

**MINUTES OF THE PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL  
HELD ON TUESDAY 28<sup>th</sup> March 2023, AT 7.30pm**

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

**23/033 To elect a Chairman** (note for this meeting only, as this item will be the first item on the May annual meeting agenda).

Cllr Cooper elected as Chairman in order for this meeting to take place.  
Proposed by Cllr Barlow, seconded by Cllr Snazell, all in favour, resolution passed.

**23/034 Welcome and Apologies for Absence.**

The Chairman welcomed everyone, apologies for absence accepted from Cllr. Schwier (due to work commitments).  
Proposed to accept the resignation of Cllr. Stokes with a vote of thanks.  
Proposed by Cllr Snazell, seconded by Cllr. Barlow, all in favour resolution passed.

**23/035 Declaration of Interests.**

None.

**23/036 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.**

No comments made.

**23/037 Ward and County Councillors to address the members if present.**

Not present.

**23/038 Minutes.**

**Item 1.** To confirm the minutes of the Parish Council meeting held on 31<sup>st</sup> January 2023, were approved as a true and accurate record and signed by the Chairman.

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

**Item 2.** To confirm the minutes of the Personnel Committee meeting held on 28<sup>th</sup> February 2023, 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.

**23/039 Planning Matters.**

**Item 1. Updates** – no updates.

**Item 2. New applications as follows: -**

**Planning Matters.**

No new applications.

**23/040 County Broadband wayleave enquiry.**

To discuss and consider the enquiry from Gigaclear. This was discussed and the decision to sign this agreement was based on their e-mail dated 22 March that they will be connecting the Village Hall and Post Office to the network on a free connection and use basis.

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

**23/041 King's Coronation working group**

Signed (Chairman).....

23<sup>rd</sup> May 2023

To discuss and consider setting up a working group to organise/hold events over the Coronation weekend and to discuss memorabilia. A working group was set up which will be Cllr Cooper and 8 members of the public, risk assessments to be carried out and memorabilia to be discussed at the next working group meeting. Proposed by Cllr Cooper, seconded by Cllr Barlow, all in favour, resolution passed.

**23/042 Look Out Magazine.**

A new editor (Councillor) for the Look Out Magazine is required. Item deferred until next meeting.

**23/043 Skip Hire.**

To confirm an 8yd skip was required at a cost of £282.00 Inc. VAT. Proposed by Cllr Snazell, seconded by Cllr Barlow, all in favour, resolution passed.

**23/044 Hire of the Village Green.**

To discuss and consider hiring out the village green to a local organised club activity, and the cost to hire. It was decided not to hire out the village green due to lack of car parking and toilet facilities. Proposed by Cllr Cooper, seconded by Cllr Snazell, all in favour, resolution passed.

**23/045 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 – Currently the trustees are in consultation with the bank.
- Item 5.** Previous minute number 21/039 Verges. To discuss erosion to verges on Old Road – ongoing Cllr. Snazell 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, to be on the next agenda.
- Item 7.** Previous minute number 23/008 Bank Signatories – forms completed and sent to bank.
- Item 8.** Previous minute number 23/017 Circular Bench – update work to be carried out in the spring.

**23/046 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
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

Cheque number 002474 was raised and issued to Braintree District Council (Inv. No 7136484) for green bin collection £226.98

2. Monthly Budget Statement. Received and noted

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

Signed (Chairman).....

23<sup>rd</sup> May 2023

**23/047 Annual Tree Survey.**

To confirm receipt of the annual tree survey and discuss/consider any recommended works required to be carried out. There was no works above medium risk shown on the survey so no action at this time. Proposed by Cllr Cooper, seconded by Cllr Barlow, all in favour resolution passed.

**23/048 Cllr Vacancy - Parish Council elections 4<sup>th</sup> May 2023.**

The nominations period opens on 27<sup>th</sup> March and closes at **4pm on 4<sup>th</sup> April**. Full details and nomination forms will be available on the BDC website nearer the time. Item noted.

**23/049 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. Any new items to be sent to the Clerk prior to the next agenda being published.

**23/050 To exclude the press and public.**

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.

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

**23/051 Personnel Issues report by Personnel Committee.**

**Item 1. Village Maintenance Operative (Handyman).**

Item A. Annual Handyman Appraisal. To confirm the Appraisal has taken place.

Item B. Annual Salary Scale Increment, from 1st April 2023. Was discussed at the Personnel Committee meeting.

Item C. Contract of employment to be signed to reflect any changes. No changes to contract made.

**Item 2. Parish Clerk & Responsible Financial Officer.**

Item A. Annual Clerks Appraisal. To confirm the Appraisal has taken place.

Item B. National Salary Award (NALC, SLCC). Noted

Item C. Annual Salary Scale Increment, from 1st April 2023. Has been agreed.

Item D. Office Rent. Has been agreed.

Item E. Contract of employment was signed to reflect the changes.

It was noted that the Clerk has opted out of the pension scheme, this to be considered at a later date to be discussed in a Personnel Committee meeting and if necessary to consider adding to the Councils budget.

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

**23/052 Payroll Provider Contract.**

To discuss and consider the renewal of the payroll provider contract, it was agreed to accept the increase and the contract was signed by the Chairman.

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

**23/053 Date of Next Meeting.**

Annual Parish Assembly (Village Meeting) Thursday 27<sup>th</sup> April 2023 at **7.15pm**

Parish Council meeting 23<sup>rd</sup> May 2023 Annual Parish Meeting (AGM) followed by Parish Council meeting (Note two meetings therefore start at **7.00pm**)

Meeting closed at **8.40pm**.