

**MINUTES OF THE PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL  
HELD ON TUESDAY 28<sup>th</sup> July 2020, AT 7.30pm  
(Owing to the Coronavirus and Government advice this was a virtual meeting held by Zoom)**

In the Chair: Cllr. D. Stokes  
Present Cllrs. Cllr. M. Cooper, Cllr. J. Barlow, Cllr. A. Johnstone  
Clerk: Mrs D. Jacob

Also, present Cllr. W. Scattergood, Cllr. D. Finch and one member of the public.

**20/081 Welcome and Apologies for Absence.**

The Chairman welcomed everyone to this first ever virtual Wickham St Pauls Parish Council meeting, no apologies for absence.

**20/082 Declaration of Interests.**

Cllr. Scattergood declared an interest as she knew the member of the public.

**20/083 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.**

A member of the public spoke regarding item 20/086 ref: 20/00979/FUL construction of 7 2-bedroom dwellings land west of Church Road, residents strongly object to this application and a petition of 140 signatures has been presented to BDC for consideration, access is an issue and this is agricultural land outside the village envelope and should remain so. Planning on this site has been applied for many times, but refused.

**20/084 Ward and County Councillors to address the members if present.**

Ward Councillor Wendy Scattergood reported that virtual planning meetings were continuing to take place and that there is a backlog over 600 applications. The local plan has now been released. Swimming pools have been granted funding and should reopen within a few weeks.

County Councillor David Finch.

Submitted and extensive report, which covered the following subjects and full details will be put on our website and also available in hard copies from our Clerk. They include:

**Shielding:**

Within 48 hours, set up a distribution and call centre in Essex with government staff and thousands of the volunteers supporting people in Category B.

**Securing PPE using our strategic partners:**

We were able to secure 200,000 protective face masks to support critical need across the social care sector in Essex and neighbouring counties.

Developed local hubs across Essex to ensure strong regular links with care homes.

**Schools and Adult Community Learning (ACL):**

Since the start of the crisis schools have remained open to the children of key workers and to vulnerable children.

**Budget:**

Demands on the ECC budget to date have resulted in additional costs in the region of £49. million.

**Recovery:**

On Monday, following the statement from the Prime Minister, government guidance was released about the steps towards easing lockdown. We are working on the implications of this for our services and will provide you with news on that soon.

**Green issues:**

Meeting of the Essex Climate Action Commission took place virtually on 12<sup>th</sup>. May, when it was agreed that there was an urgency to proceed at pace and to be bold in tackling the climate challenge. Items include:

Cycling, working from home, single use plastics, transport, energy and waste, community action

Essex Housing have announced that Air Sourced Heat Pumps (ASHPs) will be installed as part of all new developments.

Signed (Chairman).....

29<sup>th</sup> September 2020

**20/085 Minutes.**

**Item 1.** To confirm the minutes of the Annual Parish Council meeting held on 28<sup>th</sup> May 2020.

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

**Item 2.** To confirm the minutes of the Parish Council meeting held on 28<sup>th</sup> May 2020.

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

**20/086 Planning Matters.**

**Item 1. Planning Applications**

**Ref: 20/00941/HH**

Description: Erection of a replacement single storey side/rear extension

Location: Chestnut Cottage Church Road Wickham St Paul Essex CO9 2PN

No Objection

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

**Ref: 20/00942/LBC**

Description: Demolition of existing rear /side lean-to plastic roofed extension and replacement with slate roofed extension

Location: Chestnut Cottage Church Road Wickham St Paul Essex CO9 2PN

No Objection

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

**Ref: 20/00955/HH & PP-08807294**

Description: Erection of detached garage outbuilding

Location: Windsors Shellards Lane Wickham St Paul Essex CO9 2PP

No Objection

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

**Ref: 20/00564/FUL**

Description. Construction of new 4-bed detached dwelling house

Location Mansard School Road Wickham St Paul Essex CO9 2PR

Objection (comments already sent)

**Ref: 20/00979/FUL**

Description: Construction of No.7 2 Bedroom Dwellings

Location: Land West Of Church Road Wickham St Paul Essex

Objection

The Parish Council is in full support of the twenty-four residents who submitted individual objections and the 140 residents who signed a petition of objection.

