

**DRAFT - MINUTES OF THE PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL
HELD ON TUESDAY 26th MARCH 2024, AT 7.15pm**

In the Chair: Cllr. C. Groom (Vice-Chairman)
Present Cllrs. Cllr. P. Shipperley, Cllr. P. Snazell, Cllr. M. Cooper (Chairman) arrived at item 24/028 on the agenda.
Clerk: Mrs D. Jacob

Also, present one member of the public

24/023 Welcome and Apologies for Absence.

The Vice-Chairman welcomed everyone, apologies for absence received and accepted from Cllr. J. Barlow, (due to family commitments) and County Cllr Schwier (due to work commitments).

24/024 Declaration of Interests.

A non-pecuniary declaration of interest (Para 8.1 of Wickham St Pauls Parish Council's Code of Conduct) was received and accepted from Cllr. Cooper relating to agenda item number 24/028 Planning Matters ref: 24/00286/HH & 24/00287/LBC because it is his own planning application.

24/025 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

A member of the public gave an update on item 24/031 Wickham St Pauls Consolidated Trust, that a third person has been registered as a trustee, Catherine Groom. Barclays bank account is still current and earning interest. Meeting to be arranged.

24/026 District and County Councillors to address the members if present.

Not present.

24/027 Minutes.

Item 1. To confirm the minutes of the Parish Council meeting held on 30th January 2024.

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

Item 2. To confirm the minutes of the Personnel Committee Meeting held on 28th February 2024.

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

24/028 Planning Matters.

Item 1. No update.

Item 2. New applications

Ref: 23/03032/HH

Description: Two storey side and rear extension

Location: Lanterns School Road Wickham St Paul Essex CO9 2PR

Neutral, Braintree District Council to decide.

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

Cllr Cooper left the room and took no part in this next item.

Ref: 24/00286/HH & 24/00287/LBC

Description: Proposed single storey rear extension

Location: Brickwall Farm The Green Wickham St Paul Essex CO9 2PX

No objection

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

Cllr Cooper returned to the meeting.

Signed (Chairman).....

28th May 2024

Ref: 24/00534/FUL

Description: Demolition of 2 No. houses and the erection of 2 No. dwellings and single garages.

Location: 1 Rectory Cottages Church Road Wickham St Paul Essex CO9 2PH

Neutral, Braintree District Council to decide.

As this will be on the approach into the village it was noted that the design is not within keeping of the local street scene.

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

24/029 Trees.

Replacement trees. It was proposed to purchase two ornamental cherry trees and for them to be planted in the autumn.

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

24/030 Dog Show.

Permission requested to use the village green on 7th September 2024 and in the village hall from 1-4pm. Permission was granted to use the village green, risk assessment to be received by the Parish Council prior to the event taking place.

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

24/031 Wickham St Pauls Consolidated Trust.

See item 24/025 above.

24/032 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. However, Parish Council to continue to pursue this item, next update by Cllr Snazell.

Item 2. Previous minute Number 21/085 ‘Beware of Horses’ signs – no further action by Highways. 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, see item 23/085 above. However, Parish Council to continue to pursue this item, next update by Cllr Snazell.

Item 4. Previous minute number 21/039 Verges. To discuss erosion to verges on Old Road – no further action by Highways, see item 23/085 above. However, Parish Council to continue to pursue this item, next update by Cllr Snazell.

Item 5. Previous minute number 21/117 Manhole covers – ongoing.

Item 6. 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. Ongoing.

Item 7. 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. Cllr. Snazell has spoken to the Environmental Agency, Norfolk & Suffolk Water and agricultural team – Letter received from Highways that they are going to inspect the area, but no on-site meetings will take place – Cllr Snazell to contact Cllr Schwier for help and advice on all Highway issues – ongoing.

Item 8. 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 ongoing.

Cllr Snazell to draft a letter relating to all of the above Highway’s issues and for it to be sent to Cabinet member for Highways, the local MP, the County Cllr and a copy to the Guardian.

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

24/033 Financial Matters.

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

	CHEQUE NO.	TOTAL
Wickham St Pauls Village Hall (Inv. No 2381)	002543	10.00
Lee Sear (Salary for March)	002544	113.19
HM Revenue & Customs (For March)	002545	134.60
D. Jacob (Salary for March)	SO	490.00
D. Jacob (Salary adjustment for March)	002546	48.18
D. Jacob (Expenses for February/March as per receipts)	002547	103.52
Richard Edwards Group (Inv. No. 53038)	00248	88.06

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

- 2) Monthly Budget Statement – Received and noted.

24/034 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. New items to be sent to the Clerk for inclusion onto the next agenda.

24/035 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 24/036 and 24/037, 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. Cooper, seconded by Cllr. Snazell all in favour, resolution passed.

24/036 Personnel Issues report by Personnel Committee.

Item 1. Village Maintenance Operative (Handyman).

The recommendations made by the Personnel Committee were discussed and considered, all funding has been allocated so therefore the Village Maintenance Operative (Handyman) position is to be made redundant due to lack of future funding.

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

Item 2. Parish Clerk & Responsible Financial Officer.

Item A. Annual Clerks Appraisal has been successfully carried out. Item B. National Salary Award (NALC, SLCC) was noted.

Item C. Annual Salary Scale Increment to increase by one scale point as 1st April 2024. Item D. Home Office allowance to increase by .25p per month.

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

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

24/037 Payroll Provider Contract.

To discuss and consider the renewal of the payroll provider contract, it was discussed and agreed to continue to use the existing payroll provider.

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

24/038 Date of next Meeting.

Annual Parish Meeting (AGM) followed by Parish Council Meeting Tuesday 28th May 2024 (7.15pm)

Meeting closed at 8.42pm.

Signed (Chairman).....

28th May 2024