

WICKHAM ST PAULS PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL
HELD ON TUESDAY 23rd MAY 2023, AT 7.00pm.

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

County Cllr Peter Schwier and two members of the public.

23/054 To elect the Chairman.

Martin Cooper elected as Chairman – declaration of office signed.
Proposed by Cllr. Barlow, seconded by Cllr. Snazell, all in favour resolution passed.

23/055 To elect the Vice-Chairman.

Catherine Groom elected as Vice-Chairman – declaration of office signed.
Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour, resolution passed.

23/056 Co-option.

Item 1. To consider applicants and to co-opt candidates.
Item 2. Co-opted candidates to sign acceptance of office.
Item 3. Consent form to receive the Council Summons and agenda electronically.
Item 4. Declaration of Interests form to be completed and sent direct to BDC within 28 days.
No candidates present, to continue to advertise the two vacancies.

23/057 Declaration of Acceptance of Office.

Confirmed that all Councillors have signed declaration of acceptance of office.

23/058 Check Members Register of Interests.

All Councillors confirmed that their declaration of interests is up to date, newly completed forms to be sent to BDC.

23/059 Consent form to receive the Council Summons and agenda electronically.

Confirmed all members have signed forms.

23/060 Bank Signatories.

Confirmed four signatories for the Parish Council Bank Accounts. Cllr Cooper, Cllr Barlow, Cllr Groom and Cllr Snazell.
Proposed by Cllr. Barlow, seconded by Cllr. Cooper, all in favour, resolution passed.

23/061 To review membership and agree renewal of the following bodies: -

EALC (Essex Association of Local Councils) Renewal agreed for 2023.
NALC (National Association of Local Council) Renewal agreed for 2023.
BALC (Braintree Association of Local Councils) Not to renew membership.
The Colne-Stour Countryside Association. Not to renew membership.
Proposed by Cllr. Snazell, seconded by Cllr. Groom, all in favour, resolution passed.

23/062 General Power of Competence.

To confirm and adopt the proposal that Wickham St Pauls Parish Council does meet the requirements to become a Parish Council with 'General Power of Competence'.
Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour, resolution passed.

23/063 Review and confirm arrangements for Insurance Cover 2023/2024.

Confirmed that the insurance cover is in place until 1st June 2024. Clerk confirmed that we have another 2 years of the 3-year long term contract taken out.
Proposed by Cllr. Cooper, seconded by Cllr. Groom all in favour, resolution passed.

Signed (Chairman).....

25th July 2023

23/064 Personnel Committee.

To elect Personnel Committee and Personnel Committee Chairman.
(Cllr. M. Cooper, Cllr. C. Groom and Cllr. Barlow as Chairman).
Proposed by Cllr. Cooper, seconded by Cllr. Snazell, all in favour, resolution passed.

23/065 Parish Clerk & Responsible Financial Officer.

Confirmation of the Clerk to act as Responsible Financial Officer to the Council, in accordance with contract of employment.
Proposed by Cllr. Cooper, seconded by Cllr. Snazell, all in favour, resolution passed.

23/066 Working Groups. To confirm working groups.

Play Area Working Group

Confirmed Members – Cllr. Cooper and Cllr. Snazell

Budget Working Group

Confirmed Members –Cllr. Cooper and Cllr. Groom

Footpaths Working Group (to liaise with Public Rights of Way) Confirmed Cllr. Snazell

Defibrillator Monthly Inspections, to be sent to Webnos. Confirmed Cllr. Snazell

Look Out Magazine Editor /write up confirmed Cllr. Snazell

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

Local Highways Panel (LHP) – Representative for the Parish Council, Cllr. Snazell

23/067 To re-adopt Council Documents/Policies.

- A. Accessibility Statement
- B. Action Plan
- C. Anti-Fraud & 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 & 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 Policy
- Q. Grant Policy
- R. Grievance Policy
- S. Health & 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 & Development Policy
- CC. Training Record
- DD. Publication Scheme

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

23/068 Annual Meeting Closed at 7.32pm