item 11).</td> <td>002387</td> <td>162.00</td> </tr> <tr> <td>Mrs J Stobart (Internal Auditor)</td> <td>002388</td> <td>195.00</td> </tr> <tr> <td>The Colne-Stour Countryside Association</td> <td>002389</td> <td>10.00</td> </tr> <tr> <td>Braintree Association of Local Councils (BALC)</td> <td>002390</td> <td>40.00</td> </tr> <tr> <td>BHIB Insurance</td> <td>002391</td> <td>525.77</td> </tr> <tr> <td>Maestro Tree Services</td> <td>002392</td> <td>260.00</td> </tr> <tr> <td>D. Jacob (Expenses for April/May)</td> <td>002393</td> <td>72.26</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>002394</td> <td>37.07</td> </tr> <tr> <td>Lee Sear (Salary for May)</td> <td>002395</td> <td>86.68</td> </tr> <tr> <td>HM Revenue & Customs (For May)</td> <td>002396</td> <td>116.40</td> </tr> <tr> <td>Derek Stokes (Reimbursement for receipts)</td> <td>002397</td> <td>232.09</td> </tr> <tr> <td>D. Jacob (Salary for June)</td> <td>SO</td> <td>430.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment for June)</td> <td>002398</td> <td>36.87</td> </tr> <tr> <td>Lee Sear (Salary for June)</td> <td>002399</td> <td>93.77</td> </tr> <tr> <td>HM Revenue & Customs (For June)</td> <td>002400</td> <td>118.80</td> </tr> <tr> <td>Wickham St Pauls Cricket Club (Grass cutting)</td> <td>002401</td> <td>1,100.00</td> </tr> <tr> <td>W.I. Refreshments for Annual Parish Assembly</td> <td>002402</td> <td>80.00</td> </tr> </tbody> </table> <p>2) Monthly Budget Statement</p> <p>3) To consider changing Standing Order for Mrs D. Jacob from £430.00 to £460.00 (To sign letter to inform the bank as from July).</p>		CHEQUE NO.	TOTAL	Clerks & Councils Direct-Communicorp (commemorative mugs minute number. 22/033)	002384	1092.40	EALC (Subscriptions for EALC & NALC) Inv. 15539	002385	104.92	JPB Landscapes Ltd Inv. No. 1343 & 1356	002386	396.00	Aardvark FX Ltd Inv.No.1213(minute No. 22/007 Item 11).	002387	162.00	Mrs J Stobart (Internal Auditor)	002388	195.00	The Colne-Stour Countryside Association	002389	10.00	Braintree Association of Local Councils (BALC)	002390	40.00	BHIB Insurance	002391	525.77	Maestro Tree Services	002392	260.00	D. Jacob (Expenses for April/May)	002393	72.26	D. Jacob (Salary for May)	SO	430.00	D. Jacob (Salary Difference for May)	002394	37.07	Lee Sear (Salary for May)	002395	86.68	HM Revenue & Customs (For May)	002396	116.40	Derek Stokes (Reimbursement for receipts)	002397	232.09	D. Jacob (Salary for June)	SO	430.00	D. Jacob (Salary adjustment for June)	002398	36.87	Lee Sear (Salary for June)	002399	93.77	HM Revenue & Customs (For June)	002400	118.80	Wickham St Pauls Cricket Club (Grass cutting)	002401	1,100.00	W.I. Refreshments for Annual Parish Assembly	002402	80.00	DECISION
	CHEQUE NO.	TOTAL																																																																			
Clerks & Councils Direct-Communicorp (commemorative mugs minute number. 22/033)	002384	1092.40																																																																			
EALC (Subscriptions for EALC & NALC) Inv. 15539	002385	104.92																																																																			
JPB Landscapes Ltd Inv. No. 1343 & 1356	002386	396.00																																																																			
Aardvark FX Ltd Inv.No.1213(minute No. 22/007 Item 11).	002387	162.00																																																																			
Mrs J Stobart (Internal Auditor)	002388	195.00																																																																			
The Colne-Stour Countryside Association	002389	10.00																																																																			
Braintree Association of Local Councils (BALC)	002390	40.00																																																																			
BHIB Insurance	002391	525.77																																																																			
Maestro Tree Services	002392	260.00																																																																			
D. Jacob (Expenses for April/May)	002393	72.26																																																																			
D. Jacob (Salary for May)	SO	430.00																																																																			
D. Jacob (Salary Difference for May)	002394	37.07																																																																			
Lee Sear (Salary for May)	002395	86.68																																																																			
HM Revenue & Customs (For May)	002396	116.40																																																																			
Derek Stokes (Reimbursement for receipts)	002397	232.09																																																																			
D. Jacob (Salary for June)	SO	430.00																																																																			
D. Jacob (Salary adjustment for June)	002398	36.87																																																																			
Lee Sear (Salary for June)	002399	93.77																																																																			
HM Revenue & Customs (For June)	002400	118.80																																																																			
Wickham St Pauls Cricket Club (Grass cutting)	002401	1,100.00																																																																			
W.I. Refreshments for Annual Parish Assembly	002402	80.00																																																																			
22/069	ALL MEMBERS	<p>Date of Next Meeting.</p> <p>Parish Council Meeting Tuesday 26th July 2022 (7.30pm)</p>	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

5 CROCKLANDS, GREENSTEAD GREEN,

HALSTEAD, ESSEX, CO9 1QY TEL: 07907631172 E-MAIL: WICKHAMSTPAULS@HOTMAIL.COM

APPENDIX 1 (AGENDA ITEM 22/063 ABOVE).

Matters Arising – Updates

Item 1. Previous Minute Number 18/161 Item 1. Church Road additional parking (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 21/085 30mph zone extension Park Road.

Item 5. Previous minute Number 21/085 ‘Beware of Horses’ signs – update.

Item 6. Old Road – ‘Unsuitable for Heavy Vehicles’ sign, submitted 25 Aug. 2021.

Item 7. Footpaths- update and footpath 22.

Item 8. Wickham St Pauls Consolidated Trust – update by Cllr. Stokes.

Item 9. Previous minute number 21/035 Bramford to Twinstead Network Reinforcement - report by Cllr. Stokes.

- Item 10.** Previous minute number 21/041 Shellards Barn. Use of Premises - update by Cllr. Snazell.
- Item 11.** Previous minute number 21/039 Verges. To discuss erosion to verges on Old Road – report by Cllr. Snazell.
- Item 12.** Previous minute number 21/096 Beacon – rental of a beacon update by Cllr Cooper.
- Item 13.** Previous minute number 21/097 The telephone box outside the village hall – update by Cllr Stokes.
- Item 14.** County Broadband Pole and Cables E-mail sent to County Broadband update by Cllr Snazell.
- Item 15.** Previous minute number 21/117 Manhole covers update about working group by Cllr Snazell.