

**MINUTES OF THE PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL  
HELD ON TUESDAY 23<sup>rd</sup> May 2023, AT 7.17pm**

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

Also, present County Cllr Peter Schwier and two members of the public

**23/069 Welcome and Apologies for Absence.**

The Chairman welcomed everyone, no apologies for.

**23/070 Declaration of Interests.**

None.

**23/071 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.**

A member of the public attended the meeting to report on the Wickham St Pauls Consolidated Trust as follows: -

A Trust meeting of the Trust took place 30th January 2023, all Trustees were present.

A discussion took place over the future of the Trust. Two proposals were put forward at the meeting:

1. Keep the charity open and invest the money. A vote was taken and the result being 2 for and 4 against.
2. Close down the charity and dispose of the money. A vote was taken and the result being 4 for and 2 against.

The actual reason to close the Trust was not minuted.

A Trust meeting of the Trust took place 1st March 2023, all Trustees were present.

Distribution of Funds

It was agreed that should initially apply to the Charity Commission for advice and written permission to dispose of the assets in the manner chosen.

A subsequent reply was received from the Charities Commission 22nd. May 2023 advising that: -

“I can confirm that the trustees will need to disburse or transfer their remaining funds for purposes that are the same or similar to their charity. The charity’s objects or purposes appear to be for the relief of the poor and it is unclear how the purposes for the church (advancement of religion) and the village hall (community facility for recreational activities) fall within this charity’s objects/purposes”.

To summarise, the proceeds from the sale of the field cannot be given to the Church or Village Hall.

A meeting is planned for June/ July to discuss the options

**23/072 Ward and County Councillors to address the members if present.**

Cllr Schwier gave an update on

**23/073 Minutes.**

Item 1. To confirm the minutes of the Parish Council meeting held on 28<sup>th</sup> March 2023.

Item 2. To confirm the minutes of the Annul Parish Assembly held on 27<sup>th</sup> April 2023.

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

**23/074 Planning Matters.**

**Planning Matters.**

**Ref:** 23/01005/HH & 23/01006/LBC

**Description:** Erection of 3-bay cartlodge and machine store with new entrance from the public highway and associated landscaping.

**Location:** Stonehouse Farm, Park Road Wickham St Paul Essex CO9 2PX

Cllrs and Chairman to check the plans on BDC website and to let the Clerk have the comments to send.

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

**Ref:** 23/00709/FUL

**Description:** Proposed storage barn.

**Location:** Land South Of Old Road Wickham St Paul Essex

No objection.

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

Signed (Chairman).....

25<sup>th</sup> July 2023

**23/075 Matters Arising – Updates**

There were a number of long-term items beyond our control and decisions that have not progressed and these are only being discussed at the meeting where there is a development.

Item 1. Previous minute Number 21/085 30mph zone extension Park Road – no further action by Highways, therefore to be removed from future agendas.

Item 2. Previous minute Number 21/085 ‘Beware of Horses’ signs – no further action by Highways therefore to be removed from future agendas. However, Parish Council to continue to pursue this item, next update by Cllr Snazell.

Item 3. Old Road – ‘Unsuitable for Heavy Vehicles’ sign, submitted 25 Aug. 2021 – no further action by Highways therefore to be removed from future agendas.

Item 4. Wickham St Pauls Consolidated Trust – update – see item 23/071 above.

Item 5. Previous minute number 21/039 Verges. To discuss erosion to verges on Old Road – no further action by Highways therefore to be removed from future agendas.

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

**23/076 Accounts 2022/2023.**

**Item 1** - Internal Auditors Report.

**Item 2** - 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.

**Item 3** – Clerk to confirm reclaim for VAT 2022/2023.

**Item 4** – Approval of Annual Governance Statement for 2022/2023 prior to submission to the Audit Commission.

1. We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

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.

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.

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.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from internal and external audit.

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.

**Item 5** - Approval of Accounting Statements for 2022/2023 prior to submission to the Audit Commission. Chairman and Clerk to sign.

**Item 6** –Year End Bank Reconciliation for 2022/2023 prior to submission to the Audit Commission. Chairman and Clerk to sign

**Item 7** - To sign off the accounts for 2022/2023, Chairman and Clerk to sign.

**Item 8** – 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.

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

**Asset Register 2023.**

The asset register for 2023 was confirmed and agreed.

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

**Deed of Covenant.**

The Village Green, School Road, Wickham St Pauls CO9 2PT

The Deed of Covenant was agreed and signed by the Chairman, Clerk to send back to Solicitors.

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

**23/079 Salt Bag Partnership 2023/2024.**

The Parish Council would like to stay in the scheme, but do not require any salt this year.

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

**23/080 Shellards Barn.**

Use of Premises - update by Cllr. Snazell, that work was ongoing and occupation months away. The cartlodge is half built. Looking a lot tidier. To continue to be monitored to be on the November agenda for an update.

**23/081 Financial Matters.**

- 1) Financial Statement (Items to be approved for payment and signed as per payment schedule).

	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

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

- 2) Monthly Budget Statement – Received and noted.  
 3) To consider transferring funds from the Deposit Account. To monitor funds and to be reviewed in July.  
 4) To consider online banking – it was agreed for the Clerk to contact the bank to arrange and organise online banking.

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

**23/082 Date of next Meeting.**

Parish Council Meeting Tuesday 25<sup>th</sup> July 2023 (7.30pm)

Meeting closed at 8.20pm.

Signed (Chairman).....

25<sup>th</sup> July 2023