

# WICKHAM ST PAULS PARISH COUNCIL

[www.essexinfo.net/wickham-st-pauls-parish-council](http://www.essexinfo.net/wickham-st-pauls-parish-council)

23<sup>RD</sup> JANUARY 2019

DEAR COUNCILLOR

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 29<sup>TH</sup> JANUARY 2019** 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
19/001	Chairman	<b>Welcome and Apologies for Absence.</b>	Information/ Decision
19/002	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 2017.	Decision
19/003	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
19/004	All Members	<b>District and County Councillors to address the members if present.</b> District Councillor, County Councillor.	Information
19/005	All Members	<b>Minutes.</b> To confirm the minutes of the Parish Council meeting held on 27 <sup>th</sup> November 2018.	Decision
19/006	All Members	<b>Planning Matters.</b> <b>Ref:</b> TO CONSIDER ANY APPLICATIONS RECEIVED	Decision
19/007	All Members	<b>Personnel Committee.</b> <b>Item 1.</b> To elect a Personnel Committee. <b>Item 2.</b> To adopt Terms of Reference for the Personnel Committee. <b>Item 3.</b> To elect a Personnel Committee Chairman. <b>Item 4.</b> To confirm a date in February for a Personnel Committee Meeting.	Decision
19/008	All Members	<b>Internal Auditor.</b> To consider, to appoint an internal auditor (John Reddington £70.00 for the financial year of 2018/2019).	Decision
19/009	All Members	<b>Best Kept Village Competition 2019.</b> To discuss and consider entering the competition for 2019, closing date 1 <sup>st</sup> March 2019.	Information/ Decision
19/010	All Members	<b>Matters Arising – Updates</b> Previous Minute Number 18/042 Item 1. A proposal for Beryl's legacy, a booklet at a cost of £150.00 - update Previous Minute Number 18/042 Item 2. To reinstate the village water pump at a cost of £400.00 - update	Information/ Decision

		Previous Minute Number 18/076 To plant a Hornbeam at a cost of approx. £70.00 - update Previous Minute Number 18/123 Item 2 -Firework Working Group Bank account update. Previous Minute Number 18/126 CIF Funding update (Play equipment 2 <sup>nd</sup> phase update). Previous Minute Number 18/130 Footpath Nature Trail (£1,500.00) – update Previous Minute Number 18/132 Local Services Fund – update Previous Minute Number 18/164 Village Fete 2019 - update Previous Minute Number 18/161 Church Road additional parking – Update Previous Minute Number 18/160 Memorial Stone - Update																																		
19/011	All Members	<b>The Herrington Trust.</b> To discuss and consider correspondence received.	Information/ Decision																																	
19/012	Cllr. B. Trew	<b>Traffic Calming.</b> To discuss and consider traffic calming in the village.	Decision																																	
19/012	Cllr M. Cooper	<b>Village Hall Report.</b> Update.	Information/ Decision																																	
19/013	All Members	<b>Litter Pick.</b> To discuss and consider taking part in the Great British Spring Clean 22 March - 23 April 2019.	Decision																																	
19/015	All Members	<b>Policies.</b> To consider to adopt the following: <b>Item A.</b> Equality and Diversity Policy <b>Item B.</b> Complaints Policy <b>Item C.</b> Dignity at Work Policy	Decision																																	
19/016	All Members	<b>Financial Matters.</b> 1) Financial Statement for December/January (Items to be approved for payment and signed as per payment schedule). <table border="1"><thead><tr><th></th><th>CHEQUE</th><th>TOTAL</th></tr></thead><tbody><tr><td>D. Jacob (Salary for December including office rent)</td><td>SO</td><td>446.43</td></tr><tr><td>HM Revenue &amp; Customs (For December)</td><td>002095</td><td>48.20</td></tr><tr><td>D. Jacob (Expenses December/January)</td><td>002096</td><td>46.33</td></tr><tr><td>Wickham St Pauls Village Hall (Hall Hire for November) Inv.No. 2051</td><td>002097</td><td>8.00</td></tr><tr><td>James Todd &amp; Co Ltd Inv.No. 30472 and 30898</td><td>002098</td><td>60.00</td></tr><tr><td>Derek Stokes (Reimbursement for items purchased)</td><td>002099</td><td>81.93</td></tr><tr><td>D. Jacob (Salary for January including office rent)</td><td>SO</td><td>446.43</td></tr><tr><td>HM Revenue &amp; Customs (For January)</td><td>002100</td><td>48.20</td></tr><tr><td>Action Play &amp; Leisure (phase 2, slide) Inv. No. APL23108</td><td>002101</td><td>5,209.00</td></tr><tr><td>S. Shuttlewood (Grass cutting)</td><td>002102</td><td>310.00</td></tr></tbody></table> 2) Monthly Budget Statement.		CHEQUE	TOTAL	D. Jacob (Salary for December including office rent)	SO	446.43	HM Revenue & Customs (For December)	002095	48.20	D. Jacob (Expenses December/January)	002096	46.33	Wickham St Pauls Village Hall (Hall Hire for November) Inv.No. 2051	002097	8.00	James Todd & Co Ltd Inv.No. 30472 and 30898	002098	60.00	Derek Stokes (Reimbursement for items purchased)	002099	81.93	D. Jacob (Salary for January including office rent)	SO	446.43	HM Revenue & Customs (For January)	002100	48.20	Action Play & Leisure (phase 2, slide) Inv. No. APL23108	002101	5,209.00	S. Shuttlewood (Grass cutting)	002102	310.00	Decision
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19/017	All Members	<b>Adult Mental Health First Aid Training.</b> The EALC (Essex Association of Local Councils) are offering free training to Councillors, venues and dates to be confirmed.	Information/Decision																																	
19/018	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																																	
19/019	All Members	<b>To exclude the press and public.</b> Public Bodies (Admission to Meetings) Act 1960 ‘That the public be excluded from the meeting during consideration of Agenda Item 19/020, 19/021 and 19/022 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.	Decision																																	
19/020	All Members	<b>Chapel Yard.</b> To consider correspondence from BDC regarding Chapel Yard.	Decision																																	
19/021	All Members	<b>Village Maintenance Operative (Handyman).</b> To consider advert, to consider contract of employment and job description.	Decision																																	

<b>19/022</b>	All Members	<b>Grass cutting 2019 quotations.</b> To consider quotations received, and consider offering a one- or three-year contract.	Decision
<b>19/023</b>	All Members	<b>Date of Next Meeting.</b> Parish Council Meeting 26 <sup>th</sup> March 2019 (7.30pm)	Information

**Council Documents.**

Large print, in braille, or hard copy of agenda, minutes, etc are available on request.

THIS NOTICE WAS ISSUED BY:

MRS DIANE JACOB

CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

WICKHAM ST PAULS PARISH COUNCIL

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