

WICKHAM ST PAULS PARISH COUNCIL

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19TH MAY 2020

DUE TO THE CORONAVIRUS AND GOVERNMENT ADVICE THIS MEETING WILL NOT BE HELD AND COUNCILORS WILL BE VOTING BY -EMAIL

ITEM 20/064 THE PRESS AND PUBLIC ARE INVITED TO CONTACT/SEND COMMENTS TO THE PARISH CLERK

ANNUAL MEETING, FOLLOWED BY PARISH COUNCIL MEETING, OF WICKHAM ST PAULS PARISH COUNCIL TO BE HELD ON TUESDAY 26TH MAY 2020 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.



DIANE JACOB

CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

AGENDA

Government Regulation 6 (c) removes the requirement for a parish council to hold an annual meeting in May 2021.

Government Regulation 4 (2) carries the current appointment of Chairman on until the Annual Meeting in May 2021.

ITEM	PRESENTER	SUBJECT	STATUS				
20/048	ALL MEMBERS	To elect the Chairman. Carries the current appoint of Chairman onto the Annual Meeting in May 2021.	INFORMATION				
20/049	ALL MEMBERS	To elect the Vice-Chairman. Carries the current appointment of Vice-Chairman onto the Annual Meeting in May 2021.	INFORMATION				
20/050	ALL MEMBERS	Declaration of Acceptance of Office. All Councillors to sign declaration of acceptance of office	INFORMATION				
20/051	ALL MEMBERS	Check Members Register of Interests. Members to review their declaration of interests and update (return completed forms to the Clerk).	INFORMATION				
20/052	ALL MEMBERS	Consent form to receive the Council Summons and agenda electronically. To confirm all members have signed.	INFORMATION				
20/053	ALL MEMBERS	Bank Signatories. To confirm three signatories for the Parish Council Bank Accounts. Cllr Stokes, Cllr Cooper and Cllr Sear.	INFORMATION				
20/054	ALL MEMBERS	To review membership and agree renewal of the following bodies: - <table><tr><td>EALC (Essex Association of Local Councils)</td><td>83.06</td></tr><tr><td>NALC (National Association of Local Councils)</td><td>18.14</td></tr></table>	EALC (Essex Association of Local Councils)	83.06	NALC (National Association of Local Councils)	18.14	DECISION
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NALC (National Association of Local Councils)	18.14						
20/055	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				
20/056	ALL MEMBERS	Review and confirm arrangements for Insurance Cover 2020/2021. To confirm insurance cover is in place until 31 st May 2021.	DECISION				
20/057	ALL MEMBERS	Personnel Committee. To elect Personnel Committee and Personnel Committee Chairman. (Currently Cllr. D. Stokes, Cllr. M. Cooper and Cllr. B. Trew with Cllr. B. Trew as Chairman)	DECISION				
20/058	ALL MEMBERS	Parish Clerk & Responsible Financial Officer. Confirmation of the Clerk to act as Responsible Financial Officer to the Council, in accordance with contract of employment.	DECISION				

20/059	ALL MEMBERS	Working Groups. To confirm working groups. Play Area Working Group Current Members – Derek Stokes Budget Working Group Current Members – Derek Stokes, Martin Cooper, Bev Trew, David Sear	DECISION
20/060	ALL MEMBERS	<u>To re-adopt Council Documents/Policies.</u> A. Accessibility Statement B. Action Plan C. Code of Conduct D. Co-Option Policy E. Complaints Procedure F. Community Emergency Plan (Not published, copy sent to BDC) G. Community Engagement Policy H. Dignity at Work/Bullying and Harassment Policy I. Disciplinary Policy J. Equality and Diversity Policy K. Financial Regulations L. Firework Risk Assessment M. Freedom of Information Policy N. Grant Policy O. Grievance Policy P. Health & Safety Policy Statement Q. Privacy Statement R. Public Participation S. Standing Orders T. Strategic Risk Register U. Terms of Reference for Personnel Committee V. Training & Development Policy W. Training Record	DECISION
20/061	ALL MEMBERS	Annual Meeting Closed.	INFORMATION
		<u>AGENDA</u>	
		26TH MAY 2020 PARISH COUNCIL MEETING COMMENCES	
ITEM	PRESENTER	SUBJECT	STATUS
20/062	CHAIRMAN	Welcome and Apologies for Absence.	INFORMATION
20/063	ALL MEMBERS	Declaration of Interests. 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 2018.	DECISION
20/064	ALL MEMBERS	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. 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
20/065	ALL MEMBERS	Ward and County Councillors to address the members if present. Ward Councillor, County Councillor.	INFORMATION
20/066	ALL MEMBERS	Minutes. To confirm the minutes of the Parish Council meeting held on 24 th March 2020.	DECISION

