

WICKHAM ST PAULS PARISH COUNCIL

www.wickhamstpaulsparishcouncil.org

24TH JANUARY 2023

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING PARISH COUNCIL MEETING, OF WICKHAM ST PAULS PARISH COUNCIL TO BE HELD IN THE PAVILION AT THE VILLAGE HALL, AT **7.30 P.M. ON TUESDAY 31ST JANUARY 2023** 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
23/001	Chairman	Welcome and Apologies for Absence. Members are reminded that the LGA1972, s85 states that apologies for absence must be received prior to a meeting. To accept the resignation of Cllr Ian Ward.	Information/ Decision
23/002	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 2022.	Decision
23/003	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
23/004	All Members	District and County Councillors to address the members if present. District Councillor Wendy Scattergood and County Councillor Peter Schwier.	Information
23/005	All Members	Minutes. To confirm the minutes of the Parish Council meeting held on 29 th November 2022.	Decision
23/006	All Members	Planning Matters. Ref: 22/03449/FUL Description: Retention of vehicular access serving paddock to rear of Dove Cottage. Location: Dove Cottage The Green Wickham St Paul Essex CO9 2PT Ref: 22/03482/HH Description: Formation of pitched roof over existing garage to provide habitable accommodation, including provision of dormers on front and rear roof slopes. Location: Longreach School Road Wickham St Paul Essex CO9 2PT TO CONSIDER ANY APPLICATIONS RECEIVED.	Decision
23/007	All Members	Matters Arising – Updates Item 1. Previous minute Number 21/085 30mph zone extension Park Rd. – update. Item 2. Previous minute Number 21/085 ‘Beware of Horses’ signs – update. Item 3. Old Road – ‘Unsuitable for Heavy Vehicles’ sign, submitted 25/08/21 –update. Item 4. Wickham St Pauls Consolidated Trust – update.	Information Decision

