

**MINUTES OF THE PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL  
HELD ON TUESDAY 27<sup>th</sup> May 2025, AT 7.51pm**

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

One members of the public present and District Cllr David Holland

**25/062 Welcome and Apologies for Absence.**

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

**25/063 Declaration of Interests.**

None.

**25/064 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.**

No comments.

**25/065 Ward and County Councillors to address the members if present.**

District Cllr David Holland discussed the Local plan and the call for site put forward in Wickham St Pauls.  
His full report can be viewed on our website <https://wickhamstpaulsparishcouncil.org/>

**25/066 Minutes.**

**Item 1.** To confirm the minutes of the Parish Council meeting held on 25<sup>th</sup> March 2025.

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

**Item 2.** To confirm the minutes of the Annual Parish Assembly held on 22<sup>nd</sup> May 2025. Item deferred as not all Cllrs have read them, therefore item to be on the next agenda.

**25/067 Planning Matters.**

**Item 1. Local Plan – update** Sub-committee meeting 25<sup>th</sup> June start 7.15pm at Braintree District Council when call for sites within Wickham St Pauls will be discussed and considered. District Cllr David Holland to attend and make a presentation on behalf of Wickham St Pauls Parish Council.

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

**Item 2. New Applications as follows:**

**Ref: 24/02459/OUT**

**Description:** Outline planning application with all matters reserved, except access, for erection of 2 No. dwellings.

**Location:** Barkers Meadow The Green Wickham St Paul Essex CO9 2PT

(Deadline date to comment 5<sup>th</sup> June).

No comment.

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

**Ref: 25/01115/COUPA**

**Description:** Development Management Causeway House Braintree Essex CM7 9HB Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to 1No. Dwelling house (Use Class C3)

**Location:** Couter Paddock The Green Wickham St Paul Essex

(For information only) Discussed and noted.

**25/068 Asset Register 2025.**

The asset register for 2025 was confirmed and agreed.

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

Signed (Chairman).....

29<sup>th</sup> July 2025

## 25/069 Accounts 2024/2025.

**Item 1** - Internal Auditors Report. Received and noted.

**Item 2** - Certificate of Exemption - To confirm that Wickham St Pauls Parish Council have certified themselves as exempt as the gross income or gross expenditure did not exceed £25,000 in the year ended 31 March 2025.

**Item 3** – Clerk to confirm reclaim for VAT 2024/2025. £734.61 has been reclaimed and received.

**Item 4** – Approval of Annual Governance Statement for 2024/2025 prior to submission to the Audit Commission.

1. We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have financial impact on this authority and, where appropriate, have included them in the accounting Chairman and Clerk to sign.

**Item 5** - Approval of Accounting Statements for 2024/2025 prior to submission to the Audit Commission. Chairman and Clerk to sign.

**Item 6** –Year End Bank Reconciliation for 2024/2025 prior to submission to the Audit Commission. Chairman and Clerk to sign

**Item 7** - To sign off the accounts for 2024/2025, Chairman and Clerk to sign.

**Item 8** – To confirm the notice of public rights and publications of annual governance and accountability return will be displayed between 10<sup>th</sup> June 2025 - 21<sup>st</sup> July 2025.

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

## 25/070 Salt Bag Partnership 2025/2026.

Wickham St Pauls Parish Council would like to remain in this scheme, however, no bags of salt/grit required this year.

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

## 25/071 RoSPA 2025.

Report not yet received, item deferred and to be on the next agenda.

## 25/072 Matters Arising – Updates.

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, 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

## 25/073 Village Maintenance.

**Item 1 and Item 2.** A quote to repair the drain/manhole cover outside Timberthwaite and for a slab of concrete near the pond opposite the Victory Inn ready for a bench to be installed at a cost of £260.00 was agreed.

Proposed by Cllr. Cooper, seconded by Cllr. Groom, Cllr. Barlow and Cllr Shipperley in favour, Cllr Snazell abstained, resolution passed.

**Item 3 and Item 4.** A quote to re-install the sign at the end of the road known as The Green and to install oak posts in the Village Hall car park at a cost of £425.00 was agreed.

Signed (Chairman).....

29<sup>th</sup> July 2025

Proposed by Cllr. Cooper, seconded by Cllr. Groom, Cllr. Barlow and Cllr Shipperley in favour, Cllr Snazell abstained, resolution passed.

**Item 5.** To consider organising a working party to paint/treat various assets, benches, noticeboard etc. It was agreed to place an article in the Look Out Magazine asking for volunteers. Item to be on the next agenda.

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

#### **25/074 Dog Show 2025.**

Permission was granted to hold The Wickham Dog show scheduled for the 6th September from 1-5 pm on the village green.

Risk assessment to be in place prior to event.

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

#### **25/075 Road outside Village Hall also known as The Green and leading to Oak Farm.**

Previous minute number 25/040 To discuss and consider the ownership and responsibility of the road – update by Cllr Snazell is that he and Cllr Cooper are in the process of putting together evidence of ownership.

#### **25/076 Financial Matters.**

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

	CHEQUE NO.	TOTAL
Essex Association of Local Councils Inv. No. 18443	002680	120.12
Zurich Insurance Inv. No. 543379816	002681	575.96
Mrs J Stobart (Internal Auditor)	002682	245.00
Parish Clerk (Salary for April)	SO	490
Parish Clerk (Salary adjustment for April)	002677	117.83
HMRC for April	002678	203.19
Wickham St Pauls Village Hall Fund (Hall Hire Inv. No. 2466	002683	25.00
Wickham St Pauls Cricket Club (Grass cutting)	002684	1,200.00
Sandra O'Sullivan (Reimbursement as per receipts for VE Day event)	002685	98.67
Derek Stokes (Reimbursement as per receipts)	002566	86.06
Parish Clerk (Salary for May)	SO	600.00
JPB Landscapes Inv. No. 1762	002567	288
Parish Clerk (Salary adjustment for May)	002568	7.63
HM Revenue & Customs (For May)	002569	203.39
Parish Clerk (Expenses for April/May as per receipts)	002570	97.87
Parish Clerk (Salary for June)	SO	600.00
Parish Clerk (Salary adjustment for June)	002571	7.83
HM Revenue & Customs (For June)	002572	203.19

An invoice from the WI for refreshments for the Annual Parish Assembly at a cost of £150.00 cheque number 002573 was also considered and approved. Thanks, expressed to the WI.

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

- 2) Monthly Budget Statement – Received and noted.

#### **25/077 Date of next Meeting.**

Parish Council Meeting Tuesday 29<sup>th</sup> July 2025 (7.15pm)

Meeting closed at 9.01pm.

Signed (Chairman).....

29<sup>th</sup> July 2025