



WICKHAM ST PAULS PARISH COUNCIL

<https://wickhamstpaulsparishcouncil.org/>

23RD SEPTEMBER 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 30TH SEPTEMBER 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
25/101	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
25/102	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
25/103	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
25/104	All Members	District and County Councillors to address the members if present. District Councillor and County Councillor.	Information
25/105	All Members	Minutes. To confirm the minutes of the Parish Council meeting held on 29 th July 2025.	Decision
25/106	All Members	Planning Matters. Item 1. Updates. Ref: 25/01583/FUL Description: Demolition of 2No. Houses and the erection of 2No. dwellings and single garage. Location: 1 Rectory Cottages Church Road Wickham St Paul Essex CO9 2PH Application refused by Braintree District Council. TO CONSIDER ANY NEW APPLICATIONS RECEIVED IN ORDER TO MEET DEADLINE DATES.	Decision
25/107	All Members	Chapel Yard. Previous minute number 25/086 - 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. Update by Cllr Cooper relating to a volunteer cutting the area free of charge, or to consider a quote from a contractor.	Decision

25/108	All Members	School Road. Site meeting held between Cllr Cooper, Cllr Snazell and District Cllr Holland to discuss the safety concerns relating to parking along School Road.	Decision
25/109	All Members	Land adjacent to Scriveners fields. To be discussed, already reported to Enforcement – update by District Cllr Holland.	Information/Decision
25/110	All Members	Pond near the Village Hall. As it has been previously been agreed to keep this as a wildlife pond, to consider adding environmentally safe chemical to the pond to control the build-up of silt, cost to be advised by Derek Stokes.	Decision
25/111	All Members	Matters Arising – Updates. See below attached Appendix 1.	Information/ Decision
25/112	All Members	Flyers/Posters. To discuss and consider flyers for Trafalgar Night event and Christmas event.	Decision
25/113	All Members	Internal Auditor. To consider to appoint Jan Stobart as the internal auditor for financial year 2025/2026.	Decision
25/114	All Members	Parish Calendar 2026/2027 To consider dates and to adopt the Parish Calendar and to confirm a date for the Annual Parish Assembly 2026. (Annual Parish Assembly to take place from 1 st March - 1 st June 2026).	Decision
25/115	All Members	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 2025 – ‘Trafalgar Night’ Item 3. To discuss and consider approval of the Risk assessment for the Christmas 2025 event. Item 4. To discuss and consider approval of the Risk assessment for the Annual Harvest Festival and Pet Service.	Decision
25/116	All Members	Finance Working Group. To confirm a date and time to hold a finance working group meeting to discuss the budget for 2026.	Decision
25/117	Cllr Cooper	Village Green. To discuss and consider transferring the village green into a trust.	Decision
25/118	All Members	Quality Ward Scheme - Silver Level Wickham St Pauls Parish Council confirms by resolution that all documentation, information and conditions are in place for the Silver award, and that these are published on the council’s website as follows: 1. Health and Safety policy. 2. Policy on Equality. 3. Co-option policy. 4. Community engagement policy involving two-way communication between council and community. 5. Councillor profiles. 6. Grant awarding policy. 7. Evidence showing how electors contribute to the Annual Parish or Town Meeting. 8. Action plan and related Budget responding to community engagement and setting out a timetable for action and review. 9. Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins. 10. Evidence of helping the community plan for its future. 11. Evidence of encouraging public engagement in local democracy Scheme of Delegation (where relevant). 12. At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies. 13. Evidence of customer service with examples of managing/handling correspondence with the public. 14. Evidence of customer service with examples of managing/handling correspondence with the public. 15. A current qualified clerk. 16. A formal appraisal process for all staff.	Decision

25/119	All Members	<p>Financial Matters.</p> <p>1) Financial Statement for (Items to be approved for payment and signed as per payment schedule).</p> <table><tr><td></td><td>CHEQUE No.</td><td>TOTAL</td></tr><tr><td>Dynamic Fireworks</td><td>007</td><td>613.91</td></tr><tr><td>JBP Landscapes Ltd (Inv. No. 1821 & 1839)</td><td>002588</td><td>528</td></tr><tr><td>NALC Inv .No. 820128</td><td>002589</td><td>60.00</td></tr><tr><td>Paul Snazell (Reimbursement)</td><td>002590</td><td>90.32</td></tr><tr><td>Employee (Salary for September)</td><td>SO</td><td>600.00</td></tr><tr><td>Employee (Salary adjustment for September)</td><td>002591</td><td>120.03</td></tr><tr><td>HM Revenue & Customs (For September)</td><td>002592</td><td>252.45</td></tr><tr><td>Parish Clerk (Expenses for August/September as per receipts)</td><td>002593</td><td>83.80</td></tr><tr><td>Employee (Salary for October)</td><td>SO</td><td>600.00</td></tr><tr><td>Employee (Salary adjustment for October)</td><td>002594</td><td>26.43</td></tr><tr><td>HM Revenue & Customs (For October)</td><td>002595</td><td>211.50</td></tr></table> <p>2) Monthly Budget Statement.</p> <p>3) To confirm that the NALC pay scales and back pay has been implemented.</p> <p>4) To discuss the Firework Committee account.</p> <p>5) To confirm that we have received the 2nd half of the precept.</p>		CHEQUE No.	TOTAL	Dynamic Fireworks	007	613.91	JBP Landscapes Ltd (Inv. No. 1821 & 1839)	002588	528	NALC Inv .No. 820128	002589	60.00	Paul Snazell (Reimbursement)	002590	90.32	Employee (Salary for September)	SO	600.00	Employee (Salary adjustment for September)	002591	120.03	HM Revenue & Customs (For September)	002592	252.45	Parish Clerk (Expenses for August/September as per receipts)	002593	83.80	Employee (Salary for October)	SO	600.00	Employee (Salary adjustment for October)	002594	26.43	HM Revenue & Customs (For October)	002595	211.50	Decision
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25/120	All Members	<p>New Items for next agenda.</p> <p>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.</p>	Information																																				
25/121	All Members	<p>Date of Next Meeting.</p> <p>Parish Council Meeting 25th November 2025.</p>	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 25/111 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 commenced on 29 July 2025, drainage channel cut into the grass verge leading into the pond.

Item 3. 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 4. Wickham St Pauls Consolidated Trust – Update.

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.

Item 6. Previous minute number 25/093 Item 1 and 2 - Shellards Lane – Update by District Cllr Holland.