

# WICKHAM ST PAULS PARISH COUNCIL

[www.e-voice.org.uk/wickham-st-pauls](http://www.e-voice.org.uk/wickham-st-pauls)

18<sup>TH</sup> MARCH 2020

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 24<sup>TH</sup> MARCH 2020** 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
20/027	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
20/028	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 2019.	Decision
20/029	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
20/030	All Members	<b>District and County Councillors to address the members if present.</b> District Councillor, County Councillor.	Information
20/031	All Members	<b>Minutes.</b> <b>Item 1.</b> To confirm the minutes of the Parish Council meeting held on 28 <sup>th</sup> January 2020. <b>Item 2.</b> To confirm the minutes of the Personnel Committee meeting held on 13 <sup>th</sup> February 2020. (Meeting cancelled as not quorate). <b>Item 3.</b> To confirm the minutes of the Personnel Committee meeting held on 27 <sup>th</sup> February 2020.	Decision
20/032	All Members	<b>Planning Matters.</b> <b>Ref:</b>  TO CONSIDER ANY APPLICATIONS RECEIVED	Decision
20/033	All Members	<b>Council Documents.</b> To consider to adopt the following as per advised by the EALC and NALC. <b>Item 1.</b> Freedom of Information Policy <b>Item 2.</b> Community Engagement Policy <b>Item 3.</b> Health and Safety Policy Statement <b>Item 4.</b> Accessibility Statement <b>Item 5.</b> Privacy Statement	Decision
20/034	All Members	<b>Vacancy on Wickham St Pauls Parish Council</b> <b>Item 1.</b> To consider application and Co-Opt candidate. <b>Item 2.</b> Co-opted candidate to sign acceptance of office. <b>Item 3.</b> Consent form to receive the Council Summons and agenda electronically. <b>Item 4.</b> Declaration of Interest form to be sent direct to Braintree District Council and also Clerk to receive a copy.	Decision

20/035	All Members	<b>Matters Arising – Updates</b> <b>Item 1.</b> Previous Minute Number 18/042 Item 2. Village Pump - update. <b>Item 2.</b> Previous Minute Number 18/161 Church Road additional parking and traffic calming – (Highways) update. <b>Item 3.</b> Previous Minute Number 19/092 Trees Planting on the Village Green – in the spring. <b>Item 4.</b> VE Day event – Street Party on Friday 8 <sup>th</sup> May (Bank Holiday) request £300.00 for commemorative items - update <b>Item 5.</b> Nature Trail – update. <b>Item 6.</b> Village Hall Report - update <b>Item 7.</b> Wickham St Pauls Consolidate Trust – formally known as The Herrington Trust – update	Information/ Decision
20/036	All Members	<b>Council Resolution for Foundation Award</b> The council confirms by resolution at a full council meeting that it publishes online: RESOLVED that: <b>Item (a)</b> the Parish Council had achieved items 1 – 15 of the Foundation Level and that all documentation relating to these items can be found of the Parish Council website: 1. Standing Orders & Financial Regulations 2. Code of Conduct 3. Publication Scheme 4. The last Annual Return 5. Transparent Information about Council Payments 6. A calendar showing all meetings 7. Minutes 8. Current Agendas 9. The Budget & Precept information 10. Complaints Procedure 11. Council Contact details 12. Action Plan 13. Evidence of Consulting the Community 14. Publicity Advertising Council Activities 15. Evidence of Participating in Town and Country Planning  The council also confirms by resolution at a full council meeting that it has: <b>Item (b)</b> the following items of the Foundation Level have been achieved: A Risk Management scheme; A Register of Assets; Contracts for all members of staff; Up-to-date insurance policies that mitigate risks to public money; Disciplinary and Grievance Procedure; A Training Policy; A Record of all training; The Clerk has achieved 12 CPD points in the last year.	Decision
20/037	All Members	<b>A131 Long Gardens.</b> To confirm that the Clerk has contacted Highways regarding a pavement, they advise that they have initial concerns that there may not be sufficient space to install a path.	Decision
20/038	All Members	<b>The Green (Oak Road)</b> <b>Item 1.</b> To discuss repairs carried out to Oak Road and village hall car park by a resident. <b>Item 2.</b> To consider installing new oak posts at the end of The Green (Oak Road), to deter parking adjacent to the recreational equipment. <b>Item 3.</b> To consider white lining of Oak Road, requested by resident at Oak Lea.	Decision
20/039	All Members	<b>New Sign.</b> To consider new signage to read 'Please park vehicles at the Village Hall when using the recreational equipment Thank you'.	Decision
20/040	All Members	<b>The Village Green.</b> To discuss and confirm wild flower areas.	Decision
20/041	All Members	<b>Volunteer Working Group.</b> To confirm working group to meet on Saturday 4 <sup>th</sup> April between 10.00am to 2.00pm, to clear the village pond refreshments will be provided by the WI.	Decision
20/042	All Members	<b>Asset Register 2020.</b> To confirm and sign the Asset Register for 2020.	Decision
20/043	All Members	<b>I.T.</b> To discuss the set up of dedicated Councillor email addresses.	Decision

