

WICKHAM ST PAULS PARISH COUNCIL

www.wickhamstpaulsparishcouncil.org

21ST MAY 2024

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL MEETING, FOLLOWED BY PARISH COUNCIL MEETING, OF WICKHAM ST PAULS PARISH COUNCIL TO BE HELD AT THE VILLAGE HALL, AT **7.15 P.M. ON TUESDAY 28TH MAY 2024** FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.

Diane Jacob

DIANE JACOB

CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

Annual Parish Meeting

AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
24/039	ALL MEMBERS	To elect the Chairman. Chairman's Declaration of Office – to be signed.	DECISION
24/040	ALL MEMBERS	To elect the Vice-Chairman. Vice-Chairman's Declaration of Office – to be signed	DECISION
24/041	ALL MEMBERS	Co-option we currently have Cllr Vacancies. Item 1. To consider applicants and to co-opt candidates. Item 2. Co-opted candidates to sign acceptance of office. Item 3. Consent form to receive the Council Summons and agenda electronically. Item 4. Declaration of Interests form to be completed and sent direct to BDC within 28 days.	DECISION
24/042	ALL MEMBERS	Declaration of Acceptance of Office. All Councillors to sign declaration of acceptance of office	INFORMATION
24/043	ALL MEMBERS	Check Members Register of Interests. Members to review their declaration of interests and update (return completed forms to the Clerk).	INFORMATION
24/044	ALL MEMBERS	Consent form to receive the Council Summons and agenda electronically. To confirm all members have signed.	INFORMATION
24/045	ALL MEMBERS	Bank Signatories. To confirm signatories for the Parish Council Bank Accounts. Cllr Cooper, Cllr Barlow, Cllr Groom and Cllr Snazell.	INFORMATION
24/046	ALL MEMBERS	To review membership and agree renewal of the following bodies: - EALC (Essex Association of Local Councils) and NALC (National Association of Local Council). BALC (Braintree Association of Local Councils) If so then to elect a representative to attend meetings. The Colne-Stour Countryside Association) If so then to elect a representative to attend meetings.	DECISION
24/047	ALL MEMBERS	General Power of Competence. To confirm and adopt the proposal that Wickham St Pauls Parish Council do not meet the requirements to become a Parish Council with 'General Power of Competence'.	DECISION
24/048	ALL MEMBERS	Review and confirm arrangements for Insurance Cover 2024/2025. To confirm insurance cover is in place until 31st May 2025.	DECISION
24/049	ALL MEMBERS	Personnel Committee. To elect Personnel Committee and Personnel Committee Chairman. (Currently Cllr. M. Cooper, Cllr. C. Groom and Cllr. Barlow as Chairman)	DECISION

24/050	ALL MEMBERS	Parish Clerk & Responsible Financial Officer. Confirmation of the Parish Clerk to act as Responsible Financial Officer to the Council, in accordance with contract of employment.	DECISION
24/051	ALL MEMBERS	Working Groups. To confirm working groups and responsibilities. Play Area Working Group Current Members – All Councillors To elect a Cllr to check equipment, benches and bus shelters, assets monthly checks required. Signed/Tick list required for insurance purposes. Budget Working Group Current Members – All Councillors Footpaths Working Group Current Members – to elect a Cllr to liaise with Public Rights of Way Defibrillator Monthly Inspections, to be sent to Webnos. Current Member – Cllr Snazell Wickham St Pauls Consolidated Trust – Current Trustees/Members - Martin Cooper, Catherine Groom and Derek Stokes Look Out Magazine Editor/write up – Cllr Snazell	DECISION
24/052	ALL MEMBERS	<u>To re-adopt Council Documents/Policies (see website)</u> A. Accessibility Statement B. Action Plan C. Anti-Fraud & Corruption D. Code of Conduct (New revised version from BDC) E. Co-Option Policy F. Complaints Procedure G. Community Emergency Plan (Not published, copy sent to BDC) H. Community Engagement Policy I. Crime & Disorder J. Dignity at Work/Bullying and Harassment Policy K. Disciplinary Policy L. Equality and Diversity Policy M. Financial Regulations 2024 (New revised version from NALC) N. Firework Risk Assessment O. Freedom of Information Policy P. General Data Protection Q. Grant Policy R. Grievance Policy S. Health & Safety Policy Statement T. Privacy Statement U. Public Participation V. Risk Assessment for Covid – Village Hall W. Risk Assessment for Covid – Recreational Equipment X. Risk Assessment for Litter Picking Y. Standing Orders Z. Strategic Risk Register AA. Terms of Reference for Personnel Committee BB. Training & Development Policy CC. Training Record DD. Publication Scheme	DECISION
24/053	ALL MEMBERS	Annual Meeting Closed.	INFORMATION
		PARISH COUNCIL MEETING AGENDA	
		28TH MAY 2024 PARISH COUNCIL MEETING COMMENCES	
ITEM	PRESENTER	SUBJECT	STATUS
24/054	CHAIRMAN	Welcome and Apologies for Absence.	INFORMATION
24/055		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 2024.	DECISION

