



WICKHAM ST PAULS PARISH COUNCIL

<https://wickhamstpaulsparishcouncil.org/>

19TH MAY 2026

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL MEETING, FOLLOWED BY PARISH COUNCIL MEETING, OF WICKHAM ST PAULS PARISH COUNCIL TO BE HELD AT THE VILLAGE HALL, AT 7.15 P.M. ON TUESDAY 26TH MAY 2026 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.

Diane Jacob

DIANEJACOB

CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL

Presentation of Silver Award Certificate from Essex Association of Local Councils (Before meetings commence).

Annual Parish Meeting

AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
26/037	ALL MEMBERS	To elect the Chairman. Chairman's Declaration of Office – to be signed.	DECISION
26/038	ALL MEMBERS	To elect the Vice-Chairman. Vice-Chairman's Declaration of Office – to be signed	DECISION
26/039	ALL MEMBERS	Declaration of Acceptance of Office. All Councillors to sign declaration of acceptance of office	INFORMATION
26/040	ALL MEMBERS	Check Members Register of Interests. Members to review their declaration of interests and update (return completed forms to the Clerk).	INFORMATION
26/041	ALL MEMBERS	Consent form to receive the Council Summons and agenda electronically. To confirm all members have signed.	INFORMATION
26/042	ALL MEMBERS	Bank Signatories. To confirm signatories for the Parish Council Bank Accounts. Cllr Cooper, Cllr Barlow, Cllr Groom, Cllr Snazell and Cllr Shipperley.	INFORMATION
26/043	ALL MEMBERS	To review membership and agree renewal of the following bodies: - EALC (Essex Association of Local Councils) and NALC (National Association of Local Council). BALC (Braintree Association of Local Councils) If so then to elect a representative to attend meetings. The Colne-Stour Countryside Association) If so then to elect a representative to attend meetings.	DECISION

26/044	ALL MEMBERS	General Power of Competence. To confirm and adopt the proposal that Wickham St Pauls Parish Council do meet the requirements to become a Parish Council with 'General Power of Competence'.	DECISION
26/045	ALL MEMBERS	Review and confirm arrangements for Insurance Cover 2026/2027. To confirm insurance cover is in place until 31st May 2027. (To note and confirm that the insurance cover is in place until 31st May 2027 as a Three-year long-term contract has been taken out).	DECISION
26/046	ALL MEMBERS	Asset Register 2026. To confirm the asset, register for 2026.	DECISION
26/047	ALL MEMBERS	Personnel Committee. To elect Personnel Committee and Personnel Committee Chairman. (Currently Cllr. M. Cooper, Cllr. C. Groom and Cllr. Barlow as Chairman)	DECISION
26/048	ALL MEMBERS	Parish Clerk & Responsible Financial Officer. Confirmation of the Parish Clerk to act as Responsible Financial Officer to the Council, in accordance with contract of employment.	DECISION
26/049	ALL MEMBERS	Working Groups. To confirm working groups and responsibilities. Play Area Working Group Current Members – All Councillors To elect a Cllr to check equipment, benches and bus shelters, assets monthly checks required. Signed/Tick list required for insurance purposes. Budget Working Group Current Members – All Councillors Footpaths Working Group Current Members – to elect the Parish Clerk to liaise with Public Rights of Way Officer. Defibrillator Monthly Inspections, to be sent to Webnos. Current Member – Cllr Snazell Wickham St Pauls Consolidated Trust – Current Trustees/Members - Martin Cooper, Catherine Groom and Paul Shipperley. Look Out Magazine Editor/write up – Cllr Snazell	DECISION

