

**MINUTES OF THE PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL
HELD ON TUESDAY 24th SEPTEMBER 2024, AT 7.15pm**

In the Chair: Cllr. M. Cooper
Present Cllrs. Cllr. J. Barlow, Cllr. C. Groom, Cllr. P. Shipperley and Cllr. P. Snazell
Clerk: Mrs D. Jacob

District Cllr David Holland

One member of the public present.

24/086 Welcome and Apologies for Absence.

The Chairman welcomed everyone, apologies for absence received from County Cllr Peter Schwier (due to work commitments).

24/087 Declaration of Interests.

None.

24/088 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

No comments made.

24/089 Ward and County Councillors to address the members if present.

Cllr Holland – updated and discussed the Braintree District Council Local Plan Review, this has been delayed and a new timetable rescheduled for 2025. All sites can be viewed on the BDC website www.braintree.gov.uk/planning-building-control/local-plan-review-2/3

Solar Farm planning applications have been submitted and the Parish Council will be notified and asked to submit comments it was discussed on how the Parish Council could help shape future development.

Supporting farmers and production of food, land usage, biodiversity net gain off set. The Essex Nature recovery strategy is out for consultation.

24/090 Minutes.

The minutes of the Parish Council meeting held on 31st July 2024 were agreed and signed as a true and accurate record, Chairman signed.

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

24/091 Planning Matters.

No new planning applications received.

24/092 Trees.

To consider the purchase of 6 dedicated fruit trees to replace the dead ones and to discuss the future maintenance of.

This item was discussed however further information is required in order to make a decision. Cllr Snazell and Cllr Cooper to obtain further advice and guidance ready for the item to be on the next agenda.

24/093 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.

All of the above risk assessments were confirmed.

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

24/094 Parish Council Laptop.

It was confirmed that a new laptop for Wickham St Pauls Parish Council which has been purchased as budgeted for.

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

24/095 Matters Arising – Updates

Wickham St Pauls Consolidated trust – no update.

Signed (Chairman).....

26th November 2024

There are 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 'Beware of Horses' signs – Update required by Highways. With design team for assessment / validation.

Item 2. Old Road – 'Unsuitable for Heavy Vehicles' sign, submitted 25 Aug. 2021 – Update required by Highways. This scheme was deemed unsuitable by the Design Team / Network Assurance. Properties / businesses along the route require access, and there is no evidence of HGVs using this route as a cut through. To remove from future agendas.

Item 3. Previous minute number 21/039 Verges. Erosion to verges on Old Road – Update required by Highways.

Item 4. 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). Ongoing.

Item 5. Previous minute number 21/117 Manhole covers – see item 24/102 Item 1.

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 pond next to the village hall. Update.

Item 7. 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.

24/096 Quality Ward Scheme - Foundation Level

Wickham St Pauls Parish Council confirms by resolution that all documentation and information is in place for a Foundation Level Award.

- 1 Its standing orders
- 2 Its financial regulations
- 3 Its Code of Conduct and a link to councillors' registers of interests
- 4 Its publication scheme
- 5 Its last annual return
- 6 Transparent information about council payments
- 7 A calendar of all meetings including the annual meeting of electors
- 8 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
- 9 Current agendas
- 10 The budget and precept information for the current or next financial year
- 11 Its complaints procedure
- 12 Its accessibility statement
- 13 Its privacy notice
- 14 Council contact details and councillor information in line with the Transparency Code
- 15 Its action plan for the current year
- 16 Evidence of consulting the community
- 17 Publicity advertising council activities
- 18 Evidence of participating in town and country planning
- 19 A risk management scheme
- 20 A register of assets
- 21 Contracts for all members of staff
- 22 up-to-date insurance policies that mitigate risks to public money
- 23 Disciplinary and grievance procedures
- 24 A policy for training and training and development of and councillors
- 25 A record of all training undertaken by staff and councillors in the last year
- 26 A clerk who has achieved 12 CPD points in the last year

Thanks expressed to Cllr Groom who has checked the Parish Council website to ensure that this information is available.

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

24/097 Telephone Box.

To discuss and consider what will happen when it is switched over to digital. Information received from BT in an email RE: Village Kiosk tel no. 01787269234 - CO9 2PT - What-3-words: cheater.ruling.natural - dated 20th September 2024.

This kiosk will remain as it is a listed box, the telephone will move to a media gateway product that will work from your point of view just like a working phone no change it will do special stuff in the background that won't be visible. If the mobile signal changes in the future and you get better coverage they may at some point remove the telephone but until then you are protected.

As it is being monitored it needs to be used regularly (Use it or lose it).

Signed (Chairman).....

26th November 2024

24/098 New Projects.

Possible new projects were discussed, one possible for further consideration was for underground armoured electricity cable to the village green – and water to the village green to make it easier when holding events.

All Councillors to send new project ideas to the Clerk - Item deferred - further information – to be on the next agenda.

24/099 Financial Matters.

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

	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

2) Monthly Budget Statement - Received and noted

The Clerk confirmed that the 2nd half of the precept had been received.

3) It was agreed to add Cllr Paul Shipperley as a signatory onto the bank account.

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

24/100 Items for next agenda

Defibrillator Pads

Any new items to be sent to the Clerk prior to the agenda deadline date.

24/101 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 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.

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

24/102 Manhole covers.

Previous minute number 21/117 Manhole covers – various quotes were discussed and it was agreed to accept a quote for works to install two Cast Iron B125 rated covers (12.5 tonne) at a cost of £430.00.

Oak posts –discussed and agreed re-install the oak posts around the village green in the existing positions and fill around the posts will post mix at a cost of £162.00.

24/103 Date of next Meeting.

Parish Council Meeting Tuesday 26th November 2024 (7.15pm)

Meeting closed at 8.42 pm.

Signed (Chairman).....

26th November 2024