

# WICKHAM ST PAULS PARISH COUNCIL

17<sup>TH</sup> MAY 2018

DEAR COUNCILLOR

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL MEETING, FOLLOWED BY PARISH COUNCIL MEETING, OF WICKHAM ST PAULS PARISH COUNCIL TO BE HELD AT THE VILLAGE HALL, AT 7.30 P.M. ON TUESDAY 29<sup>TH</sup> MAY 2018 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
18/052	ALL MEMBERS	To elect the Chairman.		DECISION
18/053	CHAIRMAN	Chairman’s Declaration of Office - to be signed.		INFORMATION
18/054	ALL MEMBERS	To elect the Vice-Chairman.		DECISION
18/055	VICE-CHAIRMAN	Vice-Chairman’s Declaration of Office – to be signed.		INFORMATION
18/056	ALL MEMBERS	Check Members Register of Interests. Members to review their declaration of interests and update (send direct to BDC) where necessary.		INFORMATION
18/057	ALL MEMBERS	Bank Signatories. To confirm three signatories for the Parish Council Bank Accounts.		INFORMATION/ DECISION
18/058	ALL MEMBERS	To review membership and agree renewal of the following bodies: -		DECISION
		EALC (Essex Association of Local Councils) NALC (National Association of Local Councils)	81.19 17.77	
18/059	ALL MEMBERS	To adopt Council Documents/Policies. A. Standing Orders B. Financial Regulations C. Code of Conduct D. Public Participation		DECISION
18/060	ALL MEMBERS	General Power of Competence To confirm and adopt the proposal that Wickham St Pauls Parish Council meets the requirements to become a Parish Council with ‘General Power of Competence’.		DECISION
18/061	ALL MEMBERS	Review and confirm arrangements for Insurance Cover 2018. To consider quotes and to agree Insurance cover.		DECISION
18/062	ALL MEMBERS	Parish Clerk & Responsible Financial Officer Confirmation of Clerk to act as Responsible Financial Officer to the Council, currently on scale point 22 in accordance with contract of employment.		DECISION
18/063	ALL MEMBERS	Working Groups. To confirm working groups. Play Area Working Group Current Members – Derek Stokes, Angela Johnstone Firework Working Group Current Members – Derek Stokes, Martin Cooper		DECISION
18/064	ALL MEMBERS	Annual Meeting Closed		INFORMATION

		<h1><b><u>AGENDA</u></b></h1>	
		<b>29<sup>TH</sup> MAY 2018 PARISH COUNCIL MEETING COMMENCES</b>	
<b>ITEM</b>	<b>PRESENTER</b>	<b>SUBJECT</b>	<b>STATUS</b>
<b>18/065</b>	CHAIRMAN	<b>Welcome and Apologies for Absence.</b>	INFORMATION
<b>18/066</b>	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 2016.	DECISION
<b>18/067</b>	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 Wakes Colne 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
<b>18/068</b>	ALL MEMBERS	<b>Ward and County Councillors to address the members if present.</b> Ward Councillor, County Councillor.	INFORMATION
<b>18/069</b>	ALL MEMBERS	<b>Item 1 - To CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27<sup>th</sup> March 2018.</b> <b>Item 2 - To CONFIRM THE MINUTES OF THE ANNUAL PARISH ASSEMBLY HELD ON 15<sup>TH</sup> MAY 2018.</b>	DECISION
<b>18/070</b>	ALL MEMBERS	<b>Vacancy on Wickham St Pauls Parish Council.</b> <b>Item 1.</b> To consider applications and Co-Opt a candidate. <b>Item 2.</b> Co-opted Candidate to sign acceptance of office. <b>Item 3.</b> Declaration of Interest form to be sent direct to Braintree District Council, and also the Clerk to receive a copy.	DECISION
<b>18/071</b>	ALL MEMBERS	<b>Data Protection Officer.</b> The Government has made an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.	INFORMATION
<b>18/072</b>	ALL MEMBERS	<b>Accounts 2017/18.</b> <b>Item 1</b> - Internal Auditors Report. <b>Item 2</b> – Clerk to confirm reclaim for VAT 2017/2018. <b>Item 3</b> – Approval of Governance Statements for 2017/2018 prior to submission to the Audit Commission. Chairman and Clerk to sign. <b>Item 4</b> - Approval of Accounting Statements for 2017/2018 prior to submission to the Audit Commission. Chairman and Clerk to sign. <b>Item 5</b> –Year End Bank and Bank Reconciliation for 2017/2018 prior to submission to the Audit Commission. Chairman and Clerk to sign <b>Item 6</b> - To sign off the accounts for 2017/2018, Chairman and Clerk to sign.	DECISION
<b>18/073</b>	ALL MEMBERS	<b>Dog Show 2018.</b> To consider a request to hold a Dog Show on Saturday 8th September 2018 and the show itself will run from approximately 1pm – 5pm.	DECISION
<b>18/074</b>	ALL MEMBERS	<b>Armistice Day.</b> To consider a request to play the bagpipes at 6:00 a.m. on the 11th. November on the village green.	DECISION
<b>18/075</b>	ALL MEMBERS	<b>Wedding on the Green.</b> Eleanor Simpson and Martyn Little (both WSP residents) have booked the Green and Hall from 10 – 12th August (will vacate Hall before 12noon on 12th so WSP CC can use the Green and Pavilion) - To confirm that permission has been granted.	DECISION
<b>18/076</b>	ALL MEMBERS	<b>Tree.</b> To consider planting a Popular Tree on the grass apron in front of the pavilion.	DECISION
<b>18/077</b>	ALL MEMBERS	<b>Planning Matters.</b> <b>Ref:</b> TO CONSIDER ANY APPLICATIONS RECEIVED	DECISION
<b>18/078</b>	ALL MEMBERS	<b>Play Equipment.</b> Update.	INFORMATION/DECISION
<b>18/079</b>	ALL MEMBERS	<b>Defibrillator.</b> Update.	INFORMATION/DECISION
<b>18/080</b>	ALL MEMBERS	<b>Replacement Wooden Seat.</b> To consider the purchase of a new wooden seat	DECISION

