

**MINUTES OF THE PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL
HELD ON TUESDAY 30th March 2021, 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. J. Barlow, Cllr. M. Cooper, Cllr. A. Johnstone, Cllr. P. Snazell (left the meeting at item 21/038 due to technical issues) Cllr. I. Ward (joined the meeting at item 21/035).
Clerk: Mrs D. Jacob

Also, present one member of the public.

21/025 Welcome and Apologies for Absence.

The Chairman welcomed everyone, apologies for absence received and accepted from Cllr. Finch and Cllr. Scattergood.

21/026 Declaration of Interests.

None.

21/027 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

A member of the public confirmed that the village hall is going to reopen on the 12th April – subject to Covid restrictions and that there is a booking for a wedding in August a marquee will be erected on the green.

21/028 Ward and County Councillors to address the members if present.

None present.

21/029 Minutes.

Item 1. To amend and confirm the following: Oaklea" rather than "Oakleigh" and "Timberthwaite" rather than "Timbertwaite – 21/008 Item 10. if the public, should read of - 21/014 Item 2. date should read 2021.

To confirm the minutes of the virtual Parish Council meeting held on 26th January 2021 with the above amendments.

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

Item 2. To confirm the minutes of the Personnel Committee meeting held on 9th February 2021.

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

21/030 Planning Matters.

Ref: 21/00205/ELD

Description: Application for a Lawful Development Certificate for an Existing use of a building as a single dwelling house.

Location: Burnthouse Farm Bungalow Old Road Wickham St Pauls Essex CO9 2PU

Objection

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

Ref: 20/01779/FUL

Description: Proposed one and a half storey dwelling with associated parking and new vehicular access

Location: Land Between Westview And Chestnut Cottage Church Road Wickham St Pauls Essex CO9 2PN

Objection

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

Ref: 21/00210/HH

Description: Moving of dropped kerb to allow for a safe entrance/exit to property.

Location: 5 Long Gardens Wickham St Paul Essex CO10 7NF

No objection

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

Signed (Chairman).....

25th May 2021

21/031 Financial Matters.

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

	Cheque Number	Total
King & Co (The Tree Nursery) Ltd	002275	190.00
D. Jacob (Salary for March)	SO	430.00
D. Jacob (Adjustment to Salary for March)	002276	15.40
HM Revenue & Customs (For March)	002277	117.60
L. Sear (Salary for March)	002278	77.15
D. Jacob (Expenses for February/March)	002279	18.18
D. Stokes (Reimbursement as per receipts)	002280	59.43
Dove Support Inv. No. 1270 & 1277	002281	342.00

It was agreed to also approve invoices, which have been received after the agenda was published, from James Todd & Co for £108.00 and invoice from JPB Landscapes Ltd £132.00.

Please Note: £85.92 has been received from Amazon regarding damage to the village green. We have also received a £20.00 refund from King & Co for the Christmas tree.

- 2) Monthly Budget Statement – Received and noted.

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

20/032 Matters Arising – Updates

Item 1. Previous Minute Number 18/042 Item 2. Village Pump is now installed and complete.

Item 2. Previous Minute Number 18/161 Item 1. Church Road additional parking and traffic calming – (Highways Grasscrete /Harden verge) update. Scheme is feasible however they would only be able to provide two additional parking spaces and two vehicles already park on the verge.

Item 3. Previous minute 20/078 A131 Long Gardens – Highways have confirmed receipt of our proposal.

Item 4. Previous Minute Number 18/161 Item 2. Speed Indicator Device – update. Speed surveys are required in order to progress the validation but are on hold due to Covid-19 restrictions.

Item 5. Previous minute number 20/092 Dredging the pond – on going, brambles and tree trunks to be removed by August.

Item 6. Previous minute number 20/094 Footpaths- ongoing – to be on next agenda.

Item 7. Dedicated e-mail address – ongoing – to be on next agenda.

Item 8. Previous minute number 20/126 Neighbourhood Plan – ongoing – to be on next agenda.