In summary, the proposed development falls outside the defined village envelope, is on land designated as 'Countryside' and has never been included in the Local Plan. There are concerns that the development could set a precedent in future developments.

Further concerns about the volume of traffic and loss of wildlife habitat. A letter from the Parish Council with detailed objection will be submitted to Planning.

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

**Ref: 20/01028/HH**

Description: Erection of a single storey side extension

Location: 1 Fox Yard Church Road Wickham St Paul Essex CO9 2PW

No Objection

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

**Ref: 20/01079/LBC**

Description: Alterations to windows and inclusion of eaves pattern to thatch

Location: 1 School Cottage School Road Wickham St Paul Essex CO9 2PR

No Objection

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

**Item 2.** Would Wickham St Pauls Parish Council like to work towards a Neighbourhood Plan or a Village Design Statement.

Deferred until September meeting.

**Item 3.** To set up a working group to undertake and work until completion on item 2.

Deferred until September meeting.

**20/087 Accounts 2019/20.**

**Item 1** - Internal Auditors Report.

**Item 2** - 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 3** – Clerk to confirm reclaim for VAT 2019/2020.

**Item 4** – Approval of Annual Governance Statement for 2019/2020 prior to submission to the Audit Commission.

Signed (Chairman).....

29<sup>th</sup> September 2020

1. We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have financial impact on this authority and, where appropriate, have included them in the accounting Chairman and Clerk to sign.

**Item 5** - Approval of Accounting Statements for 2019/2020 prior to submission to the Audit Commission. Chairman and Clerk to sign.

**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 will be displayed between 15th June 2020 - 24th July 2020.

Agreed all of the above, proposed by Cllr. Cooper, seconded by Cllr Johnstone, all in favour, resolution passed.

## 20/088 Financial Matters.

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

	CHEQUE NO.	TOTAL
Playsafety Ltd Inv. No. 48701 (RoSPA report)	002209	82.20
D. Jacob (Salary for June)	SO	430.00
D. Jacob (Adjustment to Salary for June)	002210	3.90
HM Revenue & Customs (For June)	002194	103.20
B. Rippingale (Salary for June)	002195	86.32
Dove Support Inv. No. 1116	002211	148.79
Cardiac Science Holdings (UK) Ltd Inv No. 7385681 Void (Cheque made out in error)	002212	-
D. Stokes (Reimbursement for materials as per receipts)	002213	38.58
Rural Community of Essex (Subscription)	002214	52.80
Glasdon UK Ltd (Inv. No. 3037534)Void (Cheque made out in error)	002215	-
JPB Landscapes (Inv. No. 1059 for June)	002199	264.00
Glasdon UK Ltd (Inv. No. 3037534)	002216	46.91
James Todd & Co (Inv. No. 38218)	002217	108.00
D. Jacob (Salary for July)	SO	430.00
D. Jacob (Adjustment to Salary for July)	002218	3.90
HM Revenue & Customs (For July)	002219	103.20
B. Rippingale (Salary for July)	002220	86.32
D. Jacob (Expenses for June/July)	002221	44.43
Cardiac Science Inv. 7385681, credit not 53168	002222	18.84
Breeze Office Solutions Inv. No. 111529	002223	45.94

- 2) Monthly Budget Statement – Received and noted.

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

## 20/089 RoSPA Report 2020 - Play area inspection.

**Item 1.** To discuss and consider the RoSPA inspection report.

Most of the items are minor and can be addressed by the Handyman or Councillors. However, some need major surgery: -

1. Slide steps irregular, low risk. Manufacturer is addressing this in October.
2. Resurfacing under swings, see below.

**Item 2.** To consider a quote to carry out the remedial work in the RoSPA report.

Slide run-off. Whilst the existing complies, there have been issues with users. A price of £1885.00 received and they can do it by 1<sup>st</sup>. week September, agreed to accept quote.

Signed (Chairman).....

