

WICKHAM ST PAULS PARISH COUNCIL

www.wickhamstpaulsparishcouncil.org

17TH SEPTEMBER 2024

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING PARISH COUNCIL MEETING, OF WICKHAM ST PAULS PARISH COUNCIL TO BE HELD IN THE PAVILION AT THE VILLAGE HALL, AT **7.15 P.M. ON TUESDAY 24TH SEPTEMBER 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

AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
24/086	Chairman	Welcome and Apologies for Absence. Members are reminded that the LGA1972, s85 states that apologies for absence must be received prior to a meeting.	Information/ Decision
24/087	All Members	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
24/088	All Members	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. 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.	Information
24/089	All Members	District and County Councillors to address the members if present. District Councillor and County Councillor.	Information
24/090	All Members	Minutes. To confirm the minutes of the Parish Council meeting held on 31 st July 2024.	Decision
24/091	All Members	Planning Matters. TO CONSIDER ANY NEW APPLICATIONS RECEIVED.	Decision
24/092	All Members	Trees. To consider the purchase of 6 dedicated fruit trees to replace the dead ones and to discuss the future maintenance of.	Decision
24/093	All Members	Risk Assessments. Item 1. To discuss and consider approval of the Risk assessment for the dog show. Item 2. To discuss and consider approval of the Risk assessment for Fireworks on the Green 2024 – ‘Trafalgar Night’ Item 3. To discuss and consider approval of the Risk assessment for the Christmas 2024 event. Item 4. To discuss and consider approval of the Risk assessment for the Annual Harvest Festival and Pet Service.	Decision
24/094	All Members	Parish Council Laptop. To confirm the purchase of a new laptop for Wickham St Pauls Parish Council which has been budgeted for.	Decision
24/095	All Members	Matters Arising. Wickham St Pauls Consolidated Trust – Update. Also See also attached Appendix 1 below.	Information

