



WICKHAM ST PAULS PARISH COUNCIL

<https://wickhamstpaulsparishcouncil.org/>

22ND JULY 2025

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 29TH JULY 2025 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
25/078	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
25/079	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.	Decision
25/080	All Members	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. The maximum time allowed for the public to participate, as stated in the Wickham St Pauls Parish Council public participation policy and in accordance with 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
25/081	All Members	District and County Councillors to address the members if present. District Councillor and County Councillor.	Information
25/082	All Members	Minutes. Item 1. To confirm the minutes of the Annual Parish Assembly held on 22 nd May 2025 Item 2. To confirm the minutes of the Annual Parish meeting held on 27 th May 2025. Item 2. To confirm the minutes of the Parish Council meeting held on 27 th May 2025.	Decision
25/083	All Members	Planning Matters. Item 1. Updates. BDC Local Plan Call for Sites – To confirm that Braintree District Council have rejected all the sites put forward. Item 2. New applications Ref: 25/01517/FUL Description: Proposed 2 No. dwellings with garages & new vehicular access. Location: Land Between 1 And 3 Long Gardens Wickham St Paul Essex TO CONSIDER ANY NEW APPLICATIONS RECEIVED IN ORDER TO MEET DEADLINE DATES.	Decision

25/084	All Members	RoSPA 2025. To discuss and consider the annual RoSPA play equipment etc report and to note any issues/recommendations (see item 25/085, 25/086 and 25/087 below).	Decision
25/085	All Members	Shelter on the Village Green Overhanging tree branches are present at eye level. Tasks Cut back. Note Lift tree branches in front of the shelter. Branches are at eye level. Trim back trees to 2.5 m high and 2 m around the unit. (To discuss and consider quote if received).	Decision
25/086	All Members	Chapel Yard. To discuss and consider adding the area to the cutting list for the contractor to cut. To cut back the whole area in April and then in July and October to cut the hedge and footpath/pathway leading into the area and a pathway to the seat and to the gravestones. (To discuss and consider quote if received).	Decision
25/087	All Members	Play Slide. To discuss and consider granting permission for Derek Stokes to install composite decking onto the existing platform of the play slide.	Decision
25/088	All Members	Britvic Bench. Item 1. Now the new level concrete slab is in place, to consider turning the bench round to face the pond rather than the village green and to grant Derek Stokes permission to bolt it down securely. Item 2. To grant Derek Stokes permission to remove the plaque on the circular seat around the oak tree on the village green and to add it alongside the plaque on the bench on the new concrete slab near the pond. Item 3. To grant Derek Stokes permission to pressure wash the circular seat around the oak tree on the village green in order to remove the birdlime, once cleaned to use teak oil to preserve help it.	Decision
25/089	All Members	Fireworks on the Green 2025 – ‘Trafalgar Night’ To confirm a date/time etc. Suggested 18 th October at 7.30pm	Decision
25/090	All Members	Christmas 2025. To consider refreshments for the Christmas Light event and switch-on date time to be confirmed. Suggested Saturday 6 th December at 6.15pm.	Decision
25/091	All Members	Victory Inn. Item 1. The Victory Inn are considering holding a classic car show/event and would like the Parish Council to consider granting permission to allow the vehicles to park on the village green, risk assessment to be provided before event. (No dates given or number of vehicles). Item 2. To consider granting permission for a marquee to be placed on the village green for a possible beer festival event, risk assessment to be provided before event. (No dates given).	Decision
25/092	All Members	Pond near the Village Hall. Item 1. To consider stocking the pond near the village hall with fish, (cost to be confirmed by Derek Stokes). Item 2. To obtain a permit to introduce fish to the pond adjacent to the Village Hall. Use the RW1 form to register your fishery, stock ponds, cropping water, aquaponics unit or to register as a sole transporter. Gov.UK. Item 3. To allow fishing in the future providing they have and can produce when asked a fishing licence.	Decision
25/093	All Members	Shellards Lane. Item 1. To discuss and consider a complaint from ramblers that large plastic containers are leaking oil over the footpath. Item 2. To discuss and consider the visual impact of the area and any planning restrictions implemented by BDC.	Decision
25/094	All Members	Defibrillator at the Victory Inn. Item 1. To discuss the defibrillator at the Victory Inn, to confirm if the battery is still under warranty or to purchase a replacement battery. Item 2. To discuss and consider if the Parish Council would like to purchase a new defibrillator and to allow for this in our next budget at a cost of £1,000.00 upwards.	Decision
25/095	All Members	Council Documents, Policies & Procedures. To discuss and consider to adopt the Staff Appraisal Policy.	Decision
25/096	All Members	Quality Silver Award. To discuss and consider if Wickham St Pauls Parish Council would like to work towards obtaining the Quality Silver Award at a cost of registration fee of £130.00. 20% off if we apply within the next 12 months.	Decision

