

# WICKHAM ST PAULS PARISH COUNCIL

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

16<sup>TH</sup> MAY 2023

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 23<sup>RD</sup> MAY 2023 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.  
THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.



DIANE JACOB  
CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

## AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
23/054	ALL MEMBERS	<b>To elect the Chairman.</b> Chairman's Declaration of Office – to be signed.	DECISION
23/055	ALL MEMBERS	<b>To elect the Vice-Chairman.</b> Vice-Chairman's Declaration of Office – to be signed	DECISION
23/056	ALL MEMBERS	<b>Co-option.</b> <b>Item 1.</b> To consider applicants and to co-opt candidates. <b>Item 2.</b> Co-opted candidates to sign acceptance of office. <b>Item 3.</b> Consent form to receive the Council Summons and agenda electronically. <b>Item 4.</b> Declaration of Interests form to be completed and sent direct to BDC within 28 days.	DECISION
23/057	ALL MEMBERS	<b>Declaration of Acceptance of Office.</b> All Councillors to sign declaration of acceptance of office	INFORMATION
23/058	ALL MEMBERS	<b>Check Members Register of Interests.</b> Members to review their declaration of interests and update (return completed forms to the Clerk).	INFORMATION
23/059	ALL MEMBERS	<b>Consent form to receive the Council Summons and agenda electronically.</b> To confirm all members have signed.	INFORMATION
23/060	ALL MEMBERS	<b>Bank Signatories.</b> To confirm signatories for the Parish Council Bank Accounts. Cllr Cooper, Cllr Barlow, Cllr Groom and Cllr Snazell.	INFORMATION
23/061	ALL MEMBERS	<b>To review membership and agree renewal of the following bodies: -</b> EALC (Essex Association of Local Councils) NALC (National Association of Local Councils) BALC (Braintree Association of Local Councils) If so then to elect a representative to attend meetings. The Colne-Stour Countryside Association	DECISION
23/062	ALL MEMBERS	<b>General Power of Competence.</b> To confirm and adopt the proposal that Wickham St Pauls Parish Council do meet the requirements to become a Parish Council with 'General Power of Competence'.	DECISION
23/063	ALL MEMBERS	<b>Review and confirm arrangements for Insurance Cover 2022/2023.</b> To confirm insurance cover is in place until 31 <sup>ST</sup> May 2023.	DECISION
23/064	ALL MEMBERS	<b>Personnel Committee.</b> To elect Personnel Committee and Personnel Committee Chairman. (Currently Cllr. M. Cooper, Cllr. C. Groom and Cllr. Barlow as Chairman)	DECISION
23/065	ALL MEMBERS	<b>Parish Clerk &amp; Responsible Financial Officer.</b> Confirmation of the Clerk to act as Responsible Financial Officer to the Council, in accordance with contract of employment.	DECISION

<b>23/066</b>	ALL MEMBERS	<p><b>Working Groups. To confirm working groups and responsibilities.</b></p> <p><b>Play Area Working Group</b> Current Members – Cllr. Martin Cooper</p> <p><b>Budget Working Group</b> Current Members – Cllr. Martin Cooper</p> <p><b>Footpaths Working Group</b> Current Members – to elect a Cllr to liaise with Public Rights of Way</p> <p><b>Defibrillator Monthly Inspections, to be sent to Webnos.</b> Current Member – Cllr Snazell</p> <p><b>Look Out Magazine</b> Editor/write up -</p>	DECISION
<b>23/067</b>	ALL MEMBERS	<p><b><u>To re-adopt Council Documents/Policies.</u></b></p> <p>A. Accessibility Statement B. Action Plan C. Anti-Fraud &amp; 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 &amp; 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 &amp; 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 &amp; Development Policy CC. Training Record DD. Publication Scheme</p>	DECISION
<b>23/068</b>	ALL MEMBERS	<b>Annual Meeting Closed.</b>	INFORMATION
		<b><u>AGENDA</u></b>	
		<b>23<sup>RD</sup> MAY 2023 PARISH COUNCIL MEETING COMMENCES</b>	
<b>ITEM</b>	<b>PRESENTER</b>	<b>SUBJECT</b>	<b>STATUS</b>
<b>23/069</b>	CHAIRMAN	<b>Welcome and Apologies for Absence.</b>	INFORMATION
<b>23/070</b>		<p><b>Declaration of Interests.</b></p> <p>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 2023.</p>	DECISION

