

**DRAFT - MINUTES OF THE PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL
HELD ON TUESDAY 31st January 2023, AT 7.30pm**

In the Chair: Cllr. D. Stokes
Present Cllrs. Cllr. J. Barlow, Cllr. M. Cooper, Cllr. C. Groom, Cllr. P. Snazell
Clerk: Mrs D. Jacob

One member of the public.

23/001 Welcome and Apologies for Absence.

The Chairman welcomed everyone, apologies for absence accepted from Cllr. Scattergood and Cllr. Schwier (due to work commitments).

Resignation from Ian Ward received and accepted. Proposed by Cllr. Stokes, seconded by Cllr. Barlow, all in favour resolution passed.

23/002 Declaration of Interests.

None.

23/003 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

No comments made.

23/004 Ward and County Councillors to address the members if present.

Not present.

23/005 Minutes.

To confirm the minutes of the Parish Council meeting held on 29th November 2022, were approved as a true and accurate record and signed by the Chairman.

Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour, resolution passed.

23/004 Planning Matters.

Item 1. Updates – no updates.

Item 2. New applications as follows: -

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

Objection – based on previous comments as below.

The application states that it is serving a ‘paddock’ (definition: *a small field or enclosure where horses are kept or exercised*) and there are no horses in the field and the landowners have no history of having any horses.

The land is designated as agricultural and we understand it was sold for this purpose only. Our Parish Council raised concerns with BDC in July 2021 when the access was first made and whilst we understand your resources were stretched at the time, we believe your Enforcement Officer did visit the site.

There have been reports that the access road is being used by commercial vehicles.

The access point is near the junction of Old Road and is virtually opposite the Fruit Farm access. The farm has recognised that visibility onto Park Road is restrictive and therefore they have put in place signage to direct exiting traffic further south.

Finally, we view the access road as a development which is outside the village envelope.

Proposed by Cllr. Stokes, seconded by Cllr. Groom, all in favour, resolution passed.

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: Long Reach The Green Wickham St Paul Essex CO9 2PT

Signed (Chairman).....

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No objection.

Proposed by Cllr. Stokes, seconded by Cllr. Groom, all in favour, resolution passed.

23/007 Matters Arising – Updates

Item 1. Previous minute Number 21/085 30mph zone extension Park Rd. – update. None. Cllr. Snazell to draft a letter for the Clerk to send to ECC to ask for guidance on this item and items 2 and 3.

Item 2. Previous minute Number 21/085 ‘Beware of Horses’ signs – update. None.

Item 3. Old Road – ‘Unsuitable for Heavy Vehicles’ sign, submitted 25/08/21 –update. None.

Item 4. Wickham St Pauls Consolidated Trust – A meeting took place on 30th January 2023 with all 6 members of the trust and by two thirds majority it was agreed to distribute the money and close the trust, next meeting will be on the 1st March to define the recipients.

Item 5. Previous minute number 21/039 Verges. To discuss erosion to verges on Old Road – ongoing Cllr. Snazell to organise a site meeting with ECC Highways, to be on the next agenda.

Item 6. Previous minute number 21/117 Manhole covers - The materials for capping the manhole have been delivered and a working group will carry out the works in the Spring.

23/008 Bank Signatories.

Cllr. Snazell and Cllr. Groom to be added to the bank mandate as a signatory.

Proposed by Cllr. Barlow, seconded by Cllr. Cooper, all in favour, resolution passed.

23/009 Defibrillator Checks.

Cllr. Snazell to carry out checks and send the defibrillator information to Webnos.

Proposed by Cllr. Stokes, seconded by Cllr. Groom, all in favour, resolution passed.

23/010 Village Hall Representative.

Cllr. Snazell was appointed as the Parish Council village hall representative.

Proposed by Cllr. Stokes, seconded by Cllr. Barlow, all in favour, resolution passed.

23/011 Footpaths Representative.

To discuss and appoint a Cllr. footpath representative to liaise and report any issue to ECC Public Rights of Way.

This item deferred, to be on the next agenda.

22/012 Personnel Committee Meeting for 2023.

Item 1. Cllr. Groom was elected onto the Personnel Committee.

Proposed by Cllr. Stokes, seconded by Cllr. Barlow, all in favour, resolution passed.

Item 2. It was agreed to hold a Personnel Committee Meeting on Tuesday 28th February in the pavilion to carry out staff appraisals.

Proposed by Cllr. Stokes, seconded by Cllr. Barlow, all in favour, resolution passed.

23/013 Village Green.

A quote for the annual tree survey/report at a cost of £300.00 Plus VAT was agreed.

Proposed by Cllr. Cooper, seconded by Cllr. Snazell, all in favour, resolution passed.

22/014 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. It was agreed to support this £300.00 to come from the budget 2023/2024 and £200.00 to come from reserves, a report of expenditure and copy of receipts required.

Proposed by Cllr. Cooper, seconded by Cllr. Snazell, Cllr. Stokes in favour, Cllr. Barlow and Cllr. Groom abstained; resolution passed.

22/015 Emergency Plan.

To discuss and consider the updated emergency plan, Clerk to then send to BDC as requested. Item deferred until May after the Parish Council elections.

Signed (Chairman).....

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22/016 BDC Open Spaces Action Plan 2023.

To discuss and consider items for the BDC action plan, Clerk to then send to BDC as requested.
Dredging of the pond. Purchase and planting of trees to create a copse near the village pond. Play equipment.
Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour, resolution passed.

22/017 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 Village Hall and invoice to be sent to them upon completion of works.
Proposed by Cllr. Stokes, seconded by Cllr. Cooper, all in favour, resolution passed.

22/018 Telephone Box Painting.

It was agreed to wait until the next season March – October 2023 for BT to paint the telephone box.
Proposed by Cllr. Cooper, seconded by Cllr. Snazell, all in favour, resolution passed.

23/019 Meeting dates 2023.

Item 1. It was agreed to change 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.

Proposed by Cllr. Stokes, seconded by Cllr. Cooper, all in favour, resolution passed.

Item 2. It was agreed to hold the Annual Parish Meeting 2023. (Village meeting) on Thursday 27th April.

Proposed by Cllr. Stokes, seconded by Cllr. Cooper, all in favour, resolution passed.

23/020 Shellards Lane.

Report on building works / road access / trees felled report by Cllr. Snazell
Work is progressing very slowly. Road access is an issue as the public footpath is blocked by parked vehicles, to report this to ECC public rights of way.

23/021 Financial Matters.

1. Financial Statement (Items to be approved for payment and signed as per payment schedule).

	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
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

A donation of £66.50 from Cox's farm shop has been received for the Christmas event.
Cheque number 002466 was raised and issued to Derek Stokes for £13.79 as per receipts.

2. Monthly Budget Statement

Signed (Chairman).....

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Proposed by Cllr. Cooper, seconded by Cllr. Groom, all in favour, resolution passed.

23/022 Councillor Vacancy - Parish Council elections May 2023.

If you are interested in joining the Parish Council. The nomination period opens on 27th March and closes at **4pm on 4th April**. Full details and nomination forms will be available on the Braintree District Council website nearer the time.

23/023 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.

King's Coronation memorabilia.

23/024 Date of Next Meeting.

Parish Council meeting 28th March 2023.

Meeting closed at **9.04pm**.

Signed (Chairman).....

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