25/097	All Members	Matters Arising – Updates. See below attached Appendix 1.	Information																																																
25/098	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>Playsafety (RoSPA Report 2025) Inv. 88814</td><td>002574</td><td>80.00</td></tr><tr><td>JPB Landscapes Inv. 1782 & 1802 Grass cutting</td><td>002575</td><td>£528.00</td></tr><tr><td>Affinia Inv.No. 58270 (Payroll provider April to June)</td><td>002576</td><td>91.58</td></tr><tr><td>Matt Jarvis (Minute No. 25/073)</td><td>002577</td><td>685.00</td></tr><tr><td>Martin Cooper (Reimbursement for Gas for the beacon, as per receipt.)</td><td>002578</td><td>56.00</td></tr><tr><td>Derek Stokes (Reimbursement for reflectors as per receipt).</td><td>002579</td><td>18.70</td></tr><tr><td>Hit Marketing & Design Ltd (Inv. 3909 Wallets for welcome packs).</td><td>002580</td><td>92.40</td></tr><tr><td>Wickham St Pauls Village Hall Fund Inv. No. 2480</td><td>002581</td><td>10.00</td></tr><tr><td>Employee (Salary for July)</td><td>SO</td><td>600.00</td></tr><tr><td>Employee (Salary adjustment for July)</td><td>002582</td><td>7.63</td></tr><tr><td>HM Revenue & Customs (For July)</td><td>002583</td><td>203.39</td></tr><tr><td>Parish Clerk (Expenses for June/July as per receipts)</td><td>002584</td><td>64.30</td></tr><tr><td>Employee (Salary for August)</td><td>SO</td><td>600.00</td></tr><tr><td>Employee (Salary adjustment for August)</td><td>002584</td><td>7.63</td></tr><tr><td>HM Revenue & Customs (For August)</td><td>002585</td><td>203.39</td></tr></table> 2) To note that the Payroll compliance processing has increased by £4.56 per month to £30.00 per month see Affina invoice above. 3) Monthly Budget Statement. 4) To note that as from 2 nd June 2025 Cllr Paul Shipperley is now a bank signatory onto the bank accounts. 5) To note that the Sudbury branch of NatWest is closing on 30 September 2025.		CHEQUE NO.	TOTAL	Playsafety (RoSPA Report 2025) Inv. 88814	002574	80.00	JPB Landscapes Inv. 1782 & 1802 Grass cutting	002575	£528.00	Affinia Inv.No. 58270 (Payroll provider April to June)	002576	91.58	Matt Jarvis (Minute No. 25/073)	002577	685.00	Martin Cooper (Reimbursement for Gas for the beacon, as per receipt.)	002578	56.00	Derek Stokes (Reimbursement for reflectors as per receipt).	002579	18.70	Hit Marketing & Design Ltd (Inv. 3909 Wallets for welcome packs).	002580	92.40	Wickham St Pauls Village Hall Fund Inv. No. 2480	002581	10.00	Employee (Salary for July)	SO	600.00	Employee (Salary adjustment for July)	002582	7.63	HM Revenue & Customs (For July)	002583	203.39	Parish Clerk (Expenses for June/July as per receipts)	002584	64.30	Employee (Salary for August)	SO	600.00	Employee (Salary adjustment for August)	002584	7.63	HM Revenue & Customs (For August)	002585	203.39	Decision
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25/099	All Members	New 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																																																
25/100	All Members	Date of Next Meeting. Parish Council Meeting 30 th September 2025.	Information																																																

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 25/097 ABOVE).

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 21/039 Verges. Erosion to verges on Old Road – Update required by Highways.

Item 2. 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 The works have been scheduled for 29 July 2025, subject to any emergencies or adverse weather conditions that may arise

Item 3. 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 4. Previous minute number 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. Further information required, update by Cllr Cooper.

Item 5. Road outside Village Hall also known as The Green and leading to Oak Farm.

Previous minute 25/040 To discuss and consider the ownership and responsibility of the road, Cllr Cooper and Cllr Snazell in the process of obtaining information in order to pass onto Essex County Council Highways.