

**MINUTES OF THE PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL
HELD ON TUESDAY 29th September 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 two members of the public joined at item 20/109.

20/099 Welcome and Apologies for Absence.

The Chairman welcomed everyone apologies for absence received from Cllr. Scattergood.

20/100 Declaration of Interests.

None.

20/101 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

None present.

20/102 Ward and County Councillors to address the members if present.

None present.

20/103 Minutes.

To confirm the minutes of the Parish Council meeting held on 28th July 2020.

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

20/104 Planning Matters.

Item 1. Planning Applications

Ref: 20/01514/HH

Description: Demolition of existing garage, and erection of a replacement garage with side extension.

Location: 1 Broad Cottages Broad Road Wickham St Paul Essex CO9 2PG

No Objection

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

20/105 Neighbourhood Plan or a Village Design Statement.

Item 1. To consider if Wickham St Pauls Parish Council would like to work towards a Neighbourhood Plan or a Village Design Statement. It was confirmed to work towards a Neighbourhood Plan.

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

Item 2. To set up a working group to undertake and work until completion on item 1.

Item deferred to be on the next agenda.

20/106 Internal Auditor.

Jan Stobart was appointed as the internal auditor at a cost of £185.00.

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

20/107 Tree Survey.

It was agreed to accept a quote at a cost of £240.00 plus VAT to carry out a tree survey by a qualified Arborist.

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

Signed (Chairman).....

24th November 2020

20/108 Financial Matters.

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

	Cheque Number	Total
Hit Marketing & Design Ltd (Inv. No. 2690)	002225	30.00
D. Jacob (Salary for August)	SO	430.00
D. Jacob (Adjustment to Salary for August)	002226	3.90
HM Revenue & Customs (For August)	002227	103.20
B. Rippingale (Salary for August)	002228	86.32
D. Jacob (Expenses for August)	002229	26.47
JPB Landscapes Ltd (Inv. No. 1095 & 1102 (for August & September)	002230	516.00
Dove Support Ltd (Inv. No.1176)	002231	331.20
Cardiac Science Ltd (Inv. No.,7388392)	002232	49.14
D. Stokes (Reimbursement as per receipts)	002233	43.99
D. Jacob (Salary for September)	SO	430.00
D. Jacob (Adjustment to Salary for September)	002234	72.50
HM Revenue & Customs (For September)	002235	120.40
EALC (Local Council Award Scheme) Inv. No. 13081	002236	60.00
Tutton Timber Inv. No. 12675	002237	135.36
D. Jacob (Expenses for September)	002238	24.19
Maestro Tree Services Invoice dated 16/9/2020 for Lifting crowns from trees etc	002239	680.00
Playquip Leisure Inv. No. 8767	002240	2,332.80

- 2) Monthly Budget Statement – Received and noted.

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

20/109

Matters Arising – Updates

Item 1. Previous Minute Number 18/042 Item 2. Village Pump – update by Cllr. Cooper we have now received the steel bracket to hold the pump in place awaiting installation.

Item 2. Previous Minute Number 18/161 Item 1. Church Road additional parking and traffic calming – (Highways) update. This is on the schemes awaiting funding list they cannot provide details of when this will be funded as this is a panel decision and there is currently no budget until next financial year.

Item 3. Previous minute 20/078 A131 Long Gardens – speeding –Cllr. Stokes reported LHP Scheme to be sent to Highways along with a resident’s petition. Proposed Cllr. Johnstone, seconded by Cllr. Barlow, all in favour, resolution passed.

Item 4. Previous Minute Number 18/161 Item 2. Speed Indicator Device – update. Speed surveys are yet to be undertaken these were put on hold due to Covid- 19 we also could not undertake them when the initial request came in as we have no revenue budget left. The restriction on surveys have now been lifted and surveys can start to progress. However this may still be a few months off as there is now a backlog.

Item 5.Previous Minute Number 19/092 Trees Planting on the Village Green- Cllr. Stokes reported trees to be planted in November. Participating residents asked for the dedicated tree inscriptions.

Item 6. Village Hall Report – update by Cllr. Cooper.

Item 7. Wickham St Pauls Consolidate Trust – formally known as The Herrington Trust – No further progress since March owing to Covid-19.

Item 8. Previous minute number 20/074 Play Area - Slide run off and bonded mulch - steps on the slide – Cllr. Stokes confirmed that all work has now been completed.

Item 9. Previous minute number 20/092 Vegetation and dredging the pond - update. Quote for clearing vegetation, brambles nettles and leaves, £560.00. Proposal is to accept quote for Phase 2, area next to Oak Farm.

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

Item 10. Previous minute number 20/093 Post Box. Cllr. Stokes reported - Royal mail advised that completion date expected mid-November.

Item 11. Previous minute number 20/094 Footpaths- Cllr. Stokes reported - of the three reported, two have been completed and one is under consideration.

Signed (Chairman).....

24th November 2020

20/110 Council Documents.

Item 1. To consider to adopt a Publication Scheme.

Item 2. To consider to adopt the Risk Assessment for Recreational Equipment Covid 19 only.

Item 3. To consider to adopt a Risk Assessment for Litter Picking.

It was agreed to adopt the above listed documents, proposed by Cllr. Johnstone, seconded by Cllr. Cooper, all in favour, resolution passed.

20/111 Oak Posts around the Green.

To consider additional oak posts around the green at a cost of £135.36 for 12. It was agreed to accept proposed by Cllr. Johnstone, seconded by Cllr. Barlow, all in favour, resolution passed.

20/112 Fireworks.

To discuss possible fireworks event on Trafalgar day. The Fireworks Committee have agreed not to have a display this year owing to Covid-19 event will not be held this year proposed by Cllr. Barlow, seconded by Cllr. Johnstone, all in favour, resolution passed.

20/113 Hedges.

To discuss the cutting of hedges in the village. The Clerk has written to land owners reminding them that their hedges require trimming back, most have now been completed.

20/114 Village Maintenance Operative.

It was agreed to appoint Lee Sear as the Village Maintenance Operative to commence as from 1st October 2020. Proposed by Cllr. Stokes, seconded by Cllr. Johnstone, all in favour, resolution passed.

20/115 Two Councillor Vacancies on Wickham St Pauls Parish Council.

Item 1. To consider applications and Co-Opt candidates.

It was agreed to Co-opt Paul Snazell and Ian Ward.

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

Item 2. Co-opted Candidates to sign acceptance of office, signed and accepted.

Item 3. Declaration of Interest form to be sent direct to Braintree District Council within 28 days, and also the Clerk to receive a copy.

20/116 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).

20/117 Date of Next Meeting.

Parish Council Meeting Tuesday 24th November 2020 (7.30pm)

Meeting Closed at 8.05pm