26/050	ALL MEMBERS	<p><u>To re-adopt Council Documents/Policies etc (see website)</u></p> <ul style="list-style-type: none"> A. Accessibility Statement B. Action Plan C. Anti-Fraud & Corruption D. Biodiversity Policy E. Code of Conduct F. Co-Option Policy G. Complaints Procedure H. Vexatious Complaints Procedure I. Civility & Respect Pledge J. Community Emergency Plan (Not published, copy sent to BDC) K. Community Engagement Policy L. Crime & Disorder Policy M. Dignity at Work/Bullying and Harassment Policy N. Disciplinary Policy O. Equality and Diversity Policy P. Financial Regulations Q. Firework Risk Assessment R. Freedom of Information Policy S. General Data Protection Policy T. General Reserves Policy U. Grant Policy V. Grievance Policy W. Health & Safety Policy Statement X. IT Policy (New policy advised from NALC to consider adoption) Y. Privacy Statement Z. Public Participation AA. Publication Scheme (Freedom of Information) BB. Publication Scheme Policy CC. Risk Assessment for Covid – Village Hall DD. Risk Assessment for Covid – Recreational Equipment EE. Risk Assessment for Litter Picking FF. Scheme of Delegation Policy GG. Staff Appraisal Policy HH. Standing Orders II. Strategic Risk Register JJ. Terms of Reference for Personnel Committee KK. Training & Development Policy LL. Training Record 	DECISION
26/051	ALL MEMBERS	Annual Meeting Closed.	INFORMATION

PARISH COUNCIL MEETING AGENDA			
26TH MAY 2026 PARISH COUNCIL MEETING COMMENCES			
ITEM	PRESENTER	SUBJECT	STATUS
26/052	CHAIRMAN	Welcome and Apologies for Absence.	INFORMATION
26/053	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 as adopted in May 2025.	DECISION
26/054	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
26/055	ALL MEMBERS	Ward and County Councillors to address the members if present. Ward Councillor, County Councillor.	INFORMATION
26/056	ALL MEMBERS	Minutes. To confirm the minutes of the Parish Council meeting held on 26 th March 2026.	DECISION
26/057	ALL MEMBERS	Planning Matters. Item 1. Updates. Item 2. New Applications. Application No: 26/00760/HH Description: Proposed and side porch. Location: 3 Broad Cottages, Broad Road, Wickham St Pauls Essex CO9 2PG Application No. 26/00885/FUL Description: Retention of existing mobile home for a temporary period of 2 years. Location: Land South Of Old Road Wickham St Paul Essex TO CONSIDER ANY NEW APPLICATIONS RECEIVED	DECISION

26/058	ALL MEMBERS	<p>Accounts 2025/2026.</p> <p>Item 1 – To conform receipt and acceptance of Internal Auditors Report.</p> <p>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 2026.</p> <p>Item 3 – Clerk to confirm reclaim for VAT 2025/2026.</p> <p>Item 4 – Approval of Annual Governance Statement for 2025/2026 prior to submission to the Audit Commission.</p> <p>1. We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.</p> <p>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p> <p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p> <p>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.</p> <p>9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. To confirm (Not applicable to Wickham St Pauls Parish Council).</p> <p>10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. Chairman and Clerk to sign AGAR.</p> <p>Item 5 –Year End Bank Reconciliation for 2025/2026 prior to submission to the Audit Commission. Chairman and Clerk to sign</p> <p>Item 6 - To sign off the accounts for 2025/2026, Chairman and Clerk to sign.</p> <p>Item 7 – To confirm the notice of public rights and publications of annual governance and accountability return will be displayed between 3rd June 2026 – 14th July 2026.</p>	DECISION
26/059	ALL MEMBERS	<p>Salt Bag Partnership 2026/2027.</p> <p>To consider if the Parish Council would like to take part in this scheme.</p>	DECISION
26/060	ALL MEMBERS	<p>RoSPA 2026.</p> <p>To discuss and consider the annual RoSPA play equipment etc report and to note any issues/recommendations if received.</p>	DECISION
26/061	ALL MEMBERS	<p>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 and a member of the public to advise the Parish Council of funding available.</p>	DECISION
26/062	ALL MEMBERS	<p>Village Pond near Village Hall.</p> <p>To discuss and consider quote to clear the willow from the pond.</p>	DECISION

