

**MINUTES OF THE PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL
HELD ON TUESDAY 29th JULY 2025, AT 7.15pm**

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

District Cllr D. Holland
Three members of the public present

25/078 Welcome and Apologies for Absence.

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

25/079 Declaration of Interests.

None.

25/080 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

A member of the public expressed safety concerns regarding parking along School Road, this was discussed and a site meeting to be arranged with the Chairman, Cllr Snazell and District Cllr Holland. Item to be on the September agenda for further discussion. A member of the public commented and put his case forward relating to item 25/091 below.

25/081 District and County Councillors to address the members if present.

County Cllr Schwier sends regular updates to the Parish Council.

District Cllr Holland updated the Parish Council on the following:-

The Local Plan 2041, local government reform/devolution. Braintree District Council have a new information system on line the public can scan the QR code and receive updates on their phone.

A131 Battery Farm – field sold to a charitable trust – trustees are not local, 22 acres of land will be sealed over and no environmental impact statement or scoping option is in place.

25/082 Minutes.

Item 1. To confirm the minutes of the Annual Parish Assembly held on 22nd May 2025

Item 2. To confirm the minutes of the Annual Parish meeting held on 27th May 2025.

Item 3. To confirm the minutes of the Parish Council meeting held on 27th May 2025.

The above minutes were approved as a true and accurate record and signed by the Chairman.

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

25/083 Planning Matters.

Item 1. Updates. Local Plan Review 2041

It was confirmed that Braintree District Council have rejected all the sites put forward for Wickham St Pauls.

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 Pauls, Essex

No comment – to remain neutral for BDC to make the decision.

Highway access issues dangerous bend, safety concerns.

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

Ref: 25/01583/FUL

Description: Demolition of 2 No. houses and erection of 2 No. dwellings and a single garage.

Location: 1 Rectory Cottage, Church Road

Objection

Signed (Chairman).....

30th September 2025

Detrimental to the street scene, not within keeping of the rural area, recommend more appropriate roof surface ie plain clay tiles and render external walls.

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

25/084 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). It was confirmed that the RoSPA report for 2025 had been received and noted.

25/085 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 apply to Braintree District Council Landscaping Dept. for permission to carry out the work, as the trees have tree preservation orders on them. A quote of £140.00 to carry out the work was accepted and approved.

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

25/086 Chapel Yard.

To discuss and consider adding the area to the cutting list for the contractor to cut.

- Each year to cut back the whole area at the end of April.
- 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.

This was discussed and the Chairman, Cllr Cooper will speak to a volunteer to see if the works can be carried out free of charge. Item therefore deferred update to be on the next agenda.

25/087 Play Slide.

Permission was granted for Derek Stokes to install composite decking onto the existing platform of the play slide.

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

25/088 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 permission was granted for Derek Stokes to turn the seat around and to bolt it down securely.

Item 2. Permission was granted for Derek Stokes 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. Permission was granted for Derek Stokes 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 help preserve it.

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

25/089 Fireworks on the Green 2025 – ‘Trafalgar Night’

The date was confirmed as 18th October at 7.15pm to hold the Trafalgar Night event.

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

25/090 Christmas 2025.

It was agreed to hold the Christmas Light event on Saturday 6th December at 6.15pm, with £100.00 allocated towards refreshments.

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

25/091 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).

Permission was granted for the Victory Inn to hold these events, which will be combined with each other, twice a year, however, dates and times to still be approved by the Parish Council

Proposed by Cllr. Cooper, seconded by Cllr. Barlow, Cllr. Groom and Cllr Shipperley in favour, Cllr Snazell against (he does not think the village green should be used for commercial events) resolution passed.

25/092 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).

The Parish Council decided that they did not want to stock the pond near the village hall with fish, but for it to remain as a wildlife pond.

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

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. Not required see item 1 above.

Item 3. To allow fishing in the future providing they have and can produce when asked a fishing licence. Not required see item 1 above.

25/093 Shellards Lane.

Item 1. A complaint from ramblers that large plastic containers are possibly leaking oil over the footpath was discussed.

To contact environmental health at Braintree District Council for them to investigate.

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

Item 2. To discuss and consider the visual impact of the area and any planning restrictions implemented by BDC.

This was brought to the attention of District Cllr Holland who will contact enforcement at Braintree District Council to investigate.

Item to be on the next agenda for updates.

25/094 Defibrillator at the Victory Inn.

Item 1. It was confirmed that the battery for the defibrillator at the Victory Inn, was still under warranty, so free of charge and has been replaced.

Item 2. The Parish Council confirmed that the defibrillator is always monitored and emergency ready so no need to purchase a new defibrillator.

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

25/095 Council Documents, Policies & Procedures.

The Parish Council adopted the Staff Appraisal Policy.

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

25/096 Quality Silver Award.

Wickham St Pauls Parish Council confirmed they would like to work towards obtaining the Quality Silver Award at a cost of registration fee of £130.00 and to apply within the next 12 months in order to receive 20% off.

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

25/097 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 has commenced on 29 July 2025, three channels have been cut in the verge for drainage into the pond.

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. See item 25/088 above – Item to be removed from future agendas.

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. Due to the local government reform/devolution, District Cllr Holland advised that this information should be presented to Highways as soon as possible.

25/098 Financial Matters.

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

	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
Martin Cooper (Reimbursement for Gas for the beacon, as per receipt.)	002577	56.00
Derek Stokes (Reimbursement for reflectors as per receipt).	002578	18.70
Matt Jarvis (Minute No. 25/073)	002579	685.00
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
Employee (Salary for August)	SO	600.00
Employee (Salary adjustment for August)	002584	7.63
HM Revenue & Customs (For August)	002585	203.39
Parish Clerk (Expenses for June/July as per receipts)	002584	64.30

- 2) It was noted 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 – received and noted.
- 4) It was noted that as from 2nd June 2025 Cllr Paul Shipperley is now a bank signatory onto the bank accounts.
- 5) It was noted that the Sudbury branch of NatWest is closing on 30 September 2025.

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

25/099 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.

New item: Land adjacent to Scriveners in Old Road to be discussed.

25/100 Date of next Meeting.

Parish Council Meeting Tuesday 30th September 2025 (7.15pm)

Meeting closed at 9.15pm.

Signed (Chairman).....

30th September 2025