24/056	ALL MEMBERS	<p>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</p> <p>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.</p>	INFORMATION
24/057	ALL MEMBERS	<p>Ward and County Councillors to address the members if present.</p> <p>Ward Councillor, County Councillor.</p>	INFORMATION
24/058	ALL MEMBERS	<p>Minutes.</p> <p>Item 1. To confirm the minutes of the Parish Council meeting held on 19th March 2024.</p> <p>Item 2. To confirm the minutes of the Annual Parish Assembly held on 23rd April 2024.</p>	DECISION
24/059	ALL MEMBERS	<p>Planning Matters.</p> <p>Ref: 24/00762/LBC</p> <p>Description: Removal of internal wall in C20 extension to enlarge kitchen area. Installation of two sets of French doors, replacing existing windows. Installation of new external boiler flue to west elevation.</p> <p>Location: Oak Farm The Green Wickham St Paul Essex CO9 2PT</p> <p>TO CONSIDER ANY NEW APPLICATIONS RECEIVED</p>	DECISION
24/060	ALL MEMBERS	<p>Matters Arising – Updates.</p> <p>See below attached Appendix 1.</p>	INFORMATION /DECISION
24/061	ALL MEMBERS	<p>Accounts 2023/2024.</p> <p>Item 1 - Internal Auditors Report.</p> <p>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 2024.</p> <p>Item 3 – Clerk to confirm reclaim for VAT 2023/2024.</p> <p>Item 4 – Approval of Annual Governance Statement for 2023/2024 prior to submission to the Audit Commission.</p> <p>1. We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.</p> <p>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p> <p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p> <p>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.</p> <p>Item 5 - Approval of Accounting Statements for 2023/2024 prior to submission to the Audit Commission. Chairman and Clerk to sign.</p> <p>Item 6 –Year End Bank Reconciliation for 2023/2024 prior to submission to the Audit Commission. Chairman and Clerk to sign</p> <p>Item 7 - To sign off the accounts for 2023/2024, Chairman and Clerk to sign.</p> <p>Item 8 – To confirm the notice of public rights and publications of annual governance and accountability return will be displayed between 21st May 2024 - 12th July 2024.</p>	DECISION
24/062	ALL MEMBERS	<p>Asset Register 2024.</p> <p>To confirm the asset, register for 2024.</p>	DECISION

