

Wickham Bishops Parish Council

Parish Councillors

Mrs A Mickelsen (Chairman)
I D Wardrop (Vice-Chairman)
H M Bass
P J Bates
I S F MacGregor
R Mundell
S J Nicholas
J Williams



Winner Best Kept Village 2009, 2015
3rd Place Essex Village of the Year 2015

www.wickhambishopsparishcouncil.org

Parish Clerk

Mrs L J Rowland PSLCC
Wickham Bishops Parish Council
The Village Hall
Church Road
Wickham Bishops
Essex
CM8 3JZ
07542 190176

info@wickhambishopsparishcouncil.org

MINUTES of Parish Council Meeting held on Tuesday 5th December 2017 at 7.00pm in the Village Hall Boardroom	
Item	Subject
17/213	Those Present and Apologies for Absence In the chair: Cllr Mickelsen Present: Cllrs Bates, MacGregor, Nicholas, Wardrop and Williams; the Clerk. Apologies for absence were received from Cllrs Bass and Mundell. No members of the public were present.
17/214	Declaration of Interests and Compliance with the Ethical Framework There were no Declarations of Interest.
17/215	Approval of Minutes Resolved: that the minutes of the Parish Council meeting held on 7 th November 2017 be approved as a true record. Proposed Cllr Williams, seconded Cllr MacGregor. Resolved: that the minutes of the Finance Committee meeting held on 24 th November 2017 be approved as a true record. Proposed Cllr MacGregor, seconded Cllr Mickelsen. Resolved: that the minutes of the Extraordinary Parish Council meeting held on 24 th November 2017 be approved as a true record. Proposed Cllr Mickelsen, seconded Cllr Wardrop.
17/216	Public Forum There were no members of the public present.
17/217	Chairman's Report The Chairman reported that she had laid a wreath on behalf of the Parish Council, during the 12 th November Remembrance Service, at the War Memorial. Cllr Mickelsen will be attending the 'Nine Lessons and Carols' service at St Bartholomew's on 17 th December, and giving a reading, on behalf of the Parish Council. A report of a homeless, possibly vulnerable, young man in the village, had been relayed to the Chelmsford night shelter charity (CHESS); despite CHESS's best efforts, he had not been found.
17/218	Clerk's Report The Clerk advised that the annual Rough Sleeper estimate had been provided to Maldon District Council; the homeless man had arrived after the census night of the 15 th November. The Tree Warden Mr Chris Cooke joined the meeting. The Clerk reported that following consultation with the Tree Warden, an application for works to a TPO-protected oak tree on Arbour Lane would be referred to the full Council or Planning Committee due to concerns that the application did not clearly describe the proposed works.

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	<p>The Clerk drew attention to the updated Issues List and the 18th January 2018 Braintree Local Highways Panel meeting, at which the extension to the Blue Mills Hill / Maldon Road traffic lights' operation might be agreed. A resident had asked that the Parish Council considers suggesting noise baffling along the A12, when the A12 widening consultation opens in Spring.</p> <p>A request had been raised for Essex Highways to clear blocked gullies along Wickham Hall Lane.</p> <p>Finally, the Clerk asked that Councillors consider Essex County Council's responses to the proposed Grange Road drainage project, and explained that Ms Shirley Hall of the Environmental Services team at the District Council was keen to support the project.</p> <p>Action: Councillors to email their queries and concerns to the Clerk by 14th December</p> <p>Action: The Clerk to arrange for Ms Hall to attend the 2nd January 2018 meeting</p>
17/219	<p>Planning Applications and Decisions</p> <p>There were no applications or appeals received from Maldon District Council to discuss, and there were no delegated decisions made by the Parish Clerk or decisions made by the Planning Inspectorate to note.</p> <p>The decisions made by Maldon District Council were noted, and included approval of applications <i>FUL/MAL/17/00906</i> and <i>LBC/MAL/17/00907</i> for the Mulberry Tree (formerly The Mitre).</p> <p>The Parish Council's letter to Maldon District Council, challenging the removal of the Parish Trigger and requesting clarification of the call-in process, and the responses from other local parishes, were noted.</p> <p>A planning application for a full replacement dwelling had been received; this would require an EGM to be called in lieu of the Planning Committee meeting on 15th December.</p>
17/220	<p>Monthly Councillor Surgeries</p> <p>There were no visitors to the 18th November Surgery. The next Surgery will be held on 20th January 2018; attendees were noted as Cllrs Wardrop and Williams.</p>
17/221	<p>District Council Report</p> <p>There was no report as the District Councillor was not present.</p>
17/222	<p>Neighbourhood Watch Report</p> <p>The Clerk read out a statement from the NHW Coordinator, in which a break-in to a shed in Wickham Hall Lane, and cold callers selling household goods, were mentioned.</p> <p>A member of the public joined the meeting. The Chairman temporarily adjourned the meeting to offer the parishioner an opportunity to address the Council. The member of the public reported a sewerage smell from the drains on The Street by the junction with Church Road.</p> <p>Action: The Clerk to report the issue to Anglian Water.</p> <p>The meeting was re-convened.</p>
17/223	<p>Neighbourhood Plan Report</p> <p>Cllr Williams, Chairperson of the NHP Steering Group, remarked that 104 online responses to the residents' survey had been received. More were needed, and hard copies and fliers were to be made available.</p> <p>The group had displayed the plans and developing policies at the BHSA's Bazaar and the Church's Christmas Market. The next meeting would be held on 12th December 2017.</p>