Item 9. Previous minute number 21/009 Tree survey work – update by Cllr. Johnstone that she has been in contact with the Landscape department at BDC and they are not carrying out any site visits, they confirmed that trees need to be clear of cables and not overhand the Highway. Quotes to be obtained for trees works – ongoing – to be on next agenda.

Item 10. Previous minute number 21/011 Shellards Cottage – update by Cllr. Snazell that works is progressing on the property – ongoing – to be on the next agenda.

Item 11. Wickham St Pauls Consolidated Trust – update by Cllr. Stokes that a meeting has taken place on the 24th March, minutes to be published on the notice board, a constitution has been formed, still in discussion with the Charity Commission – ongoing – to be on the next agenda.

21/033 Play Area.

We received a quote to replace the matting under the swings at a cost of £9811.00. As it is a large amount, we got four more quotes. There is one for £6.4k. and three in the region of £4.8k. There was a lot of information that we need to analyse to compare specifications and guarantees and we need time to see what the contractors have done elsewhere. Proposal is that we defer the decision until the next meeting.

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

21/034 Asset Register 2021.

The Asset Register for 2021 was confirmed.

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

Signed (Chairman).....

25th May 2021

21/035 Bamford to Twinstead Network Reinforcement.

Substation – letter have only just been sent out for a public consultation from National Grid; no vote taken by Parish Council – ongoing – to be on the next agenda.

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

21/036 Lawn Mower.

It was agreed to purchase a petrol lawn mower, approx. £300.00.

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

21/037 Bus Shelters.

ECC want to arrange change of ownership - are Wickham St Pauls Parish Council amenable to transfer the freehold and responsibilities to ECC? It was confirmed that the shelter on the Green is a shelter and not a bus shelter and there was no mention of taking over the one in Church road. the Parish Council decided not to transfer the freehold or hand over any responsibilities to ECC.

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

21/038 Essex Fire & Rescue – Smoke Alarm Survey and Action

Residents can obtain free smoke alarms direct from Essex Fire Brigade. Not pursuing this item.

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

21/039 Verges.

To discuss and consider the erosion to verges on Old Road – update by Cllr. Snazell - ongoing – to be on the next agenda.

21/040 Laptop.

The cost (discounted Parish Council rate) to replace Hard Drive would be as below:

1SSD 250GB - £60 and Labour – Three hours work @ £30 per hour = £90 Please note all prices are ex VAT.

It was agreed to go ahead with this, but for a new laptop to be considered when setting the budget in November.

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

21/041 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.

Use of Premises at Shellards Barn, Shellards Lane.

21/042 To exclude the press and public.

Public Bodies (Admission to Meetings) Act 1960

‘That the public be excluded from the meeting during consideration of Agenda Item 21/043, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business subject to the public bodies admission to meetings Act 1960 Section 1 Sub-section 2.

Resolution to exclude members of the press and public.

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

21/043 Personnel Issues report by Personnel Committee.

Item 1. Village Maintenance Operative (Handyman).

Item A. Annual Handyman Appraisal. **Item B.** Annual Salary Scale Increment, from 1st April 2021. **Item C.** Contract of employment to be signed to reflect any changes.

Item 2. Parish Clerk & Responsible Financial Officer.

Item A. Annual Clerks Appraisal. **Item B.** National Salary Award (NALC, SLCC). **Item C.** Annual Salary Scale Increment, from 1st April 2021. **Item D.** Office Rent. **Item E.** Contract of employment to be signed to reflect any changes.

See minutes for the Personnel Committee meeting held on 9th February 2021.

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

20/044 Date of Next Meeting.

Virtual Parish Council Meeting 25th May 2021 Annual Parish Meeting (AGM) followed by Parish Council meeting (Note two meetings).

The Annual Parish Assembly for 2021 is not legally required to be held this year.

Meeting closed at 8.29pm.

Signed (Chairman).....

25th May 2021