24/063	ALL MEMBERS	Tree Planting. To discuss and consider granting permission to plant a memorial tree on the village green.	DECISION																																																																					
24/064	ALL MEMBERS	Salt Bag Partnership 2024/2025. To consider if the Parish Council would like to take part in this scheme.	DECISION																																																																					
24/065	ALL MEMBERS	Grass cutting. To discuss and consider a quote to cut the grass in Chapel Yard.	DECISION																																																																					
24/066	ALL MEMBERS	Financial Matters. <div>1) Financial Statement for (Items to be approved for payment and signed as per payment schedule).</div> <table><thead><tr><th></th><th>CHEQUE No.</th><th>TOTAL</th></tr></thead><tbody><tr><td>Essex Association of Local Councils Inv. 17469</td><td>002549</td><td>112.80</td></tr><tr><td>Lee Sear (Salary for April)</td><td>002550</td><td>156.72</td></tr><tr><td>D. Jacob (Salary for April)</td><td>SO</td><td>490.00</td></tr><tr><td>D. Jacob (Salary adjustment for April)</td><td>002551</td><td>76.10</td></tr><tr><td>HM Revenue & Customs (For April)</td><td>002552</td><td>141.40</td></tr><tr><td>D. Jacob (Expenses for April as per receipts)</td><td>002553</td><td>35.93</td></tr><tr><td>JPB Landscapes Ltd Inv. No. 1534</td><td>002454</td><td>132.00</td></tr><tr><td>Wickham St Pauls Cricket Club (Grass cutting)</td><td>002555</td><td>1,100.00</td></tr><tr><td>Mrs J Stobart (Internal Auditor)</td><td>002556</td><td>230.00</td></tr><tr><td>JPB Landscapes Ltd Inv. 253 and 277 re-issued</td><td>002557</td><td>660.00</td></tr><tr><td>JPB Landscapes Ltd Inv. 293 and 309 re-issued</td><td>002558</td><td>264.00</td></tr><tr><td>Wickham St Pauls WI (Refreshments for Annual Parish Assembly)</td><td>002559</td><td>119.85</td></tr><tr><td>Wickham St Pauls Village Hall Fund Inv. 2390 &</td><td>002560</td><td>25.00</td></tr><tr><td>JPB Landscapes (Inv. 1551)</td><td>002561</td><td>264.00</td></tr><tr><td>Zurich Insurance (Inv No. LCO02134)</td><td>002562</td><td>589.21</td></tr><tr><td>D. Jacob (Salary for May)</td><td>SO</td><td>490.00</td></tr><tr><td>D. Jacob (Salary adjustment for May)</td><td>002463</td><td>75.90</td></tr><tr><td>HM Revenue & Customs (For May)</td><td>002464</td><td>141.60</td></tr><tr><td>D. Jacob (Expenses for May as per receipts)</td><td>00565</td><td>56.54</td></tr><tr><td>D. Jacob (Salary for June)</td><td>SO</td><td>490.00</td></tr><tr><td>D. Jacob (Salary adjustment for June)</td><td>002626</td><td>76.10</td></tr><tr><td>HM Revenue & Customs (For June)</td><td>002627</td><td>141.40</td></tr></tbody></table> <div>2) Monthly Budget Statement</div>		CHEQUE No.	TOTAL	Essex Association of Local Councils Inv. 17469	002549	112.80	Lee Sear (Salary for April)	002550	156.72	D. Jacob (Salary for April)	SO	490.00	D. Jacob (Salary adjustment for April)	002551	76.10	HM Revenue & Customs (For April)	002552	141.40	D. Jacob (Expenses for April as per receipts)	002553	35.93	JPB Landscapes Ltd Inv. No. 1534	002454	132.00	Wickham St Pauls Cricket Club (Grass cutting)	002555	1,100.00	Mrs J Stobart (Internal Auditor)	002556	230.00	JPB Landscapes Ltd Inv. 253 and 277 re-issued	002557	660.00	JPB Landscapes Ltd Inv. 293 and 309 re-issued	002558	264.00	Wickham St Pauls WI (Refreshments for Annual Parish Assembly)	002559	119.85	Wickham St Pauls Village Hall Fund Inv. 2390 &	002560	25.00	JPB Landscapes (Inv. 1551)	002561	264.00	Zurich Insurance (Inv No. LCO02134)	002562	589.21	D. Jacob (Salary for May)	SO	490.00	D. Jacob (Salary adjustment for May)	002463	75.90	HM Revenue & Customs (For May)	002464	141.60	D. Jacob (Expenses for May as per receipts)	00565	56.54	D. Jacob (Salary for June)	SO	490.00	D. Jacob (Salary adjustment for June)	002626	76.10	HM Revenue & Customs (For June)	002627	141.40	DECISION
	CHEQUE No.	TOTAL																																																																						
Essex Association of Local Councils Inv. 17469	002549	112.80																																																																						
Lee Sear (Salary for April)	002550	156.72																																																																						
D. Jacob (Salary for April)	SO	490.00																																																																						
D. Jacob (Salary adjustment for April)	002551	76.10																																																																						
HM Revenue & Customs (For April)	002552	141.40																																																																						
D. Jacob (Expenses for April as per receipts)	002553	35.93																																																																						
JPB Landscapes Ltd Inv. No. 1534	002454	132.00																																																																						
Wickham St Pauls Cricket Club (Grass cutting)	002555	1,100.00																																																																						
Mrs J Stobart (Internal Auditor)	002556	230.00																																																																						
JPB Landscapes Ltd Inv. 253 and 277 re-issued	002557	660.00																																																																						
JPB Landscapes Ltd Inv. 293 and 309 re-issued	002558	264.00																																																																						
Wickham St Pauls WI (Refreshments for Annual Parish Assembly)	002559	119.85																																																																						
Wickham St Pauls Village Hall Fund Inv. 2390 &	002560	25.00																																																																						
JPB Landscapes (Inv. 1551)	002561	264.00																																																																						
Zurich Insurance (Inv No. LCO02134)	002562	589.21																																																																						
D. Jacob (Salary for May)	SO	490.00																																																																						
D. Jacob (Salary adjustment for May)	002463	75.90																																																																						
HM Revenue & Customs (For May)	002464	141.60																																																																						
D. Jacob (Expenses for May as per receipts)	00565	56.54																																																																						
D. Jacob (Salary for June)	SO	490.00																																																																						
D. Jacob (Salary adjustment for June)	002626	76.10																																																																						
HM Revenue & Customs (For June)	002627	141.40																																																																						
24/067	ALL MEMBERS	Date of Next Meeting. Parish Council Meeting Wednesday 31 st July 2024 (7.15pm) NOTE DATE CHANGED	INFORMATION																																																																					