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17/224	<p>Finance</p> <p><i>In anticipation of Cllr Mundell's possible arrival, the Chairman delayed the Finance item until after item 17/226. Cllr Mundell was present for the Finance item.</i></p> <p>Resolved: The balances were noted and the list of payments agreed. Proposed Cllr Williams, seconded Cllr Wardrop.</p> <p>The Chairman reported that the Personnel team had recognised the Clerk's role was due a grading review and had arranged a grading examination, with the support of the EALC. Initial reports indicated the grading should be increased and a financial impact was expected.</p> <p>The Finance Committee's recommendation that the Precept be set at £13,000 plus any cost increase necessitated by the grading review, was noted.</p> <p>Action: <i>The Clerk to add the re-grading, proposed budget and Precept to the agenda for the EGM on 15th December.</i></p> <p>Resolved: The Parish Council would re-appoint Heelis and Lodge as internal auditor for 2018-2019. Proposed Cllr Mundell, seconded Cllr Williams.</p> <p>Resolved: The Parish Council agreed the appointment of Envirosigns Limited to update the Chairmen's Board, at a cost of £48 + VAT (<i>in accordance with the General Power of Competence, Localism Act 2011, s.1(1)</i>). Proposed Cllr Mundell, seconded Cllr Williams.</p>
17/225	<p>Correspondence</p> <p>The consultation on the <i>Issues and Options: Development Plan Documents and Sustainability Appraisals</i> for the proposed North Essex garden communities was noted. The consultation documents are available to view at http://braintree-consult.objective.co.uk/portal/negc.</p> <p>Action: <i>Councillors to review the documents and the Clerk to add the opportunity for the Parish Council to respond, to the agenda for the meeting on 2nd January 2018.</i></p>
17/226	<p>Traffic Calming and Speedwatch</p> <p>Cllr Wardrop summarised the minutes of the Maldon Local Highways Panel meeting of 29th September, which suggested progress on several items:</p> <ul style="list-style-type: none"> - rotation of the Speed Indicating Devices around the village's sites would be funded by Essex Highways; - the extension of the Church Road 30mph zone to Mope Lane was planned for delivery in December and notices had been issued; - the road narrowing feasibility study might be funded by S106 money – the S106 team would be meeting the Highways Liaison Officer; - surface improvements to the Handley's Lane byway were in validation; - a parishioner's request to alter the kerbing at the junction of Witham Road and Tiptree Road had been deleted. <p>Cllr Mundell joined the meeting,</p> <p>Additionally, Cllr Wardrop noted that a parishioner's request, for the carriageway be widened in Langford Road, had been added to the Potential Schemes list and was in validation.</p> <p>Action: <i>The Clerk to write to the Chairman of the LHP, D/Cllr Mark Durham CC, querying how a parishioner's request had bypassed the Parish Council.</i></p> <p>Cllr Wardrop had attended the District Council's press launch of TRUCam speed enforcement and reported that 54 sites in the district had been authorised for its deployment; Cllr Wardrop had suggested 4 possible Wickham Bishops sites.</p> <p>The Finance item 17/224 was discussed.</p>

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17/227	Tiptree Facilities Forum Cllr Nicholas summarised the discussions at the Tiptree Facilities Forum in November: <ul style="list-style-type: none"> - The suggestion of a shuttle bus had not been seen as viable. Councils were asked to consider what improvements were needed to the current routes. Action: <i>Councillors to send suggestions to the Clerk and Cllr Nicholas for future consideration</i> - Parishes were urged to consider the cumulative impact of all large-scale development in the area, including the possible garden community at West Tey, the Heybridge Garden suburbs and the A12 widening scheme proposals, and there was discussion on S106 funding and methods to tackle antisocial behaviour. Action: <i>The Clerk to investigate the availability of S106 funding</i>
17/228	Footpath Maintenance Cllr Nicholas stated that the Footpaths Officer was pursuing the landowner responsible for a low-hanging branch obstructing footpath 12. Action: <i>The Clerk to inform the parishioner who raised the matter</i> Cllr Nicholas explained how the County Council's Parish Paths Partnership would support a volunteer scheme to carry out additional footpath maintenance. Resolved: The Parish Council would ask for volunteers and re-join the Parish Paths Partnership once sufficient volunteers were found. Proposed Cllr Nicholas, seconded Cllr Williams.
17/229	Progress Reports from Councillors and Committees There were no further progress reports.
17/230	General Village News The opening of The Mulberry Tree on 4 th December 2017 was noted, and Councillors remarked on the attractive décor and successful opening day. The tea rooms were reported as likely to open in January 2018. The twenty failed tree whips on Rainbow Field, part of the Queen's 90 th birthday commemoration, would be replaced by the Tree Warden when ground conditions allowed. Action: <i>Cllr Williams to inform the BHSA Facilities Manager.</i>
17/231	Dates of Next Meetings <ul style="list-style-type: none"> - Friday 15th December 2017 Extraordinary General Meeting at 11.30am - Tuesday 2nd January 2018 Parish Council Meeting at 7.30pm
17/232	Close of Meeting 8.17pm Items for future agendas: <ul style="list-style-type: none"> - 2018-19 budget and Precept approval (December EGM & January) - Annual review of Standing Orders and Financial Regulations (January) - Ms Shirley Hall and the Grange Road drainage project (January) - North Essex Garden Communities consultation response (January) - Annual review of asset register and risk assessment (March)