

**MINUTES OF THE PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL
HELD ON TUESDAY 26th NOVEMBER 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
County Cllr Peter Schwier
One member of the public present.

24/104 Welcome and Apologies for Absence.

The Chairman welcomed everyone, no apologies for absence.

24/105 Declaration of Interests.

None.

24/106 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

Cllr Snazell raised concerns relating to the verges not being cut back regularly and lack of attention to detail.
County Cllr Schwier responded that verges are cut twice a year and to phone Braintree District Council if safety cuts are required.
It is the landowner's responsibility to cut back hedges and vegetation encroaching onto the Highway and pavements, Clerk to write to local landowners to carry out work along Church Road.
District Cllr Holland gave an update on the mud on the roads and he is awaiting a reply from National Grid which he will pursue.

24/107 Ward and County Councillors to address the members if present.

See item 24/106 above also:-

Cllr Holland – discussed and reported on rough sleepers in the surrounding areas and figures show that this is down by previous year's figures it was confirmed that Wickham St Pauls do not have any rough sleepers in the village.

Braintree District Council are in the process setting their budget. Fly tipping is ongoing and can be reported direct by phone 01376 552525. This will take you to Customer Services, who will be able to direct you to the service that you need.

Phone lines are open 8:30am to 5:00pm Monday to Friday or send an e-mail to Braintree District Council Email:

csc@braintree.gov.uk

Cllr Schwier – discussed the updates sent via e-mail to all Cllrs on a regular basis, relating to Highways highlights – white lining/pot hole repairs etc. All Highways issues can be reported direct to Essex County Council Highways online click on the link as follows:-

[Tell us - Essex County Council](#)

Food support grants to help the vulnerable, flood resistance grant information on line. Preferred cycling routes consultation now out feedback required. Essex County Council are in the process of setting their budget and are awaiting figures from the National Government.

24/108 Minutes.

The minutes of the Parish Council meeting held on 24th September 2024 were agreed and signed as a true and accurate record, Chairman signed.

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

24/109 Planning Matters.

Planning Matters.

Item 1. Braintree District Council Consultation – Work on a New Design Code Document. Which would make common design codes across the district rather than individual for each village to preserve the rural settings within the local communities. Each village is currently unplanned and individual, Cllrs to respond to the survey directly and Cllr Groom and Cllrs Shipperley would like to register themselves and attend future Design Code workshops.

Item 2. No Planning updates.

Item 3. New applications.

Ref: 24/02452/HH

Location: Manderley Lodge, School Road, Wickham St Pauls Essex CO9 2PR

Description: Single storey front and rear extension and flat roof dormer changed to a cat slide roof on the existing dwelling. New roof light and a single storey side extension to be added to the annex.

Signed (Chairman).....

28th January 2025

Objection to this application.

Whilst the Parish Council support the single storey front and rear extension to the main building, we strongly object to the single storey extension to be added to the ancillary accommodation.

This application would make the ancillary accommodation (currently 2 bedrooms and a bathroom) into a full single storey dwelling now being referred to as an Annexe. Please check the previous application ref No. 08/01162/FUL and note the restriction that it can only be used for family members and that it would not be lawful to use it as a holiday let/air B&B let for commercial use.

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

24/110 Trees.

To consider the purchase of 6 dedicated fruit trees to replace the dead ones and to discuss the future maintenance of. The Parish Council decided to place an article in the Look out Magazine asking for volunteers to come forward and help plant and maintain the trees until established. Item therefore deferred until the next meeting

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

24/111 Tree Survey.

To discuss and consider if the Parish Council require a tree survey, this item was discussed in great detail it was agreed that Cllr Cooper and Cllr Snazell would carry out a risk assessment and report back to the Parish Council at the next meeting.

No tree survey required at the moment.

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

24/112 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:

1. Lower village pond dredging and banking to relieve flooding.
2. New play equipment and surfacing.
3. Hard surfacing of car park.
4. Safety fencing of upper pond area by car park.
5. Edging to protect village green erosion.
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. Solar roof panels and battery backup for the village hall and pavilion.

Clerk to send the above items for inclusion onto the Braintree District Council Potential Open Space Improvements plan.

However, the following items to be on the next village hall management committee agenda for them to discuss as these are not open space improvements.

11. New heating system for the Village Hall and Pavilion.
12. Sound insulation for Village hall to aid audibility.

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

24/113 Matters Arising.

Wickham St Pauls Consolidated Trust – No update.

Manhole covers and oak posts near the village hall update - See also attached Appendix 1 below, to note that this work has been completed. However a quote is required for the oak posts to be reinstalled along School Road, the road opposite the Victory Inn.

24/114 Annual Parish Assembly 2025.

22nd May 2025 was agreed to hold the Annual Parish Assembly 2025 at the Village Hall at 7.15pm.

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

24/115 Bus Service.

Item 1. DART3 service update by Cllr Barlow that a resident booked a time/slot on the bus on four separate occasions and it only turned up once, the other three times they apologised for double booking, County Cllr Schwier to follow this up with Essex County Council on our behalf.

The Parish Council are awaiting new leaflets from Essex County Council so that they can be delivered through letterboxes by Cllr Groom and Cllr Shipperley.

Item 2. Invitation to IPTU Transport Meeting – 4th December 2024 at County Hall. Cllr Groom and Cllr Shipperley would like to attend if available.

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

Signed (Chairman).....

28th January 2025

24/116 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.

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

24/117 Budget/Precept Budget 2025/2026.

Item 1. The Budget for 2025/2026 was set at £21,420.00

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

Item 2. To consider to set the Precept in January for 2025/2026, this item to be deferred until the January meeting as Braintree District Council will release the tax base rate figure in December.

24/118 Financial Matters.

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

	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 (Inv.No. 2647) Christmas event flyers	002656	25.53

The following invoices etc were also discussed and add to the above.

Reimbursement as per receipt to Mr D. Stokes for £32.37 cheque number 002657

EALC invoice numbers 18088 and 18161 for Clerks training (to be split between three Parish Councils) and Cllr training (Cllr Bursary applied for and agreed to be reclaimed) total cost £352.67 cheque number 002658.

It was confirmed that employee back pay has been awarded and that the new NALC scale point has been implemented, as budgeted.

- 2) Monthly Budget Statement - Received and noted

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

24/119 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.

To consider holding monthly Parish Council meetings.

24/120 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.

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

Signed (Chairman).....

28th January 2025

24/121 Parish Council policies/procedure documents.

It was agreed by Wickham St Pauls Parish Council to sign up to the [Civility and Respect Pledge](#)
Proposed by Cllr Cooper, seconded by Cllr Groom, all in favour resolution passed.

24/122 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.

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

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

24/123 Date of Next Meetings.

Parish Council Meeting Tuesday 28th January 2025 (7.15pm)

Meeting closed at 9.35pm

Signed (Chairman).....

28th January 2025