23/071	ALL MEMBERS	<p><b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b></p> <p>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
23/072	ALL MEMBERS	<p><b>Ward and County Councillors to address the members if present.</b></p> <p>Ward Councillor, County Councillor.</p>	INFORMATION
23/073	ALL MEMBERS	<p><b>Minutes.</b></p> <p><b>Item 1.</b> To confirm the minutes of the Parish Council meeting held on 28<sup>th</sup> March 2023.  <b>Item 2.</b> To confirm the minutes of the Annual Parish Assembly held on 27<sup>th</sup> April 2023.</p>	DECISION
23/074	ALL MEMBERS	<p><b>Planning Matters.</b></p> <p><b>Ref:</b> 23/01005/HH &amp; 23/01006/LBC</p> <p><b>Description:</b> Erection of 3-bay cartlodge and machine store with new entrance from the public highway and associated landscaping.</p> <p><b>Location:</b> Stonehouse Farm, Park Road Wickham St Paul Essex CO9 2PX</p> <p><b>Ref:</b> 23/00709/FUL</p> <p><b>Description:</b> Proposed storage barn.</p> <p><b>Location:</b> Land South Of Old Road Wickham St Paul Essex</p> <p>TO CONSIDER ANY NEW APPLICATIONS RECEIVED</p>	DECISION
23/075	ALL MEMBERS	<p><b>Matters Arising – Updates.</b></p> <p><b>See below attached Appendix 1.</b></p>	INFORMATION /DECISION
23/076	ALL MEMBERS	<p><b>Accounts 2022/2023.</b></p> <p><b>Item 1</b> - Internal Auditors Report.</p> <p><b>Item 2</b> - 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 2023.</p> <p><b>Item 3</b> – Clerk to confirm reclaim for VAT 2022/2023.</p> <p><b>Item 4</b> – Approval of Annual Governance Statement for 2022/2023 prior to submission to the Audit Commission.</p> <p>1. We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.</p> <p>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p> <p>3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.</p> <p>4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.</p> <p>5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p> <p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p> <p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p> <p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have financial impact on this authority and, where appropriate, have included them in the accounting Chairman and Clerk to sign.</p> <p><b>Item 5</b> - Approval of Accounting Statements for 2022/2023 prior to submission to the Audit Commission. Chairman and Clerk to sign.</p> <p><b>Item 6</b> –Year End Bank Reconciliation for 2022/2023 prior to submission to the Audit Commission. Chairman and Clerk to sign</p> <p><b>Item 7</b> - To sign off the accounts for 2022/2023, Chairman and Clerk to sign.</p> <p><b>Item 8</b> – To confirm the notice of public rights and publications of annual governance and accountability return will be displayed between 5th June 2023 - 14th July 2023.</p>	DECISION