18/081	ALL MEMBERS	<p><b>Financial Matters.</b></p> <p><b>1) Financial Statement for April/May (Items to be approved for payment and signed as per payment schedule).</b></p> <table><tr><td></td><td><b>CHEQUE No.</b></td><td><b>TOTAL</b></td></tr><tr><td><u>CHEQUES TO APPEAR IN 2018/19 FIGURES AS BUDGETED</u></td><td></td><td></td></tr><tr><td>D. Jacob (Salary for April)</td><td>SO</td><td>484.76</td></tr><tr><td>Village Hall Inv. 197</td><td>2041</td><td>8.00</td></tr><tr><td>EALC (Subscriptions for EALC &amp; NALC) Inv. 9572)</td><td>2042</td><td>98.96</td></tr><tr><td>Maestro Tree Services</td><td>2043</td><td>70.00</td></tr><tr><td>Mr A. Rippingale</td><td>2044</td><td>140.00</td></tr><tr><td>James Todd &amp; Co Ltd Inv. No. 28167</td><td>2045</td><td>30.00</td></tr><tr><td>D. Jacob (Salary for May)</td><td>SO</td><td>484.76</td></tr><tr><td>D. Jacob (Salary Difference for May)</td><td>2046</td><td>14.54</td></tr><tr><td>HM Revenue &amp; Customs (For May)</td><td>2047</td><td>4.60</td></tr><tr><td>D. Jacob (Expenses for April/May)</td><td>2048</td><td>23.32</td></tr><tr><td>Wickham St Pauls Cricket Club</td><td>2049</td><td>1,000.00</td></tr><tr><td>J.C. Reddington (Internal Auditor)</td><td>2050</td><td>70.00</td></tr><tr><td>S. Shuttlewood</td><td>2051</td><td>295.00</td></tr><tr><td>L.S.System Ltd (Wooden Seat)</td><td>2052</td><td>180.00</td></tr><tr><td>Village Hall Inv. 1991</td><td>2053</td><td>26.00</td></tr><tr><td>Wickham St Pauls WI</td><td>2054</td><td>152.65</td></tr></table> <p><b>2) Monthly Budget Statement</b></p>		<b>CHEQUE No.</b>	<b>TOTAL</b>	<u>CHEQUES TO APPEAR IN 2018/19 FIGURES AS BUDGETED</u>			D. Jacob (Salary for April)	SO	484.76	Village Hall Inv. 197	2041	8.00	EALC (Subscriptions for EALC & NALC) Inv. 9572)	2042	98.96	Maestro Tree Services	2043	70.00	Mr A. Rippingale	2044	140.00	James Todd & Co Ltd Inv. No. 28167	2045	30.00	D. Jacob (Salary for May)	SO	484.76	D. Jacob (Salary Difference for May)	2046	14.54	HM Revenue & Customs (For May)	2047	4.60	D. Jacob (Expenses for April/May)	2048	23.32	Wickham St Pauls Cricket Club	2049	1,000.00	J.C. Reddington (Internal Auditor)	2050	70.00	S. Shuttlewood	2051	295.00	L.S.System Ltd (Wooden Seat)	2052	180.00	Village Hall Inv. 1991	2053	26.00	Wickham St Pauls WI	2054	152.65	DECISION
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18/082	ALL MEMBERS	<p><b>CCTV.</b></p> <p>To consider and discuss CCTV</p>	DECISION																																																						
18/083	ALL MEMBERS	<p><b>Date of Next Meeting.</b></p> <p><b>PARISH COUNCIL MEETING WEDNESDAY 24<sup>TH</sup> JULY 2017 (7.30PM)</b></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 THE COUNCIL

WICKHAM ST PAULS PARISH COUNCIL

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