24/096	All Members	<p>Quality Ward Scheme - Foundation Level</p> <p>Wickham St Pauls Parish Council confirms by resolution that all documentation and information is in place for a Foundation Level Award.</p> <p>1 Its standing orders</p> <p>2 Its financial regulations</p> <p>3 Its Code of Conduct and a link to councillors’ registers of interests</p> <p>4 Its publication scheme</p> <p>5 Its last annual return</p> <p>6 Transparent information about council payments</p> <p>7 A calendar of all meetings including the annual meeting of electors</p> <p>8 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings</p> <p>9 Current agendas</p> <p>10 The budget and precept information for the current or next financial year</p> <p>11 Its complaints procedure</p> <p>12 Its accessibility statement</p> <p>13 Its privacy notice</p> <p>14 Council contact details and councillor information in line with the Transparency Code</p> <p>15 Its action plan for the current year</p> <p>16 Evidence of consulting the community</p> <p>17 Publicity advertising council activities</p> <p>18 Evidence of participating in town and country planning</p> <p>19 A risk management scheme</p> <p>20 A register of assets</p> <p>21 Contracts for all members of staff</p> <p>22 up-to-date insurance policies that mitigate risks to public money</p> <p>23 Disciplinary and grievance procedures</p> <p>24 A policy for training and training and development of and councillors</p> <p>25 A record of all training undertaken by staff and councillors in the last yea</p> <p>26 A clerk who has achieved 12 CPD points in the last year</p>	Decision																																										
24/097	All Members	<p>Telephone Box.</p> <p>To discuss and consider what will happen when it switched over to digital.</p>	Information																																										
24/098	Cllr Groom	<p>New Projects.</p> <p>To discuss and consider any new projects.</p>	Decision																																										
24/099	All Members	<p>Financial Matters.</p> <p>1) Financial Statement for (Items to be approved for payment and signed as per payment schedule).</p> <table><tr><td></td><td>CHEQUE NO.</td><td>TOTAL</td></tr><tr><td>JPB Landscapes Ltd Inv. No. 1606 and 1627</td><td>002638</td><td>660.00</td></tr><tr><td>Ebuyer (UK) Ltd Inv. No. 29028253 (New PC laptop)</td><td>002639</td><td>369.98</td></tr><tr><td>Wickham St Pauls Village Hall (Inv. No. 2419 For September)</td><td>002640</td><td>10.00</td></tr><tr><td>Employee Salary for September</td><td>SO</td><td>490.00</td></tr><tr><td>Employee Salary Difference for September</td><td>002641</td><td>75.90</td></tr><tr><td>HM Revenue & Customs (For September)</td><td>002642</td><td>141.60</td></tr><tr><td>Employee (Expenses for August and September)</td><td>002643</td><td>69.72</td></tr><tr><td>Employee Salary for October</td><td>SO</td><td>490.00</td></tr><tr><td>Employee Salary adjustment for October</td><td>002644</td><td>76.10</td></tr><tr><td>HM Revenue & Customs (For October)</td><td>002645</td><td>141.40</td></tr><tr><td>Richard Edwards Group(Payroll Service Inv. No. 54925)</td><td>002646</td><td>91.58</td></tr><tr><td>Dynamic Fireworks Ltd (Trafalgar event)</td><td>000006</td><td>609.00</td></tr><tr><td>NALC Inv. 14487 Award Registration</td><td>002647</td><td>60.00</td></tr></table> <p>2) Monthly Budget Statement</p> <p>3) To consider to add Cllr Paul Shipperley as a signatory onto the bank account.</p>		CHEQUE NO.	TOTAL	JPB Landscapes Ltd Inv. No. 1606 and 1627	002638	660.00	Ebuyer (UK) Ltd Inv. No. 29028253 (New PC laptop)	002639	369.98	Wickham St Pauls Village Hall (Inv. No. 2419 For September)	002640	10.00	Employee Salary for September	SO	490.00	Employee Salary Difference for September	002641	75.90	HM Revenue & Customs (For September)	002642	141.60	Employee (Expenses for August and September)	002643	69.72	Employee Salary for October	SO	490.00	Employee Salary adjustment for October	002644	76.10	HM Revenue & Customs (For October)	002645	141.40	Richard Edwards Group(Payroll Service Inv. No. 54925)	002646	91.58	Dynamic Fireworks Ltd (Trafalgar event)	000006	609.00	NALC Inv. 14487 Award Registration	002647	60.00	Decision
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24/100	All Members	<p>Items for next agenda.</p> <p>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.</p>	Information																																										
24/101	All Members	<p>To exclude the press and public.</p>	Decision																																										

		Public Bodies (Admission to Meetings) Act 1960 'That the public be excluded from the meeting during consideration of Agenda Item 24/102, 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 public.	
24/102	All Members	Manhole covers. Previous minute number 21/117 Manhole covers – update to discuss and consider quotes to replace. Oak posts – to discuss and consider quote to re-install the oak posts around the village green.	Decision
24/103	All Members	Date of Next Meetings. Parish Council Meeting Tuesday 26 th November 2024 (7.15pm)	Information

Council Documents. Large print, or hard copy of agenda, minutes, etc are available on request.

THIS NOTICE WAS ISSUED BY:

Mrs Diane Jacob (Clerk & Responsible Financial Officer of Wickham St Pauls Parish Council) 5 Crocklands, Greenstead Green, Halstead, Essex CO9 1QY

APPENDIX 1 (AGENDA ITEM 24/074 ABOVE).

Matters Arising – Updates in red received from Essex County Council Highways.

Item 1. Previous minute Number 21/085 'Beware of Horses' signs – Update required by Highways. **With design team for assessment / validation.**

Item 2. Previous minute number 21/039 Verges. Erosion to verges on Old Road – Update required by Highways.

Item 3. 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 – Latest from Highways is that they are going to inspect the area, (No on-site meeting has taken place).

Item 4. Previous minute number 21/117 Manhole covers - update

Item 5. Previous minute number 22/079 The circular bench under the oak tree on the village green – to consider moving it near the large pond next to the village hall. Update.

Item 6. 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 Update.