<b>23/077</b>	ALL MEMBERS	<b>Asset Register 2023.</b> To confirm the asset register for 2023.	DECISION																																																																					
<b>23/078</b>	ALL MEMBERS	<b>Deed of Covenant.</b> The Village Green, School Road, Wickham St Pauls CO9 2PT	DECISION																																																																					
<b>23/079</b>	ALL MEMBERS	<b>Salt Bag Partnership 2023/2024.</b> To consider if the Parish Council would like to take part in this scheme.	DECISION																																																																					
<b>23/080</b>	ALL MEMBERS	<b>Shellards Barn.</b> Use of Premises - update by Cllr. Snazell.	DECISION																																																																					
<b>23/081</b>	ALL MEMBERS	<p><b>Financial Matters.</b></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>Lee Sear (Salary for April)</td> <td>002475</td> <td>104.52</td> </tr> <tr> <td>D. Jacob (Salary for April)</td> <td>SO</td> <td>490.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment for April)</td> <td>002476</td> <td>31.82</td> </tr> <tr> <td>HM Revenue &amp; Customs (For April)</td> <td>002477</td> <td>130.40</td> </tr> <tr> <td>EALC (Subscriptions for EALC &amp; NALC) Inv. 16435</td> <td>002478</td> <td>109.88</td> </tr> <tr> <td>JPB Landscapes Ltd Inv. No. 1477 &amp; 194</td> <td>002479</td> <td>396.00</td> </tr> <tr> <td>Mrs J Stobart (Internal Auditor)</td> <td>002480</td> <td>210.00</td> </tr> <tr> <td>BHIB Insurance (Inv No. LCO02134)</td> <td>002481</td> <td>586.53</td> </tr> <tr> <td>Wickham St Pauls Cricket Club (Grass cutting)</td> <td>002482</td> <td>1,100.00</td> </tr> <tr> <td>Wickham St Pauls Village Hall (Grant minute no. 22/121 towards kitchen refurbishment)</td> <td>002483</td> <td>2,000.00</td> </tr> <tr> <td>Wickham St Pauls Village Hall fund Inv. 2322</td> <td>002484</td> <td>15.00</td> </tr> <tr> <td>W.I. Refreshments for Annual Parish Assembly</td> <td>002485</td> <td>161.69</td> </tr> <tr> <td>W.I. (Kings coronation event) Grant minute No. 23/014</td> <td>002486</td> <td>500.00</td> </tr> <tr> <td>D. Jacob (Expenses for April/May as per receipts)</td> <td>002487</td> <td>103.58</td> </tr> <tr> <td>D. Jacob (Salary for May)</td> <td>SO</td> <td>490.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment for May)</td> <td>002488</td> <td>31.82</td> </tr> <tr> <td>Lee Sear (Salary for May)</td> <td>002489</td> <td>104.52</td> </tr> <tr> <td>HM Revenue &amp; Customs (For May)</td> <td>002490</td> <td>130.40</td> </tr> <tr> <td>D. Jacob (Salary for June)</td> <td>SO</td> <td>490.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment for June)</td> <td>002491</td> <td>31.82</td> </tr> <tr> <td>Lee Sear (Salary for June)</td> <td>002492</td> <td>104.52</td> </tr> <tr> <td>HM Revenue &amp; Customs (For June)</td> <td>002493</td> <td>130.40</td> </tr> </tbody> </table> <p>2) Monthly Budget Statement 3) To consider transferring funds from the Deposit Account 4) To consider online banking</p>		CHEQUE NO.	TOTAL	Lee Sear (Salary for April)	002475	104.52	D. Jacob (Salary for April)	SO	490.00	D. Jacob (Salary adjustment for April)	002476	31.82	HM Revenue & Customs (For April)	002477	130.40	EALC (Subscriptions for EALC & NALC) Inv. 16435	002478	109.88	JPB Landscapes Ltd Inv. No. 1477 & 194	002479	396.00	Mrs J Stobart (Internal Auditor)	002480	210.00	BHIB Insurance (Inv No. LCO02134)	002481	586.53	Wickham St Pauls Cricket Club (Grass cutting)	002482	1,100.00	Wickham St Pauls Village Hall (Grant minute no. 22/121 towards kitchen refurbishment)	002483	2,000.00	Wickham St Pauls Village Hall fund Inv. 2322	002484	15.00	W.I. Refreshments for Annual Parish Assembly	002485	161.69	W.I. (Kings coronation event) Grant minute No. 23/014	002486	500.00	D. Jacob (Expenses for April/May as per receipts)	002487	103.58	D. Jacob (Salary for May)	SO	490.00	D. Jacob (Salary adjustment for May)	002488	31.82	Lee Sear (Salary for May)	002489	104.52	HM Revenue & Customs (For May)	002490	130.40	D. Jacob (Salary for June)	SO	490.00	D. Jacob (Salary adjustment for June)	002491	31.82	Lee Sear (Salary for June)	002492	104.52	HM Revenue & Customs (For June)	002493	130.40	DECISION
	CHEQUE NO.	TOTAL																																																																						
Lee Sear (Salary for April)	002475	104.52																																																																						
D. Jacob (Salary for April)	SO	490.00																																																																						
D. Jacob (Salary adjustment for April)	002476	31.82																																																																						
HM Revenue & Customs (For April)	002477	130.40																																																																						
EALC (Subscriptions for EALC & NALC) Inv. 16435	002478	109.88																																																																						
JPB Landscapes Ltd Inv. No. 1477 & 194	002479	396.00																																																																						
Mrs J Stobart (Internal Auditor)	002480	210.00																																																																						
BHIB Insurance (Inv No. LCO02134)	002481	586.53																																																																						
Wickham St Pauls Cricket Club (Grass cutting)	002482	1,100.00																																																																						
Wickham St Pauls Village Hall (Grant minute no. 22/121 towards kitchen refurbishment)	002483	2,000.00																																																																						
Wickham St Pauls Village Hall fund Inv. 2322	002484	15.00																																																																						
W.I. Refreshments for Annual Parish Assembly	002485	161.69																																																																						
W.I. (Kings coronation event) Grant minute No. 23/014	002486	500.00																																																																						
D. Jacob (Expenses for April/May as per receipts)	002487	103.58																																																																						
D. Jacob (Salary for May)	SO	490.00																																																																						
D. Jacob (Salary adjustment for May)	002488	31.82																																																																						
Lee Sear (Salary for May)	002489	104.52																																																																						
HM Revenue & Customs (For May)	002490	130.40																																																																						
D. Jacob (Salary for June)	SO	490.00																																																																						
D. Jacob (Salary adjustment for June)	002491	31.82																																																																						
Lee Sear (Salary for June)	002492	104.52																																																																						
HM Revenue & Customs (For June)	002493	130.40																																																																						
<b>23/082</b>	ALL MEMBERS	<b>Date of Next Meeting.</b> Parish Council Meeting Tuesday 25 <sup>th</sup> July 2022 (7.30pm)	INFORMATION																																																																					

#### Council Documents.

Large print, 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](mailto:WICKHAMSTPAULS@HOTMAIL.COM)

## APPENDIX 1 (AGENDA ITEM 23/074 ABOVE).

### Matters Arising – 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.

Item 5. Previous minute number 21/039 Verges. To discuss erosion to verges on Old Road – report by Cllr. Snazell.

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