20/044	All Members	<p><b>Financial Matters.</b></p> <p>1) Financial Statement (Items to be approved for payment and signed as per payment schedule).</p> <table><tr><td></td><td>CHEQUE No.</td><td>TOTAL</td></tr><tr><td>D. Jacob (Salary for March)</td><td>50</td><td>518.00</td></tr><tr><td>D. Jacob (Adjustment to Salary for March)</td><td>002179</td><td>1.50</td></tr><tr><td>HM Revenue &amp; Customs (For March)</td><td>002180</td><td>6.20</td></tr><tr><td>B. Rippingale (Salary for March)</td><td>002181</td><td>84.67</td></tr><tr><td>Wickham St Pauls Village Hall Inv..No. 2149 &amp; 2154</td><td>002182</td><td>16.00</td></tr><tr><td>Running Imp Ltd Pro-forma Inv. order no. 360118</td><td>002183</td><td>204.34</td></tr><tr><td>Pamela Nuttall (Memorabilia &amp; bunting for VE Day)</td><td>002184</td><td>95.66</td></tr><tr><td>The Lavenham Pres Ltd</td><td>002185</td><td>141.00</td></tr><tr><td>D. Jacob (Expenses for February/March)</td><td>002186</td><td>65.50</td></tr><tr><td>D. Stokes (Reimbursement for materials as per receipts)</td><td>002187</td><td>12.79</td></tr><tr><td>Ernest Doe &amp; Sons Ltd</td><td>002188</td><td>78.96</td></tr></table> <p>2) Monthly Budget Statement.</p>		CHEQUE No.	TOTAL	D. Jacob (Salary for March)	50	518.00	D. Jacob (Adjustment to Salary for March)	002179	1.50	HM Revenue & Customs (For March)	002180	6.20	B. Rippingale (Salary for March)	002181	84.67	Wickham St Pauls Village Hall Inv..No. 2149 & 2154	002182	16.00	Running Imp Ltd Pro-forma Inv. order no. 360118	002183	204.34	Pamela Nuttall (Memorabilia & bunting for VE Day)	002184	95.66	The Lavenham Pres Ltd	002185	141.00	D. Jacob (Expenses for February/March)	002186	65.50	D. Stokes (Reimbursement for materials as per receipts)	002187	12.79	Ernest Doe & Sons Ltd	002188	78.96	Decision
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20/045	All Members	<p><b>CORONAVIRUS Covid-19 / SLCC guidance</b></p> <p>To consider extending the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its staff and residents.</p>	Decision																																				
20/046	All Members	<p><b>Items for next agenda.</b></p> <p>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.</p>	Information																																				
20/047	All Members	<p><b>Date of Next Meeting.</b></p> <p>Annual Parish Assembly 20<sup>th</sup> May (7.00pm)</p> <p>Annual Parish Meeting followed by Parish Council Meeting 26<sup>th</sup> May (7.00pm)</p>	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 Wickham St Pauls Parish Council)

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