

**WICKHAM ST PAULS PARISH COUNCIL**  
**DRAFT - MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL**  
**HELD ON TUESDAY 26<sup>th</sup> MAY 2026, AT 7.30pm.**

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

District Cllr D. Holland and no members of the public.

**26/037 To elect the Chairman.**

Martin Cooper elected as Chairman – declaration of office signed.  
Proposed by Cllr. Snazell, seconded by Cllr. Groom, all in favour resolution passed.

**26/038 To elect the Vice-Chair.**

Janice Barlow elected as Vice-Chair – declaration of office signed.  
Proposed by Cllr. Cooper, seconded by Cllr. Snazell, all in favour, resolution passed.

**25/039 Declaration of Acceptance of Office.**

Confirmed that all Councillors have signed the declaration of acceptance of office.

**26/040 Check Members Register of Interests.**

All Councillors confirmed that their declaration of interest's forms held at BDC are current and up to date.

**26/041 Consent form to receive the Council Summons and agenda electronically.**

Confirmed all members have signed the forms.

**26/042 Bank Signatories.**

Confirmed signatories for the Parish Council Bank Accounts. Cllr Cooper, Cllr Barlow, Cllr Groom and Cllr Snazell and Cllr Shipperley.

**26/043 The following were reviewed and agreed renewal of membership: -**

EALC (Essex Association of Local Councils) Renewal agreed for 2026.  
NALC (National Association of Local Council) Renewal agreed for 2026.  
BALC (Braintree Association of Local Councils) Not to renew membership.  
The Colne-Stour Countryside Association. Not renew membership.  
Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour, resolution passed.

**26/044 General Power of Competence.**

It was confirmed that Wickham St Pauls Parish Council does meet the requirements to become a Parish Council with 'General Power of Competence' as it has four elected Cllrs, two co-opted Cllr and a qualified Parish Clerk.  
Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour, resolution passed.

**26/045 Review and confirm arrangements for Insurance Cover 2026/2027.**

Confirmed that the insurance cover is in place until 1st June 2027 as a 3-year long term contract has been taken out with Zurich.  
Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour, resolution passed.

**26/046 Asset Register 2026.**

It was confirmed that Wickham St Pauls Parish Council has a asset register.  
Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour, resolution passed.

**26/047 Personnel Committee.**

To elect Personnel Committee and Personnel Committee Chairman.  
(Cllr. M. Cooper, Cllr. C. Groom, Cllr Shipperley and Cllr. Barlow as Chairman).  
Proposed by Cllr. Cooper, seconded by Cllr. Barlow, all in favour, resolution passed.

Signed (Chairman).....

28<sup>th</sup> July 2026

**26/048 Parish Clerk & Responsible Financial Officer.**

Confirmation of the Clerk to act as Responsible Financial Officer to the Council, in accordance with contract of employment.  
Proposed by Cllr. Cooper, seconded by Cllr. Groom, all in favour resolution passed.

**26/049 Working Groups. To confirm working groups.****Play Area Working Group**

Confirmed Members – Cllr. Cooper and Cllr. Snazell

Cllr Cooper and Cllr Snazell elected to check equipment, benches and bus shelters, assets bi-monthly checks required. Signed, and dated tick list required for insurance purposes to be handed to the Clerk at Parish Council meetings.

**Budget Working Group** - Confirmed all members

**Footpaths Working Group** (to liaise with Public Rights of Way) Confirmed Parish Clerk.

**Defibrillator Monthly Inspections**, Cllr Snazell to send reports to Webnos.

**Wickham St Pauls Consolidated Trust** – Representatives and Trustees of the Trust are at present Cllr Cooper, Cllr Groom and Cllr. Shipperley.

**Look out Magazine**

Editor/Write Up representative for the Parish Council, Cllr. Snazell

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

**26/050 To re-adopt Council Documents/Policies.**

- 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

All of the above policies were confirmed and adopted by Wickham St Pauls Parish Council.  
Proposed by Cllr. Cooper, seconded by Cllr. Shipperley, all in favour resolution passed.

**26/051 Annual Meeting Closed at 7.45pm**