20/067	ALL MEMBERS	Accounts 2019/20. Item 1 - Internal Auditors Report. Item 2 – Clerk to confirm reclaim for VAT 2019/2020. Item 3 – Approval of Annual Governance Statement for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 4 - Approval of Accounting Statements for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign. Item 5 – 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 2020. Item 6 –Year End Bank Reconciliation for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign Item 7 - To sign off the accounts for 2019/2020, Chairman and Clerk to sign. Item 8 – To confirm the notice of public rights and publications of annual governance and accountability return has been displayed.	DECISION
20/068	ALL MEMBERS	Planning Matters. Ref: 20/00713/HH DESCRIPTION: Proposed pitched roof to replace flat roof and weatherboarding to existing utility side projection. LOCATION: 13 Church Road, Wickham St Pauls, Essex CO9 2PL TO CONSIDER ANY APPLICATIONS RECEIVED	DECISION
20/069	ALL MEMBERS	Matters Arising – Updates. Item 1. Previous Minute Number 18/042 Item 2. Village Pump – update. Item 2. Previous Minute Number 18/161 Church Road additional parking and traffic calming – (Highways) update. Item 3. Previous Minute Number 19/092 Trees Planting on the Village Green – Update. Item 4. Nature Trail – Update. Item 5. Village Hall Report – Update. Item 6. Wickham St Pauls Consolidate Trust – formally known as The Herrington Trust – Update.	DECISION
20/070	CLLR TREW	Shellards Lane. Potholes and banks – update.	INFORMATION
20/071	ALL MEMBERS	Salt Bag Partnership 2020/2021. To consider if the Parish Council would like to take part in this scheme.	DECISION
20/072	ALL MEMBERS	The Village Green. To discuss and confirm wild flower areas.	DECISION
20/073	ALL MEMBERS	New Sign. To consider new signage to read 'Please park vehicles at the Village Hall when using the recreational equipment 'Thank you'.	DECISION
20/074	ALL MEMBERS	Play Equipment. To discuss the steps on the slide, to also consider the warranty and insurance if these are modified in anyway.	DECISION

20/075	ALL MEMBERS	<p>Financial Matters.</p> <p>1) Financial Statement for (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>EALC (Subscriptions for EALC & NALC) Inv. 12716</td><td>002196</td><td>101.20</td></tr><tr><td>HM Revenue & Customs (For April)</td><td>002190</td><td>103.20</td></tr><tr><td>B. Rippingale (Salary for April)</td><td>002191</td><td>86.32</td></tr><tr><td>D. Jacob (Salary for April)</td><td>SO</td><td>430.00</td></tr><tr><td>D. Jacob (Adjustment to Salary for April)</td><td>002202</td><td>3.90</td></tr><tr><td>Came & Company Insurance</td><td>002197</td><td>383.15</td></tr><tr><td>JPB Landscapes (Inv. Nos. 1034,1036 April/May)</td><td>002198</td><td>528.00</td></tr><tr><td>Wickham St Pauls Cricket Club (Grant)</td><td>002204</td><td>1,000.00</td></tr><tr><td>D. Jacob (Salary for May)</td><td>SO</td><td>430.00</td></tr><tr><td>D. Jacob (Salary Difference for May)</td><td>002203</td><td>3.90</td></tr><tr><td>HM Revenue & Customs (For May)</td><td>002192</td><td>103.20</td></tr><tr><td>B. Rippingale (Salary for May)</td><td>002193</td><td>86.32</td></tr><tr><td>J.C. Reddington (Internal Auditor)</td><td>002205</td><td>100.00</td></tr><tr><td>Derek Stokes (Reimbursement for receipts)</td><td></td><td>87.15</td></tr><tr><td>D. Jacob (Expenses for April/May)</td><td></td><td>41.44</td></tr><tr><td>Peter R. Trew Limited Inv.No. 338</td><td></td><td>62.40</td></tr><tr><td>Cardiac Science (to be confirmed awaiting invoice)</td><td></td><td></td></tr></table> <p>2) Monthly Budget Statement</p>		CHEQUE No.	TOTAL	EALC (Subscriptions for EALC & NALC) Inv. 12716	002196	101.20	HM Revenue & Customs (For April)	002190	103.20	B. Rippingale (Salary for April)	002191	86.32	D. Jacob (Salary for April)	SO	430.00	D. Jacob (Adjustment to Salary for April)	002202	3.90	Came & Company Insurance	002197	383.15	JPB Landscapes (Inv. Nos. 1034,1036 April/May)	002198	528.00	Wickham St Pauls Cricket Club (Grant)	002204	1,000.00	D. Jacob (Salary for May)	SO	430.00	D. Jacob (Salary Difference for May)	002203	3.90	HM Revenue & Customs (For May)	002192	103.20	B. Rippingale (Salary for May)	002193	86.32	J.C. Reddington (Internal Auditor)	002205	100.00	Derek Stokes (Reimbursement for receipts)		87.15	D. Jacob (Expenses for April/May)		41.44	Peter R. Trew Limited Inv.No. 338		62.40	Cardiac Science (to be confirmed awaiting invoice)			DECISION
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20/076	ALL MEMBERS	<p>The Victory Inn.</p> <p>When the Victory Inn re-opens in order to follow social distancing rules would the Parish Council allow tables and chairs onto the village green.</p>	DECISION																																																						
20/077	ALL MEMBERS	<p>Future Parish Council meetings - Virtual Meetings.</p> <p>In order for Wickham St Pauls Parish Council to hold virtual meetings the Parish Council laptop would need to be upgraded at a cost of approx. £600.00 plus software cost at approx. £80.00 per annum.</p>	DECISION																																																						
20/078	ALL MEMBERS	<p>A131 Long Gardens.</p> <p>A speeding issue has been raised.</p>	DECISION																																																						
20/079	ALL MEMBERS	<p>Grass cutting.</p> <p>Public footpath adjacent to Speners caravan park.</p>	DECISION																																																						
20/080	ALL MEMBERS	<p>Date of Next Meeting.</p> <p>Parish Council Meeting Wednesday 30th July (7.30pm)</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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