

# WICKHAM ST PAULS PARISH COUNCIL

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

18<sup>TH</sup> JULY 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 25<sup>TH</sup> JULY 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
23/083	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.	Information/ Decision
23/084	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 2023.	Decision
23/085	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
23/086	All Members	<b>District and County Councillors to address the members if present.</b> District Councillor and County Councillor.	Information
23/087	All Members	<b>Minutes.</b> To confirm the minutes of the Parish Council meeting held on 23 <sup>rd</sup> May 2023.	Decision
23/088	All Members	<b>Planning Matters.</b> TO CONSIDER ANY NEW APPLICATIONS RECEIVED.	Decision
23/089	All Members	<b>Matters Arising.</b> See also attached Appendix 1 below.	Information
23/090	All Members	<b>RoSPA Play area Annual Inspection Report.</b> To confirm receipt of the inspection report and to note the recommendations and issues raised.	Decision
23/091	All Members	<b>Fireworks on the Green 2023 – ‘Trafalgar Night’</b> To confirm a date/time etc. Saturday 21 <sup>st</sup> October 2023 time to be confirmed.	Decision
23/092	All Members	<b>Christmas 2023.</b> To consider refreshments for the Christmas Light event and switch-on date Saturday 9 <sup>th</sup> December 2023 at 5pm. Budget £100.00 for this event	Decision
23/093	All Members	<b>Wickham St Pauls Consolidated Trust.</b> <b>Item 1.</b> To nominate three members of the Parish Council to form part of the Trust, in order to provide a properly constituted board of trustees. <b>Item 2.</b> Update on how the trust is progressing.	Decision
23/094	All Members	<b>Parish Calendar 2024/2025.</b> To consider dates and to adopt the Parish Calendar.	Decision

<b>23/095</b>	All Members	<b>Internal Auditor for 2023/2024.</b> To consider to appoint Jan Stobart as the internal auditor for financial year 2023/24.	Decision																																																
<b>23/096</b>	All Members	<b>Financial Matters.</b> 1) Financial Statement for (Items to be approved for payment and signed as per payment schedule).  <table border="1"> <thead> <tr> <th></th> <th>CHEQUE NO.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>JPB Landscapes Ltd Inv. No. 210</td> <td>002494</td> <td>264.00</td> </tr> <tr> <td>Playsafety Ltd Inv. No. 71011 RoSPA Report</td> <td>002495</td> <td>90.00</td> </tr> <tr> <td>Richard Edwards Group (Inv.No. 50135 Payroll services April to June)</td> <td>002496</td> <td>88.06</td> </tr> <tr> <td>Wickham St Pauls Village Hall Inv. 2328</td> <td>002497</td> <td>10.00</td> </tr> <tr> <td>D. Jacob (Expenses for June/July)</td> <td>002498</td> <td>83.33</td> </tr> <tr> <td>JPB Landscapes Ltd Inv. No. 235</td> <td>002499</td> <td>264.00</td> </tr> <tr> <td>D. Jacob (Salary for July)</td> <td>SO</td> <td>460.00</td> </tr> <tr> <td>D. Jacob (Salary Difference for July)</td> <td>002500</td> <td>31.82</td> </tr> <tr> <td>Lee Sear (Salary for July)</td> <td>002501</td> <td>104.52</td> </tr> <tr> <td>HM Revenue &amp; Customs (For July)</td> <td>002502</td> <td>130.40</td> </tr> <tr> <td>D. Jacob (Salary for August)</td> <td>SO</td> <td>460.00</td> </tr> <tr> <td>D. Jacob (Salary adjustment for August)</td> <td>002503</td> <td>31.62</td> </tr> <tr> <td>Lee Sear (Salary for August)</td> <td>002504</td> <td>104.52</td> </tr> <tr> <td>HM Revenue &amp; Customs (For August)</td> <td>002505</td> <td>130.60</td> </tr> <tr> <td>EALC Inv. No. 16892 (Cllr Training)</td> <td>0002506</td> <td>342.00</td> </tr> </tbody> </table> 2) <b>Monthly Budget Statement</b>		CHEQUE NO.	TOTAL	JPB Landscapes Ltd Inv. No. 210	002494	264.00	Playsafety Ltd Inv. No. 71011 RoSPA Report	002495	90.00	Richard Edwards Group (Inv.No. 50135 Payroll services April to June)	002496	88.06	Wickham St Pauls Village Hall Inv. 2328	002497	10.00	D. Jacob (Expenses for June/July)	002498	83.33	JPB Landscapes Ltd Inv. No. 235	002499	264.00	D. Jacob (Salary for July)	SO	460.00	D. Jacob (Salary Difference for July)	002500	31.82	Lee Sear (Salary for July)	002501	104.52	HM Revenue & Customs (For July)	002502	130.40	D. Jacob (Salary for August)	SO	460.00	D. Jacob (Salary adjustment for August)	002503	31.62	Lee Sear (Salary for August)	002504	104.52	HM Revenue & Customs (For August)	002505	130.60	EALC Inv. No. 16892 (Cllr Training)	0002506	342.00	Decision
	CHEQUE NO.	TOTAL																																																	
JPB Landscapes Ltd Inv. No. 210	002494	264.00																																																	
Playsafety Ltd Inv. No. 71011 RoSPA Report	002495	90.00																																																	
Richard Edwards Group (Inv.No. 50135 Payroll services April to June)	002496	88.06																																																	
Wickham St Pauls Village Hall Inv. 2328	002497	10.00																																																	
D. Jacob (Expenses for June/July)	002498	83.33																																																	
JPB Landscapes Ltd Inv. No. 235	002499	264.00																																																	
D. Jacob (Salary for July)	SO	460.00																																																	
D. Jacob (Salary Difference for July)	002500	31.82																																																	
Lee Sear (Salary for July)	002501	104.52																																																	
HM Revenue & Customs (For July)	002502	130.40																																																	
D. Jacob (Salary for August)	SO	460.00																																																	
D. Jacob (Salary adjustment for August)	002503	31.62																																																	
Lee Sear (Salary for August)	002504	104.52																																																	
HM Revenue & Customs (For August)	002505	130.60																																																	
EALC Inv. No. 16892 (Cllr Training)	0002506	342.00																																																	
<b>23/097</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>23/098</b>	All Members	<b>Date of Next Meetings.</b> Parish Council Meeting Tuesday 26 <sup>th</sup> September 2023 ( <b>7.30pm</b> )	Information																																																

**Council Documents.** Large print, 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

## APPENDIX 1 (AGENDA ITEM 23/089 ABOVE).

### Matters Arising – Updates

**Item 1.** Previous minute Number 21/085 'Beware of Horses' signs – update.

**Item 2.** Previous minute number 21/117 Manhole covers - update

**Item 3.** Previous minute number 22/079 The circular bench under the oak tree on the village green – to consider moving it near the large pond next to the village hall. Update.

**Item 4.** Previous minute number 22/083 Water Leak in road. Water leakage in the road near the Village Hall - Anglian Water have confirmed that this is a Highway issue and has been reported to Highways ref; 2784998 on 5 July 3033 at 16.35pm. Update.

**Item 5.** Previous Minute number 22/085 Extend the concrete post and iron rail where the fallen oak tree was. To protect the corner of the pond and stop erosion by traffic to install oak posts, only at this stage. Budget cost £100.00 Update.