29<sup>th</sup> September 2020

Proposed by Cllr. Cooper, seconded by Cllr Johnstone, all in favour, resolution passed.  
Surfacing under swings medium risk with a rectification cost of £6383.00 Proposal is to add to the 2021/2022 budget.  
Proposed by Cllr. Cooper, seconded by Cllr. Johnstone, all in favour, resolution passed.

**20/090 Parish Calendar 2021.**

Dates set for the Parish Calendar 2021.

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

**20/091 Matters Arising – Updates**

**Item 1.** Previous Minute Number 18/042 Item 2. Village Pump – update by Cllr. Cooper that we are waiting for the steel bracket to hold the pump in place.

**Item 2.** Previous Minute Number 18/161 Item 1. Church Road additional parking and traffic calming -No update from Highways, deferred to the next agenda.

**Item 3.** Previous Minute Number 18/161 Item 2. Speed Indicator Device – No update from Highways, deferred to the next agenda.

**Item 4.** Previous Minute Number 18/042 Item 1. A proposal for Beryl's legacy, a booklet at a cost of £150.00 - No progress at the moment therefore, proposed to no longer go-ahead and to take it off the agenda.

**Item 5.** Previous Minute Number 19/092 Trees Planting on the Village Green. Chairman and Vice-Chairman to mark out where the trees are going. Residents to be advised of locations and offered indigenous trees options for contributing to larger specimens.

**Item 6.** Village Hall Report – update by Cllr. Cooper that the village hall has received funding from BDC and are preparing to reopen in accordance with social distancing regulations.

**Item 7.** Wickham St Pauls Consolidate Trust – formally known as The Herrington Trust – no update

**Item 8.** Previous minute number 20/074 Play Equipment. Steps on the slide – The manufacturers have been contacted and propose remedial works for October 2020.

**Item 9.** Previous minute 20/078 A131 Long Gardens – speeding.Highways advised that they are prepared to do a speed survey, but this may not take place until September 2020 at the earliest.

**Item 10.** Previous minute number 20/077 Virtual Meetings. Laptop has been updated to windows 10, to monitor the laptop and to allocate money for a new one in the budget.

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

**20/092 Pond.**

To discuss vegetation and pond clearance, and to consider quotes for dredging the pond this autumn.

Quote received for £680.00 to remove vegetation and can be done in September.

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

Chairman and Vice-Chairman to speak to local farmers to see if they would accept the silt from the ponds. Dredging quotes to be obtained and this item to be on the September agenda.

**20/093 Post Box.**

The Parish Council to ask Royal Mail to install a larger post box on Church Road to replace the existing one, it will be a similar size, red and have E11R on it. Proposed by Cllr. Johnstone, seconded by Cllr. Barlow all in favour, resolution passed. This item to be on September agenda for an update.

**20/094 Footpaths.**

Parish Council have reported four issues with footpaths as follows:

Ref 2667267 Footpath 14 Bullocks Hole Bridge – Highways advised not a priority.

Ref 2671567 Footpath 22 off Old Road - Highways advised not a priority.

Ref 2671565 Footpath adjacent to Long Gardens – Reported to Highways.

Footpath adjacent to Park Farm. Vegetation now cut back, Cllr. Stokes spoke to landowner with request that they cut back again in autumn.

**20/095 National Local Council Award Scheme.**

Wickham St Pauls Parish Council have achieved the Foundation Level Award and would we like to progress onto the Quality level award.

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

**20/096 Councillor Resignations.**

To confirm receipt of resignations from Cllr. Bev Trew and Cllr. David Sear.

Councillor Vacancy on Wickham St Pauls Parish Council.

Signed (Chairman).....

29<sup>th</sup> September 2020

We currently have two vacancies on Wickham St Pauls Parish Council. If anyone is interested in joining us please contact the Clerk for an application form.

**20/097 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.

To consider to appoint a new Internal Auditor (as previous one has retired).

**20/098 Date of Next Meeting.**

Parish Council Meeting Tuesday 29<sup>th</sup> September (7.30pm)

Meeting Closed at 8.29pm

Signed (Chairman).....

29<sup>th</sup> September 2020