

**MINUTES OF THE PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL  
HELD ON TUESDAY 25<sup>th</sup> May 2021, AT 7.17pm**

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

Also, present two members of the public.

**21/059 Welcome and Apologies for Absence.**

The Chairman welcomed everyone, apologies for absence received and accepted from Cllr. Johnstone, Cllr. Ward, District Cllr. Scattergood and County Cllr. Schwier.

**21/060 Declaration of Interests.**

None.

**21/061 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.**

A member of the public discussed insurance and to if the Parish Council insurance covered the village hall, the Clerk confirmed that it did not as the two organisations are separate.

Fly tipping in the village was also discussed and BDC have now cleared the rubbish from the lane off Old Road. There were other items left on the verge on Old Road, which are regarded as fly tipping and which are under investigation.

**21/062 Ward and County Councillors to address the members if present.**

None present.

**21/063 Minutes.**

To confirm the minutes of the Parish Council meeting held on 30<sup>th</sup> March 2021.

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

**21/064 Planning Matters.**

**Planning Matters.**

**Ref:** 21/01268/HH

**Description:** Proposed single storey side extension.

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

No Objection

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

**Ref:** 21/01201/FUL

**Location:** Park Farm Park Road Wickham St Paul Halstead Essex CO9 2PX

**Description:** Proposed cart shed/garage and domestic store.

No objection

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

To note - Farm Land Sold South of The Green and School Road. There were concerns raised by residents about the land that was/has been sold and what it could be used for or if it could be developed in the future. Braintree Duty Planners have advised us that at present it is designated as agricultural land and as such has restrictions on its use. For instance, it cannot be used as a garden without applying for permission for change of use. Sheds, fencing (other than post and wire) flower beds, play equipment, etc, would all need permissions. It was agreed that the Parish Council would monitor the situation regularly.

**21/065 Play Area.**

To nominate a contractor to carry out the replacement of the matting under the swings. This was discussed and it was agreed to award the contract to Playground Facilities Ltd; who will also carry out a RoSPA report for this year at a total cost of £4,639.94 excluding VAT.

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

Signed (Chairman).....

27<sup>th</sup> July 2021

### **21/066 Salt Bag Partnership 2021/2022.**

To consider if the Parish Council would like to take part in this scheme. Yes, if the scheme goes ahead this year the Parish Council would like to take part and have a delivery of salt.

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

### **21/067 Matters Arising – Updates.**

**Item 1.** 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. Cllr. Snazell to set up an onsite meeting with Greenfields, to be on next agenda.

**Item 2.** Previous minute 20/078 A131 Long Gardens – speeding – ongoing to be on next agenda.

**Item 3.** 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 restrictions. Ongoing to be on next agenda.

**Item 4.** Previous minute number 20/092 Village Hall Pond Enhancement (formerly referred to as ‘Dredging the pond’). The work is ongoing and areas on both sides of the hall have now been cleared. A special thanks was expressed to Steve Barnes, who used his digger to lift all the tree stumps into the two skips and levelled the areas. A proposal to purchase shrubs and roses and create flower beds at a cost of £200.00 was approved. Cllr. Stokes to contact the WI to see if they would like to adopt the area to help keep it under control.

Proposed by Cllr. Snazell, seconded by Cllr. Cooper, Cllr Stokes in favour, Cllr. Barlow abstained.

**Item 5.** Previous minute number 20/094 Footpaths - ongoing to be on next agenda.

**Item 6.** Dedicated e-mail address – Cllr. Cooper new dedicated e-mail address is now working.

**Item 7.** Previous minute number 20/126 Neighbourhood Plan – Peter Trew has offered to join the committee to discuss the plan and a face-to-face meeting will now be arranged. Ongoing to be on the next agenda.

**Item 8.** Previous minute number 21/009 Tree survey work – no works required.

**Item 9.** Wickham St Pauls Consolidated Trust – update by Cllr. Stokes, there are still difficulties dealing with the Charity Commission and a new solicitor to be appointed that deals with Charity Trust Law.

**Item 10.** Previous minute number 21/035 Bamford to Twinstead Network Reinforcement - report by Cllr. Stokes to support neighbouring parishes and their objection, he will send a letter.

**Item 11.** Previous minute number 21/041 Shellards Barn. Concerns were raised about the number of vehicles parked on the site. Cllr. Snazell will contact BDC planning to ascertain what permissions were granted for the use of the property and area.

**Item 12.** Previous minute number 21/039 Verges. To discuss erosion to verges on Old Road –Cllr. Snazell to contact Assistant Surveyor for Highways to set up an onsite meeting.

### **21/068 Tree works.**

#### **Quote 1**

For the reduction of selected trees away from road and/or overhead cables to include:

T1, T12, T13, T16, T20, Oak in G2 group

Work will include the removal of all cuttings from site Total Price £220.00

Approved

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

#### **Quote 2**

For the complete renovation of pond (area G3 on map) including the lifting of the branches on the ash and removal of all new growth saplings to reclaim the aspect created 2 years ago.

Work will include the removal of all cuttings from site Total Price £320.00

Not now required – so not approved.

### **21/069 Accounts 2020/2021.**

**Item 1** - Internal Auditors Report.

**Item 2** – Clerk confirmed reclaim for VAT 2020/2021 has been received.

**Item 3** – Approval of Annual Governance Statement for 2020/2021 prior to submission to the Audit Commission. Chairman and Clerk to sign.

**Item 4** - Approval of Accounting Statements for 2020/2021 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 2021.

**Item 6** –Year End Bank Reconciliation for 2020/2021 prior to submission to the Audit Commission. Chairman and Clerk to sign

**Item 7** - To sign off the accounts for 2020/2021, 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 on 7<sup>th</sup> June commence date will be 14<sup>th</sup> June until 23<sup>rd</sup> July 2021.

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

Signed (Chairman).....

27<sup>th</sup> July 2021

**21/070 Proposed New Dedicated Benches.**

It was agreed to grant permission for two dedicated benches on the Green, but in future a contribution will be requested of £100.00 costs, for the future maintenance of these items.

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

**21/071 Annual Report 2020-2021.**

It was agreed printing 250 copies at £60.00 including VAT, after draft approval.

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

**21/072 Financial Matters.**

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

	CHEQUE NO.	TOTAL
EALC (Subscriptions for EALC & NALC) Inv. 14048	002284	104.95
D. Jacob (Salary for April)	SO	430.00
D. Jacob (Adjustment to Salary for April)	002285	20.45
L. Sear (Salary for April)	002286	86.88
HM Revenue & Customs (For April)	002287	116.00
D. Stokes (Reimbursement for receipt)	002288	15.00
Colne Skips Inv. No. 12676	002289	246.00
D. Stokes (Reimbursement for receipts)	002290	17.48
JPB Landscapes Ltd Inv. No. 1208	002291	264.00
Colne Skips Inv. 12968	002292	270.00
Mrs J Stobart	002293	185.00
D. Jacob (Salary for May)	SO	430.00
D. Jacob (Salary Difference for May)	002294	20.25
Lee Sear (Salary for May)	002295	86.68
HM Revenue & Customs (For May)	002296	116.40
D. Jacob (Expenses for April/May)	002297	29.30
Derek Stokes (Reimbursement for receipts)	002298	7.52
Derek Stokes (Reimbursement for receipts)	002299	30.79
BHIB Insurance	002300	474.87

It was agreed to also approve invoice from the Cricket Club for £1,000.00 which was received after publication of the agenda.

- 2) Monthly Budget Statement – Received and noted.

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

**21/073**

Meeting closed at 8.39pm.