

# WICKHAM ST PAULS PARISH COUNCIL

[www.wickhamstpaulsparishcouncil.org](http://www.wickhamstpaulsparishcouncil.org)

21<sup>ST</sup> MARCH 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 28<sup>TH</sup> MARCH 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
23/033	All Members	<b>To elect a Chairman</b> (note for this meeting only, as this item will be the first item on the May annual meeting agenda).	Decision
23/034	Chairman	<b>Welcome and Apologies for Absence.</b> 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 Derek Stokes.	Information/ Decision
23/035	All Members	<b>Declaration of Interests.</b> 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
23/036	All Members	<b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b> 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
23/037	All Members	<b>District and County Councillors to address the members if present.</b> District Councillor Wendy Scattergood and County Councillor Peter Schwier.	Information
23/038	All Members	<b>Minutes.</b> <b>Item 1.</b> To confirm the minutes of the Parish Council meeting held on 31 <sup>st</sup> January 2023. <b>Item 2.</b> To confirm the minutes of the Personnel Committee meeting held on 28 <sup>th</sup> February 2023.	Decision
23/039	All Members	<b>Planning Matters.</b> TO CONSIDER ANY NEW APPLICATIONS RECEIVED.	Decision
23/040	All Members	<b>County Broadband wayleave enquiry.</b> To discuss and consider the enquiry from Gigaclear.	Decision
23/041	All Members	<b>King's Coronation working group</b> To discuss and consider setting up a working group to organise/hold events over the Coronation weekend and to discuss memorabilia.	Decision

<b>23/042</b>	All Members	<b>Look Out Magazine.</b> A new editor (Councillor) for the Look Out Magazine is required.	Decision																														
<b>23/043</b>	All Members	<b>Skip Hire.</b> To confirm a 8yd skip was required at a cost of £282.00 Inc. VAT.	Decision																														
<b>23/044</b>	All Members	<b>Hire of the Village Green.</b> To discuss and consider hiring out the village green to a local organised club activity, and the cost to hire.	Decision																														
<b>23/045</b>	All Members	<b>Matters Arising – Updates</b> <b>Item 1.</b> Previous minute Number 21/085 30mph zone extension Park Rd. – update. <b>Item 2.</b> Previous minute Number 21/085 ‘Beware of Horses’ signs – update. <b>Item 3.</b> Old Road – ‘Unsuitable for Heavy Vehicles’ sign, submitted 25/08/21 –update. <b>Item 4.</b> Wickham St Pauls Consolidated Trust – update. <b>Item 5.</b> Previous minute number 21/039 Verges. To discuss erosion to verges on Old Road – ongoing report by Cllr. Snazell. <b>Item 6.</b> Previous minute number 21/117 Manhole covers – update. <b>Item 7.</b> Previous minute number 23/008 Bank Signatories – update. <b>Item 8.</b> Previous minute number 23/017 Circular Bench – update.	Information Decision																														
<b>23/046</b>	All Members	<b>Financial Matters.</b> 1. Financial Statement (Items to be approved for payment and signed as per payment schedule). <table border="1" data-bbox="411 757 1318 1079"> <thead> <tr> <th></th> <th>CHEQUE No.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Lyster &amp; Assoc. Printing. Cost to be confirmed</td> <td>002453</td> <td>TBC</td> </tr> <tr> <td>Colne Skip Hire Ltd (Inv. No. 15144)</td> <td>002467</td> <td>282.00</td> </tr> <tr> <td>L. Sear (Salary for March)</td> <td>002468</td> <td>104.52</td> </tr> <tr> <td>D. Jacob (Salary for March)</td> <td>SO</td> <td>490.00</td> </tr> <tr> <td>D. Jacob (Salary Difference for March)</td> <td>002469</td> <td>11.60</td> </tr> <tr> <td>HM Revenue &amp; Customs (For March)</td> <td>002470</td> <td>125.40</td> </tr> <tr> <td>D. Jacob (Expenses for February/March, as per receipts)</td> <td>002471</td> <td>65.31</td> </tr> <tr> <td>Richard Edwards Group (Inv.No. 49329) Payroll services</td> <td>002472</td> <td>85.50</td> </tr> <tr> <td>J.F. Tree Specialists Ltd (Inv.No. 1951) Tree survey</td> <td>002473</td> <td>360.00</td> </tr> </tbody> </table> 2. Monthly Budget Statement		CHEQUE No.	TOTAL	Lyster & Assoc. Printing. Cost to be confirmed	002453	TBC	Colne Skip Hire Ltd (Inv. No. 15144)	002467	282.00	L. Sear (Salary for March)	002468	104.52	D. Jacob (Salary for March)	SO	490.00	D. Jacob (Salary Difference for March)	002469	11.60	HM Revenue & Customs (For March)	002470	125.40	D. Jacob (Expenses for February/March, as per receipts)	002471	65.31	Richard Edwards Group (Inv.No. 49329) Payroll services	002472	85.50	J.F. Tree Specialists Ltd (Inv.No. 1951) Tree survey	002473	360.00	Decision
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<b>23/047</b>	All Members	<b>Annual Tree Survey.</b> To receipt of the annual tree survey and discuss/consider any recommended works required to be carried out.	Decision																														
<b>23/048</b>	All Members	<b>Cllr Vacancy - Parish Council elections 4<sup>th</sup> May 2023.</b> The nominations period opens on 27 <sup>th</sup> March and closes at <b>4pm on 4<sup>th</sup> April</b> . Full details and nomination forms will be available on the BDC website nearer the time.	Information																														
<b>23/049</b>	All Members	<b>Items for next agenda.</b> 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																														
<b>23/050</b>	All Members	<b>To exclude the press and public.</b> Public Bodies (Admission to Meetings) Act 1960 ‘That the public be excluded from the meeting during consideration of Agenda Item 23/051 and 23/052, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business subject to the public bodies admission to meetings Act 1960 Section 1 Sub-section 2. Resolution to exclude members of the press and public.	Decision																														
<b>23/051</b>	All Members	<b>Personnel Issues report by Personnel Committee.</b> <b>Item 1. Village Maintenance Operative (Handyman).</b> Item A. Annual Handyman Appraisal. Item B. Annual Salary Scale Increment, from 1st April 2023. Item C. Contract of employment to be signed to reflect any changes. <b>Item 2. Parish Clerk &amp; Responsible Financial Officer.</b> Item A. Annual Clerks Appraisal. Item B. National Salary Award (NALC, SLCC). Item C. Annual Salary Scale Increment, from 1st April 2023. Item D. Office Rent. Item E. Contract of employment to be signed to reflect any changes.	Decision																														
<b>23/052</b>	All Members	<b>Payroll Provider Contract.</b> To discuss and consider the renewal of the payroll provider contract.	Decision																														

<b>23/053</b>	All Members	<b>Date of Next Meeting.</b> Annual Parish Assembly (Village Meeting) Thursday 27 <sup>th</sup> April 2023 at <b>7.15pm</b> Parish Council meeting 23 <sup>rd</sup> May 2023 Annual Parish Meeting (AGM) followed by Parish Council meeting (Note two meetings (start at <b>7.00pm</b> ))	Information/ Decision
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**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