

WICKHAM ST PAULS PARISH COUNCIL

www.wickhamstpaulsparishcouncil.org

19TH NOVEMBER 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 26TH NOVEMBER 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
24/104	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
24/105	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
24/106	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
24/107	All Members	District and County Councillors to address the members if present. District Councillor and County Councillor.	Information
24/108	All Members	Minutes. To confirm the minutes of the Parish Council meeting held on 24 th September 2024.	Decision
24/109	All Members	Planning Matters. Item 1. Braintree District Council Consultation – Work on a New Design Code Document. Would a CLR like to attend future Design Code workshops? Item 2. Planning updates. Item 3. New application. TO CONSIDER ANY NEW APPLICATIONS RECEIVED.	Decision
24/110	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
24/111	All Members	Tree Survey. To discuss and consider if the Parish Council require a tree survey?	Decision
24/112	All Members	Braintree District Council The Potential Open Space Improvements plan (Formerly known as the Open Space Action Plan). To discuss and consider any amendments and new projects, suggestions as below: <ol style="list-style-type: none">Lower village pond dredging and banking to relieve flooding.New play equipment and surfacing.Hard surfacing of car park.Safety fencing of upper pond area by car park.Edging to protect village green erosion.	Decision

		6. Cricket scoreboard for village teams. (Source of entry: request from cricket club) 7. Safety netting to protect properties surrounding the pitch. 8. Purchase and planting of trees to form a copse. 9. New decking for the Pavilion veranda. 10. New heating system for the Village Hall and Pavilion. 11. Sound insulation for Village hall to aid audibility.																																					
24/113	All Members	Matters Arising. Wickham St Pauls Consolidated Trust – Update. Also Manhole covers and oak posts update - See also attached Appendix 1 below.	Information																																				
24/114	All Members	Annual Parish Assembly 2025. To discuss, consider at set a date etc for the Annual Parish Assembly 2025.	Decision																																				
24/115	All Members	Bus Service. Item 1. DART3 service update. Item 2. Invitation to IPTU Transport Meeting – 4th December 2024 at County Hall, Discuss and consider if any Parish Councillors would like to attend?	Decision																																				
24/116	All Members	Budget/Precept for 2025/2026. As required by section 33 of the Localism Act 2011, Parish Councillors are obliged to leave discussions where they have a disclosable pecuniary Interest. To participate in the setting of a budget/precept for the Council, the councillors will require a dispensation, and for this purpose, Wickham St Pauls Parish Council resolves to delegate to the Clerk the power to grant a dispensation from exclusion to all Councillors for the purpose of considering and setting the budget/precept.	Information																																				
24/117	All Members	Budget/Precept Budget 2025/2026. Item 1. To consider to set the Budget for 2025/2026. Item 2. To consider to set the Precept in January for 2025/2026.	Decision																																				
24/118	All Members	Financial Matters. 1) Financial Statement for (Items to be approved for payment and signed as per payment schedule). <table><tr><td></td><td>CHEQUE NO.</td><td>TOTAL</td></tr><tr><td>Lyster & Associates (Inv. 2693) Firework event flyers</td><td>002648</td><td>23.63</td></tr><tr><td>JPC Landscapes (Inv. 1646 and 1661)</td><td>002649</td><td>396.00</td></tr><tr><td>Employee Salary for November</td><td>SO</td><td>490.00</td></tr><tr><td>Employee Salary adjustment for November including back pay as advised by NALC)</td><td>002650</td><td>248.06</td></tr><tr><td>HM Revenue & Customs (For November)</td><td>002651</td><td>207.09</td></tr><tr><td>Employee (Expenses for October and November)</td><td>002652</td><td>95.01</td></tr><tr><td>Employee Salary for December</td><td>SO</td><td>490.00</td></tr><tr><td>Employee Salary adjustment for December</td><td>002653</td><td>97.37</td></tr><tr><td>HM Revenue & Customs (For December)</td><td>002654</td><td>147.00</td></tr><tr><td>Mr M.D Jarvis (Inv.No. 855)</td><td>002655</td><td>592.00</td></tr><tr><td>Lyster & Associates Christmas event flyers</td><td>002656</td><td>TBC</td></tr></table> 2) Monthly Budget Statement		CHEQUE NO.	TOTAL	Lyster & Associates (Inv. 2693) Firework event flyers	002648	23.63	JPC Landscapes (Inv. 1646 and 1661)	002649	396.00	Employee Salary for November	SO	490.00	Employee Salary adjustment for November including back pay as advised by NALC)	002650	248.06	HM Revenue & Customs (For November)	002651	207.09	Employee (Expenses for October and November)	002652	95.01	Employee Salary for December	SO	490.00	Employee Salary adjustment for December	002653	97.37	HM Revenue & Customs (For December)	002654	147.00	Mr M.D Jarvis (Inv.No. 855)	002655	592.00	Lyster & Associates Christmas event flyers	002656	TBC	Decision
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24/119	All Members	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.	Information																																				
24/120	All Members	Special Motion – To revisit. Vote to suspend Standing Order 7 (a) as follows: - 7. PREVIOUS RESOLUTIONS a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 7. Previous minute No. 24/096 Quality Award Scheme - Foundation Level Wickham St Pauls Parish Council confirms by resolution that all documentation and information is in place for a Foundation Level Award. The NALC (National Association of Local Councils) have renamed this award so the Parish Council will need to discuss the new requirements and confirm if they wish to go ahead. As the NALC have renamed the Foundation award to the Bronze award to discuss and consider the new requirements.	Decision																																				

24/121	All Members	Parish Council policies/procedure documents. Wickham St Pauls Parish Council to consider to sign up to the Civility and Respect Pledge	Decision
24/122	All Members	Quality Ward Scheme - Bronze Level Wickham St Pauls Parish Council confirms by resolution that all documentation and information is in place for a Bronze Level Award. <ol style="list-style-type: none"> 1. Standing Orders 2. Financial Regulations 3. Code of Conduct and a link to councillors' registers of interests 4. Accessibility statement 5. Publication scheme 6. Complaints procedure 7. Privacy notice 8. Last annual return 9. Transparent information about council payments 10. Calendar of all meetings including the next annual meeting of electors 11. Minutes for at least one year of full council meetings and (if relevant) all committee/sub-committee meetings 12. Current agendas 13. The Budget and Precept information for the current or next financial year 14. Biodiversity policy 15. Council contact details and councillor information in line with the Transparency Code 16. Action plan for the current year 17. Evidence of consulting the community 18. Publicity advertising council activities 19. Evidence of participating in town and country planning 20. Evidence of publicising elections and vacancies on the council 21. Risk management policy 22. Register of assets 23. Up-to-date insurance policies that mitigate risks to public money 24. Evidence of considering the impact of the council's functions and decisions on crime and disorder in local area 25. Disciplinary and Grievance procedures 26. A policy for training and development of staff and councillors 27. A record of all training undertaken by staff and councillors in the last year 28. A current clerk who has achieved 12 CPD points in the last year 29. Signed up to the Civility & Respect Pledge and a Dignity at Work policy 	Decision
24/123	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 24/113 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.