Council Documents.

Large print, 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

5 CROCKLANDS, GREENSTEAD GREEN,

HALSTEAD, ESSEX, CO9 1QY TEL: 07907631172 E-MAIL: WICKHAMSTPAULS@HOTMAIL.COM

APPENDIX 1 (AGENDA ITEM 24/060 ABOVE).

Matters Arising – Updates

There were a number of long-term items beyond our control and decisions that have not progressed and these are only being discussed at the meeting where there is a development.

Item 1. Previous minute Number 21/085 30mph zone extension Park Road – no further action by Highways. However, Parish Council to continue to pursue this item, next update by Cllr Snazell.

Item 2. Previous minute Number 21/085 'Beware of Horses' signs – no further action by Highways. However, Parish Council to continue to pursue this item, next update by Cllr Snazell.

Item 3. Old Road – 'Unsuitable for Heavy Vehicles' sign, submitted 25 Aug. 2021 – no further action by Highways, see item 23/085 above. However, Parish Council to continue to pursue this item, next update by Cllr Snazell.

Item 4. Previous minute number 21/039 Verges. To discuss erosion to verges on Old Road – no further action by Highways, see item 23/085 above. However, Parish Council to continue to pursue this item, next update by Cllr Snazell.

Item 5. Previous minute number 21/117 Manhole covers – ongoing.

Item 6. Previous minute number 22/079 The circular bench under the oak tree on the village green – to consider moving it near the large pound next to the village hall. Ongoing.

Item 7. Previous minute number 22/083 Water Leak in road. Water leakage in the road near the Village Hall - Anglian Water have confirmed that this is a Highway issue and has been reported to Highways ref; 2784998 on 5 July 2023 at 16.35pm. Cllr. Snazell has spoken to the Environmental Agency, Norfolk & Suffolk Water and agricultural team – Letter received from Highways that they are going to inspect the area, but no on-site meetings will take place – Cllr Snazell to contact Cllr Schwier for help and advice on all Highway issues – ongoing.

Item 8. Previous Minute number 22/085 Extend the concrete post and iron rail where the fallen oak tree was.
To protect the corner of the pond and stop erosion by traffic to install oak posts, only at this stage. Budget cost £100.00 ongoing.