

**WICKHAM ST PAULS PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL**  
**HELD ON TUESDAY 27<sup>th</sup> MAY 2025, AT 7.15pm.**

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

District Cllr D. Holland and one member of the public.

**25/048 To elect the Chairman.**

Martin Cooper elected as Chairman – declaration of office signed.

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

**25/049 To elect the Vice-Chair.**

Catherine Groom elected as Vice-Chair – declaration of office signed.

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

**25/050 Declaration of Acceptance of Office.**

Confirmed that all Councillors have signed the declaration of acceptance of office.

**25/051 Check Members Register of Interests.**

All Councillors confirmed that their declaration of interest's forms held at BDC are current and up to date.

**25/052 Consent form to receive the Council Summons and agenda electronically.**

Confirmed all members have signed the forms.

**25/053 Bank Signatories.**

Confirmed four signatories for the Parish Council Bank Accounts. Cllr Cooper, Cllr Barlow, Cllr Groom and Cllr Snazell.

**25/054 The following were reviewed and agreed renewal of membership: -**

EALC (Essex Association of Local Councils) Renewal agreed for 2025.

NALC (National Association of Local Councils) Renewal agreed for 2025.

BALC (Braintree Association of Local Councils) Not to renew membership.

The Colne-Stour Countryside Association. Not renew membership.

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

**25/055 General Power of Competence.**

It was confirmed that Wickham St Pauls Parish Council does meet the requirements to become a Parish Council with 'General Power of Competence' as it has four elected Cllrs, one co-opted Cllr and a qualified Parish Clerk.

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

**25/056 Review and confirm arrangements for Insurance Cover 2025/2026.**

Confirmed that the insurance cover is in place until 1st June 2027 as a 3-year long term contract has been taken out with Zurich.

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

**25/057 Personnel Committee.**

To elect Personnel Committee and Personnel Committee Chairman.

(Cllr. M. Cooper, Cllr. C. Groom and Cllr. Barlow as Chairman).

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

**25/058 Parish Clerk & Responsible Financial Officer.**

Confirmation of the Clerk to act as Responsible Financial Officer to the Council, in accordance with contract of employment.

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

**25/059 Working Groups. To confirm working groups.**

**Play Area Working Group**

Confirmed Members – Cllr. Cooper and Cllr. Snazell

Signed (Chairman).....

29<sup>th</sup> July 2025

Cllr Cooper and Cllr Snazell elected to check equipment, benches and bus shelters, assets bi-monthly checks required. Signed, and dated tick list required for insurance purposes to be handed to the Clerk at Parish Council meetings.

**Budget Working Group** - Confirmed all members

**Footpaths Working Group** (to liaise with Public Rights of Way) Confirmed Cllr. Snazell

**Defibrillator Monthly Inspections**, volunteer from the community to send reports to Webnos.

**Look Out Magazine Editor** /write up confirmed Cllr. Groom and the Parish Clerk

**Wickham St Pauls Consolidated Trust** – Representatives and Trustees of the Trust are at present Cllr Cooper, Cllr Groom and Cllr. Shipperley.

**Look out Magazine**

Editor/Write Up representative for the Parish Council, Cllr. Snazell

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

#### **25/060 To re-adopt Council Documents/Policies.**

- A. Accessibility Statement
- B. Action Plan
- C. Anti-Fraud & Corruption
- D. Biodiversity
- E. Code of Conduct (New Revised version from BDC)
- F. Co-Option Policy
- G. Complaints Procedure
- H. Community Emergency Plan (Not published, copy sent to BDC)
- I. Community Engagement Policy
- J. Crime & Disorder
- K. Dignity at Work/Bullying and Harassment Policy
- L. Disciplinary Policy
- M. Equality and Diversity Policy
- N. Financial Regulations (New revised 2024 version from NALC)
- O. Firework Risk Assessment
- P. Freedom of Information Policy
- Q. General Data Protection Policy
- R. Grant Policy
- S. Grievance Policy
- T. Health & Safety Policy Statement
- U. Privacy Statement
- V. Public Participation
- W. Publication Scheme
- X. Risk Assessment for Covid – Village Hall
- Y. Risk Assessment for Covid – Recreational Equipment
- Z. Risk Assessment for Litter Picking
- AA. Standing Orders (new revised 2025 version from NALC)
- BB. Strategic Risk Register
- CC. Terms of Reference for Personnel Committee
- DD. Training & Development Policy
- EE. Training Record

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

#### **25/061 Annual Meeting Closed at 7.48pm**

Signed (Chairman).....

29<sup>th</sup> July 2025