26/063	ALL MEMBERS	NALC - Quality Silver Award. Wickham St Pauls Parish Council was awarded the National Association of Local Councils Quality Silver Award on 15 th April 2026, to remove item from future agendas.	INFORMATION																																																												
26/064	ALL MEMBERS	Braintree District Council: Waste and Recycling, the new system and garden bin charge and collection frequency.	INFORMATION																																																												
26/065	ALL MEMBERS	Matters Arising – Updates. See below attached Appendix 1.	INFORMATION																																																												
26/066	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"> <thead> <tr> <th></th> <th>CHEQUE No.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Anthony Lister Inv. No. 2674</td> <td>002686</td> <td>30.72</td> </tr> <tr> <td>Wickham St Pauls WI Refreshments APA</td> <td>002687</td> <td>180.00</td> </tr> <tr> <td>Parish Clerk (Salary for April)</td> <td>DD</td> <td>600.00</td> </tr> <tr> <td>Parish Clerk (Salary adjustment for April)</td> <td>002688</td> <td>39.70</td> </tr> <tr> <td>HMRC (PAYE for April)</td> <td>002689</td> <td>217.17</td> </tr> <tr> <td>Zurich Insurance Inv. No. 554848940</td> <td>002690</td> <td>603.35</td> </tr> <tr> <td>Information Commissioner's Office (Data Protection subscription)</td> <td>002691</td> <td>52.00</td> </tr> <tr> <td>JPB Landscapes Inv. Numbers 1683 & 1960 & 1984</td> <td>002692</td> <td>528.00</td> </tr> <tr> <td>EALC/NALC Subscription Inv. No. 19328</td> <td>002693</td> <td>121.40</td> </tr> <tr> <td>J. Stobart (Internal Audit)</td> <td>002694</td> <td>260.00</td> </tr> <tr> <td>Parish Clerk (Salary for May)</td> <td>DD</td> <td>600.00</td> </tr> <tr> <td>Parish Clerk (Salary adjustment for May)</td> <td>002695</td> <td>39.50</td> </tr> <tr> <td>HM Revenue & Customs (For May)</td> <td>002696</td> <td>217.37</td> </tr> <tr> <td>Parish Clerk (Expenses for April/May as per receipts)</td> <td>002697</td> <td>88.62</td> </tr> <tr> <td>Reimbursement as per receipts to Cllr Snazell (Mileage, photo copying etc)</td> <td>002698</td> <td>78.38</td> </tr> <tr> <td>HandyKing</td> <td>002699</td> <td>TO BE CONFIRMED</td> </tr> <tr> <td>Parish Clerk (Salary for June)</td> <td>DD</td> <td>600.00</td> </tr> <tr> <td>Parish Clerk (Salary adjustment for June)</td> <td>002700</td> <td>39.70</td> </tr> <tr> <td>HM Revenue & Customs (For June)</td> <td>002701</td> <td>217.17</td> </tr> </tbody> </table> <p>2) Monthly Budget Statement</p>		CHEQUE No.	TOTAL	Anthony Lister Inv. No. 2674	002686	30.72	Wickham St Pauls WI Refreshments APA	002687	180.00	Parish Clerk (Salary for April)	DD	600.00	Parish Clerk (Salary adjustment for April)	002688	39.70	HMRC (PAYE for April)	002689	217.17	Zurich Insurance Inv. No. 554848940	002690	603.35	Information Commissioner's Office (Data Protection subscription)	002691	52.00	JPB Landscapes Inv. Numbers 1683 & 1960 & 1984	002692	528.00	EALC/NALC Subscription Inv. No. 19328	002693	121.40	J. Stobart (Internal Audit)	002694	260.00	Parish Clerk (Salary for May)	DD	600.00	Parish Clerk (Salary adjustment for May)	002695	39.50	HM Revenue & Customs (For May)	002696	217.37	Parish Clerk (Expenses for April/May as per receipts)	002697	88.62	Reimbursement as per receipts to Cllr Snazell (Mileage, photo copying etc)	002698	78.38	HandyKing	002699	TO BE CONFIRMED	Parish Clerk (Salary for June)	DD	600.00	Parish Clerk (Salary adjustment for June)	002700	39.70	HM Revenue & Customs (For June)	002701	217.17	DECISION
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26/067	ALL MEMBERS	Date of Next Meeting. Parish Council Meeting Tuesday 28 th July 2026 (7.15pm)	INFORMATION																																																												

THIS NOTICE WAS ISSUED BY:

MRS DIANE JACOB CLERK & RESPONSIBLE FINANCIAL OFFICER OF THE COUNCIL WICKHAM ST PAULS PARISH COUNCIL 5 CROCKLANDS, GREENSTEAD GREEN, HALSTEAD, ESSEX, CO9 1QY E-MAIL: WICKHAMSTPAULS@HOTMAIL.COM

Matters Arising Item 26/065 above – Appendix 1.

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.