		<p>Item 5. Previous minute number 21/039 Verges. To discuss erosion to verges on Old Road – ongoing report by Cllr. Snazell.</p> <p>Item 6. Previous minute number 21/117 Manhole covers – update.</p>																												
23/008	All Members	<p>Bank Signatories. To discuss and add a new bank signatory.</p>	Decision																											
23/009	All Members	<p>Defibrillator Checks. To appoint a Cllr to continue to carry out and send the defibrillator checks.</p>	Decision																											
23/010	All Members	<p>Village Hall Representative. To discuss and appoint a Cllr village hall representative.</p>	Decision																											
23/011	All Members	<p>Footpaths Representative. To discuss and appoint a Cllr footpath representative to liaise and report any issue to ECC Public Rights of Way.</p>	Decision																											
23/012	All Members	<p>Personnel Committee Meeting for 2023. Item 1. To elect a new member onto the Personnel Committee. Item 2. To hold a Personnel Committee Meeting on Tuesday 28th February in the pavilion to carry out staff appraisals.</p>	Decision																											
23/013	All Members	<p>Village Green. To consider a quote for the annual tree survey/report at a cost of £300.00 Plus VAT.</p>	Decision																											
23/014	All Members	<p>King's Coronation. To discuss and consider how to mark the event, a volunteer group has been set up and they are requesting £400.00 to £500.00 to cover the costs.</p>	Decision																											
23/015	All Members	<p>Emergency Plan. To discuss and consider the updated emergency plan, Clerk to then send to BDC as requested.</p>	Decision																											
23/016	All Members	<p>BDC Open Spaces Action Plan 2023. To discuss and consider items for the BDC action plan, Clerk to then send to BDC as requested.</p>	Decision																											
23/017	All Members	<p>Circular Bench. Proposal to remove two of the six circular sections of the bench under the horse chestnut tree on the village green and resite them opposite the George Wybrow's former home. To remove the existing 'Britvic' bench and place it on the pavilion veranda. Work involves extending the existing concrete base near the pond to accommodate the two sections. Cost will be borne by the W.I. and invoice to be sent to them upon completion of works.</p>	Decision																											
23/018	All Members	<p>Telephone box Painting. To discuss and consider painting the telephone box. We can wait until the next season for painting is due, March – October 2023, or be issued the paint free and we paint it ourselves. We would have to wait until spring anyway, so it would be warm enough to paint.</p>	Decision																											
23/019	All Members	<p>Meeting dates 2023. Item 1. To discuss and consider changing the May Annual Meeting followed by Parish Council meeting date from 30th May to 23rd May. Due bank holidays and it being an election year and in accordance with our Standing orders Item 5a, which states the following: a) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office. Item 2. To discuss and confirm a date for the Annual Parish Meeting 2023. (Village meeting) suggest Thursday 27th April or 18th May.</p>	Decision																											
23/020	All Members	<p>Shellards Lane . Report on building works / road access / trees felled report by Cllr Snazell</p>	Information																											
23/021	All Members	<p>Financial Matters.</p> <p>1. Financial Statement (Items to be approved for payment and signed as per payment schedule).</p> <table border="1" data-bbox="411 1809 1321 2161"> <thead> <tr> <th></th> <th>CHEQUE NO.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Lyster & Assoc. Printing. Cost to be confirmed</td> <td>002453</td> <td>TBC</td> </tr> <tr> <td>Wickham St Pauls Village Hall Inv. No. 2301 & 2304</td> <td>002455</td> <td>24.00</td> </tr> <tr> <td>Derek Stokes (Reimbursement as per receipts)</td> <td>002456</td> <td>153.02</td> </tr> <tr> <td>D. Jacob (Salary for January)</td> <td>SO</td> <td>490.00</td> </tr> <tr> <td>D. Jacob (Adjustment to Salary for January)</td> <td>002457</td> <td>11.60</td> </tr> <tr> <td>L. Sear (Salary for January)</td> <td>002458</td> <td>104.52</td> </tr> <tr> <td>HM Revenue & Customs (For January)</td> <td>002459</td> <td>125.40</td> </tr> <tr> <td>D. Jacob (Expenses for December/January, as per receipts)</td> <td>002460</td> <td>101.99</td> </tr> </tbody> </table>		CHEQUE NO.	TOTAL	Lyster & Assoc. Printing. Cost to be confirmed	002453	TBC	Wickham St Pauls Village Hall Inv. No. 2301 & 2304	002455	24.00	Derek Stokes (Reimbursement as per receipts)	002456	153.02	D. Jacob (Salary for January)	SO	490.00	D. Jacob (Adjustment to Salary for January)	002457	11.60	L. Sear (Salary for January)	002458	104.52	HM Revenue & Customs (For January)	002459	125.40	D. Jacob (Expenses for December/January, as per receipts)	002460	101.99	Decision
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		Richard Edwards Group (Payroll provider Inv. 48578)	002461	85.50	
		D. Jacob (Salary for February)	SO	490.00	
		D. Jacob (Salary Difference for February)	002462	11.60	
		L. Sear (Salary for February)	002463	104.52	
		HM Revenue & Customs (For February)	002464	125.40	
		Paul Snazell (Reimbursement as per receipts)	002465	23.30	
		2. Monthly Budget Statement			
23/022	All Members	Cllr Vacancy - Parish Council elections 4th May 2023. The nominations period opens on 27 th March and closes at 4pm on 4th April . Full details and nomination forms will be available on the BDC website nearer the time.			Information
23/023	All Members	Items for next agenda. Please note that no decisions can be lawfully made under this item, LGA 12 10 (2) (b) states that business must be specified therefore the council cannot lawfully raise matters for decision.			Information
23/024	All Members	Date of Next Meeting. Parish Council meeting 28 th March 2023.			Information/ Decision

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 Wickham St Pauls Parish Council) 5 Crocklands, Greenstead Green, Halstead, Essex CO9 1QY

Matters Arising – 23/007 above Updates

Item 1. Previous minute Number 21/085 30mph zone extension Park Road – update.

Item 2. Previous minute Number 21/085 ‘Beware of Horses’ signs – update.

Item 3. Old Road – ‘Unsuitable for Heavy Vehicles’ sign, submitted 25 Aug. 2021 – update.

Item 4. Wickham St Pauls Consolidated Trust – update by Cllr. Stokes.

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Item 6. Previous minute number 21/117 Manhole covers update about working group by Cllr Snazell.