

**DRAFT - MINUTES OF THE PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL  
HELD ON Thursday 26<sup>th</sup> May 2026, AT 7.45pm**

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.  
No members of the public present.

**26/052 Welcome and Apologies for Absence.**

The Chairman welcomed everyone, no apologies for absence.

**26/053 Declaration of Interests.**

None.

**26/054 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.**

No members of the public present.

**26/055 District and County Councillors to address the members if present.**

District Cllr Holland updated the Parish Council on the following:- The local government reorganisation as National Government have announced Essex will comprise of 5 unitary authorities from 2028, however, this is currently under review by the new leader of Essex County Council. The new waste recycling scheme will start as from 1<sup>st</sup> June, new wheelie bins have been delivered and residents will need to apply if they require the new free of charge absorbent hygiene products (AHP) collection service directly to Braintree District Council full details including eligibility criteria, accepted items and how to apply are available <https://www.braintree.gov.uk/ahpcollections>

**25/056 Minutes.**

To confirm the minutes of the Parish Council meeting held on 26<sup>th</sup> March 2026.

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

**26/057 Planning Matters.**

**Item 1. Updates.**

Ref: 26/00583/PIP Land West of Church Road, Wickham St Pauls, in principle for the erection of up to 5no. self-build dwellings. Application Refused by BDC.

Ref. No: 26/00464/FUL Location Couter Paddock The Green Wickham St Paul Essex

Demolition of existing commercial building and erection of a single dwelling with associated access, parking and amenity space. Application Refused by BDC.

**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

No objection.

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

Signed (Chairman).....

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**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

The Parish Council strongly object to this application.

The application site is located beyond the defined settlement boundary of Wickham St Paul, within the open countryside. The site lacks sufficient access to day-to-day services, facilities and public transport provision to meet the needs of future occupiers. As a result, occupants of the caravan would be heavily reliant on the use of the private car for access to employment, education, shopping, healthcare and other essential services. The proposal therefore represents an unsustainable pattern of development contrary to the spatial strategy of the adopted development plan and the objectives of sustainable development set out in the National Planning Policy Framework. The proposal is therefore contrary to Policies SP3, LPP1 and LPP42 of the Braintree Planning Decision Notice Page 1 of 4 26/00583/PIP District Local Plan 2013 - 2033 and the National Planning Policy Framework. As such, the site is not considered with regard to land use, location.

The proposed static caravan would be sited on land that currently forms part of an open and undeveloped rural edge to Wickham St Pauls, contributing positively to the countryside setting and providing a clear transition between the built up area of the village and the surrounding open landscape. This would erode this transitional character, leading to the loss of openness and rural qualities along the southern side of Old Road. The harm identified arises from the change in land use itself. In addition, siting of this static caravan would result in a low level of less than substantial harm by eroding part of the existing surviving rural context. This proposal therefore fails to preserve the character and appearance of the countryside and is contrary to Policies SP3 and LPP1 of the Braintree District Local Plan 2013-2033 and any objectives of the National Planning Policy Framework.

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

**26/058 Accounts 2025/2026.****Item 1** – To confirm receipt and acceptance of Internal Auditors Report.**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.**Item 3** – Clerk to confirm reclaim for VAT 2025/2026.**Item 4** – Approval of Annual Governance Statement for 2025/2026 prior to submission to the Audit Commission.

1. We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
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.
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.
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.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
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.
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).

Signed (Chairman).....

28<sup>th</sup> July 2026

**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.

**Item 5** –Year End Bank Reconciliation for 2025/2026 prior to submission to the Audit Commission. Chairman and Clerk to sign

**Item 6** - To sign off the accounts for 2025/2026, Chairman and Clerk to sign.

**Item 7** – To confirm the notice of public rights and publications of annual governance and accountability return will be displayed between 3<sup>rd</sup> June 2026 – 14<sup>th</sup> July 2026.

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

#### **26/059 Salt Bag Partnership 2026/2027.**

The Parish Council would like to continue to take part in this scheme, but do not require any salt this year.

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

#### **26/060 RoSPA 2026.**

To discuss and consider the annual RoSPA play equipment etc report and to note any issues/recommendations if received. Item deferred to be on the July agenda, as report not yet received.

**26/061 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 that the Parish Council has a number of items already considered and once funding is available then this will be actioned. The Parish Council to also discuss the items required with the Village Hall Management Committee.

#### **26/062 Village Pond near Village Hall.**

A quote was considered and it was agreed to accept it for £250.00 to clear the willow from the pond.

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

#### **26/063 NALC - Quality Silver Award.**

Wickham St Pauls Parish Council was awarded the National Association of Local Councils Quality Silver Award on 15<sup>th</sup> April 2026, to remove item from future agendas. However, no presentation has yet been made, Clerk to contact the EALC.

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

**26/064 Braintree District Council:** Waste and Recycling, the new system and garden bin charge and collection frequency. This item was discussed and noted.

#### **26/065 Matters Arising.**

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 and Highways site meeting held and the works is programmed to be undertaken by Highways in the coming months.

**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. See item 26/061 above.

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

Signed (Chairman).....

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**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 that we have made contact with Legal Services at ECC Highways and that document should now be sent to Mark Webster.

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

**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 ongoing.

**26/066 Financial Matters.**

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

	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

The HandyKing invoice to appear on the July agenda all other payments above approved and authorised.

- 2) Monthly Budget Statement. Received and noted.

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

**26/067 Date of Next Meeting.**

Parish Council Meeting Tuesday 28<sup>th</sup> July 2026 (7.15pm)

Meeting closed at 9.10pm.

Signed (Chairman).....

28<sup>th</sup> July 2026