



WICKHAM ST PAULS PARISH COUNCIL

<https://wickhamstpaulsparishcouncil.org/>

20TH MARCH 2026

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 THURSDAY 26TH MARCH 2026 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
26/020	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
26/021	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
26/022	All Members	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. The maximum time allowed 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
26/023	All Members	District and County Councillors to address the members if present. District Councillor and County Councillor.	Information
26/024	All Members	Planning Matters. Item 1. Updates. Item 2. New Applications Ref: 26/00464/FUL Description: Demolition of existing commercial building and erection of a single dwelling with associated access, parking and amenity space. Location: Couter Paddock The Green Wickham St Paul Essex Ref: 26/00583/PIP Description: Permission in principle for the erection of up to 5no. self-build dwellings. Location: Land West Of Church Road Wickham St Paul Essex TO CONSIDER ANY NEW APPLICATIONS RECEIVED IN ORDER TO MEET DEADLINE DATES.	Decision

26/025	All Members	<p>Minutes.</p> <p>Item 1. To confirm the minutes of the Parish Council meeting held on 20th January 2026.</p> <p>Item 2. To confirm the minutes of the Personnel Committee meeting held on 24th February 2026.</p> <p>Item 3. To confirm the minutes of the Annual Parish Assembly held on 18th March 2026.</p>	Decision																																																
26/026	All Members	<p>The Victory Inn - Out door Beer Festival 2026. Dates 17th-20th July 2026.</p> <p>To discuss and consider granting permission to use the village green. (Risk assessment received).</p>	Decision																																																
26/027	All Members	<p>Dog Show 2026. Saturday 5th September 2026.</p> <p>To discuss and consider granting permission to use the village green. (Risk assessment received).</p>	Decision																																																
26/028	All Members	<p>Ponds.</p> <p>Item 1. To discuss vegetation clearance work that has already been completed around the pond near the Victory Inn.</p> <p>Item 2. To discuss to cut down the willow from around the pond near the village Hall.</p>	Decision/information																																																
26/029	All Members	<p>Council documents.</p> <p>To discuss and consider adopting the following policies:</p> <ol style="list-style-type: none"> 1. Scheme of Delegation 2. General Reserves 3. Vexatious and Persistent Complaints 	Decision																																																
26/030	All Members	<p>Matters Arising – Updates.</p> <p>See items below Appendix 1.</p> <p>Previous minute number 25/040 Road outside Village Hall also known as The Green and leading to Oak Farm. Information/documentation has been sent to Essex County Council Highways – reply received - Update by Cllr Snazell.</p> <p>To consider sending all information onto Essex Legal Services.</p>	Information/Decision																																																
26/031	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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">CHEQUE NO.</th> <th style="text-align: center;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>HandyKing Inv. No. 349</td> <td style="text-align: center;">002616</td> <td style="text-align: right;">300.00</td> </tr> <tr> <td>Wickham St Pauls Village Hall Fund (Hall Hire Invoices 2522, 2524, 2529)</td> <td style="text-align: center;">002617</td> <td style="text-align: right;">55.00</td> </tr> <tr> <td>HandyKing Inv. No 354</td> <td style="text-align: center;">002618</td> <td style="text-align: right;">250.00</td> </tr> <tr> <td>Braintree District Council (Green bin collection 2026 from the Village Hall)</td> <td style="text-align: center;">002619</td> <td style="text-align: center;">To be confirmed</td> </tr> <tr> <td>Derek Stokes (As per receipts)</td> <td style="text-align: center;">002620</td> <td style="text-align: right;">34.04</td> </tr> <tr> <td>Employee (Salary for March)</td> <td style="text-align: center;">DD</td> <td style="text-align: right;">600.00</td> </tr> <tr> <td>Employee (Salary adjustment for March)</td> <td style="text-align: center;">002621</td> <td style="text-align: right;">26.43</td> </tr> <tr> <td>HM Revenue & Customs (For March)</td> <td style="text-align: center;">002622</td> <td style="text-align: right;">211.50</td> </tr> <tr> <td>Employee (Expenses for February/March as per receipts)</td> <td style="text-align: center;">002623</td> <td style="text-align: right;">84.35</td> </tr> <tr> <td colspan="3" style="color: blue;">Payments below from new financial year budget 2026/2027.</td> </tr> <tr> <td>Anthony Lister (Flyers for Annual Parish Assembly 2026)</td> <td style="text-align: center;">002624</td> <td style="text-align: right;">30.72</td> </tr> <tr> <td>WI (Refreshments for Annual Parish Assembly 2026)</td> <td style="text-align: center;">002625</td> <td style="text-align: center;">To be confirmed</td> </tr> <tr> <td>Employee (Salary for April)</td> <td style="text-align: center;">DD</td> <td style="text-align: right;">600.00</td> </tr> <tr> <td>Employee (Salary adjustment for April)</td> <td style="text-align: center;">002626</td> <td style="text-align: right;">39.70</td> </tr> <tr> <td>HM Revenue & Customs (For April)</td> <td style="text-align: center;">002627</td> <td style="text-align: center;">To be confirmed</td> </tr> </tbody> </table> <p>2) Monthly Budget Statement.</p>		CHEQUE NO.	TOTAL	HandyKing Inv. No. 349	002616	300.00	Wickham St Pauls Village Hall Fund (Hall Hire Invoices 2522, 2524, 2529)	002617	55.00	HandyKing Inv. No 354	002618	250.00	Braintree District Council (Green bin collection 2026 from the Village Hall)	002619	To be confirmed	Derek Stokes (As per receipts)	002620	34.04	Employee (Salary for March)	DD	600.00	Employee (Salary adjustment for March)	002621	26.43	HM Revenue & Customs (For March)	002622	211.50	Employee (Expenses for February/March as per receipts)	002623	84.35	Payments below from new financial year budget 2026/2027.			Anthony Lister (Flyers for Annual Parish Assembly 2026)	002624	30.72	WI (Refreshments for Annual Parish Assembly 2026)	002625	To be confirmed	Employee (Salary for April)	DD	600.00	Employee (Salary adjustment for April)	002626	39.70	HM Revenue & Customs (For April)	002627	To be confirmed	Decision
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26/032	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
26/033	All Members	To exclude the press and public. Public Bodies (Admission to Meetings) Act 1960 ‘That the public be excluded from the meeting during consideration of Agenda Item 26/034 and 26/035 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business subject to the public bodies admission to meetings Act 1960 Section 1 Sub-section 2. Resolution to exclude members of the press and public.	Decision
26/034	All Members	Personnel Matters. To discuss and consider recommendations by the Personnel Committee.	Decision
26/035	All Members	Payroll Provider Contract. To discuss and consider the renewal of the payroll provider contract. Payroll provider fee for 2026/2027 effective April 2026 to confirm or otherwise the proposed price increase from the payroll providers from £30.00 per month to £34.00 per month with effect from 1 April 2026.	Decision
26/036	All Members	Date of Next Meeting. Annual Parish Meeting (AGM) followed by Parish Council Meeting 26 th May 2026.	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 Tel: 07907631172 E-mail: parishclerk@wickhamstpaulsparishcouncil.org

APPENDIX 1 (AGENDA ITEM 26/030 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. Previous minute number 25/040 Road outside Village Hall known as The Green and leading to Oak Farm. 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. Information/documentation has been sent to Essex County Council Highways – reply received - Update by Cllr Snazell.

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

Item 7. Previous minute number 25/109 Land adjacent to Scriveners fields. To be discussed, already reported to Enforcement – update by District Cllr Holland.

Item 8. Previous minute number 25/118 – Quality Ward Scheme - Silver Level update.