

# Wickham Skeith Parish Council

## Minutes of Parish Council Meeting held Thursday 25 September 2025 at 4pm in the Wickham Skeith Village Hall.

**Councillors present:** Harriet Bowes (HB), Jeanette Creasey (JC), Amanda Noller (AN) and Richard Palmer (RP).

**In attendance:** Tina Newell (TN) (Acting Parish Clerk to Wickham Skeith Parish Council) with no other people present.

250525/01     **Election of Chairman:** RP proposed HB as Chairman for the year to April 2026 seconded by AN and with JC in favour HB accepted the office of Chair Person to Wickham Skeith Parish Council.

250525/02     HB signed the acceptance of office countersigned by TN as acting Proper Officer

250525/03     All Councillors resolved to appoint Tina Newell (TN) as Clerk for the meeting.

250525/04     **Acceptance of apologies:** Apologised were received from Thomas Rowe (TR) and Tim Thorogood (TT) prior to the meeting,

250525/05     All Councillors voted on the apologies from TR and TT and accepted both apologies for absence.

250525/06     **To receive members' declaration of interest/s and Dispensations:** There were no declarations of interest received prior to or at the meeting therefore no dispensations to consider.

### **Finance:**

250525/07     After discussion all Councillors resolved to open a current and savings account with Unity Trust Bank noting there is a £6.00 per month standing charge. It was agreed the transfer from Barclays to Unity Trust Bank would be automatic using the Current Account Switching Service offered by Unity Trust.

250525/08     It was agreed for TN to become an administrator of the Unity Trust Bank accounts allowing payments to be set up and transactions/statements viewed but with no access to release payments and for HB, JC and AN to have access to view transactions/statements and set up and authorise payments.

- 250525/09 Councillors noted the outgoing Clerk is due an increase in back dated pay from 1 April 2025 in line with the National Pay Awards and agreed for TN to calculate a final payment for consideration at the next meeting.
- 250525/10 **Governance:** All Councillors noted the requirement to have official Parish Council email addresses and agreed to register the domain name 'wickhamskeith-pc.gov.uk' and agreed the cost of £150.00 hosting fee per year for 10GB of storage.
- 250525/11 **Any other matters to be included on a future agenda:** Internal Audit, approval of minutes from May and September, formalise the CIL working group, speeding, sewerage leakage along Daisy Lane and Dodmans Pightle, village history board, emergency plan, Parish Infrastructure Plan and allocate tasks to Councillors i.e. policies and assets.
- 250525/12 **Dates of future meetings:** All Councillors present agreed to amend the dates of future meetings to: 6 October, 3 November, 5 January 2026, 2 March, 20 April and 11 May 2026; these dates are subject to the village hall being available.
- 250525/13 Councillors noted there were no members of the press or public present.
- 250525/14 **Employment:** After a brief discussion JC proposed to employ Tina Newell as the Clerk and Responsible Officer on salary scale point 25 with a weekly office allowance of £6.00. The proposal was seconded by AN with all Councillors in agreement TN accepted the position of Clerk and Financial Officer to Wickham Skeith Parish Council.
- 250525/15 TN signed the contract of employment, countersigned by HB on behalf of Wickham Skeith Parish Council in the presence of all Councillors.
- 250525/16 All Councillors agreed to instruct SALC to carry out payroll at a cost of £8 per month agreeing the Clerk would have a conflict of interest in calculating her own pay.
- 250525/17 The meeting was closed at 5.14pm.