

# Wickham Bishops Parish Council

## Parish Councillors

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



Winner Best Kept Village 2009, 2015  
3<sup>rd</sup> Place Essex Village of the Year 2015  
[www.wickhambishopsparishcouncil.org](http://www.wickhambishopsparishcouncil.org)

## Parish Clerk

Mrs L J Rowland PSLCC  
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<b>MINUTES of Parish Council Meeting</b> <b>held on Tuesday 30<sup>th</sup> January 2018 at 7.30pm in the Village Hall Boardroom</b>	
Item	Subject
18/021	<b>Those Present and Apologies for Absence</b> In the chair: Cllr Mickelsen Present: Cllrs Bass, Bates, MacGregor, Nicholas, Wardrop and Williams; the Clerk. Apologies for absence were accepted from Cllr Mundell. Seven members of the public were present including prospective councillor Mrs Judith Elliston.
18/022	<b>Declaration of Interests and Compliance with the Ethical Framework</b> There were no Declarations of Interest.
18/023	<b>Approval of Minutes</b> <b>Resolved:</b> that the minutes of the Parish Council meeting held on 2nd January 2018 be approved as a true record. Proposed Cllr Mickelsen, seconded Cllr Wardrop. <b>Resolved:</b> that the minutes of the minutes of the Planning Committee meeting held on 19th January 2018 be approved as a true record. Proposed Cllr MacGregor, seconded Cllr Wardrop.
18/024	<b>Co-Option of Councillor</b> <b>Resolved:</b> that Mrs Judith Elliston would be co-opted to the Parish Council. Proposed Cllr Mickelsen, seconded Cllr Bates. Cllr Elliston made her Declaration of Acceptance and took her seat.
18/025	<b>Public Forum</b> A member of the public highlighted the damage to local verges caused by Essex Highways' recent road surface patching and advised he would report the matter directly to Essex County Council. The resident also noted that hedges at the junction of Arbour Lane and The Street were obstructing the road and offered to speak to the householders responsible. A member of the public spoke on behalf of his applications <i>HOUSE/MAL/18/00059 &amp; LBC/MAL/18/00060 - High Hall Cottage 30 Church Road</i> . A neighbour of <i>High Hall Cottage 30 Church Road</i> spoke on behalf of the planning applications indicating his full support of the plans. The resident reported that the surface patching to Church Road was crumbling at the edges and queried the quality of the work. Cllr Wardrop advised that the patching was preparation works by ECC ready for full resurfacing taking place in the summer.
18/026	<b>Chairman's Report</b> The Chairman had nothing further to report.

WBPC – Wickham Bishops Parish Council  
Cllr – Parish Councillor  
SLCC – Society of Local Council Clerks

MDC – Maldon District Council  
D/Cllr – District Councillor  
EALC – Essex Assoc. of Local Councils

ECC – Essex County Council  
C/Cllr or CC – County Councillor  
NALC – National Assoc. of Local Councils

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<b>18/027</b>	<p><b>Clerk's Report</b></p> <p>Progress had been made on the Local Council Award Scheme; the Clerk had identified the tasks and new policies required. Cllr Bates had updated the website accordingly.</p> <p>The Clerk reported on the May 2018 General Data Protection Regulations, which will be more stringent than the Data Protection Act 1998 and more punitive. The regulations will bring additional work for parish clerks, however NALC had issued a statement that the Parish Clerk could not be the mandated Data Protection Officer (DPO). MDC has appointed an advisor and is considering the provision of a DPO service.</p> <p>St. Bartholomew's Youth Club Leader had approached the Clerk over grant funding and was now exploring the options highlighted by the Clerk.</p> <p>The Clerk had taken part in online training for the new annual return forms and process.</p>
<b>18/028</b>	<p><b>Community Flood Improvement Fund – Grange Road</b></p> <p>The Chairman introduced Mr Oladipo Lafinhan of ECC Flood Partnerships Funding and Mrs Shirley Hall of MDC Environmental Health, who gave a presentation on the Community Flood Improvement Fund and two examples of its effective use in Mayland parish. An overview of the proposal for alleviating the Grange Road flood risk was then given, which included re-establishing ditches on private land and connection to gullies and a chamber in the highway.</p> <p>Councillors were assured that liabilities would rest with the contractors and landowners would take ownership of future maintenance. A 60% contingency uplift would be applied to the project with at least monthly monitoring reports to ensure the project would be successfully delivered. Whilst the grant would push the Council's turnover into a higher, costlier, audit regime, any additional expenses including staffing costs could be included in the project to ensure the Parish Council was not financially penalised.</p> <p>In response to a question over the value that the Parish Council can add to the project, given that the project design, funding and expertise appeared to be entirely within ECC, the Parish Council was advised that ECC can only make the grants to recognised bodies and without the application, the work would not be contemplated.</p> <p><b>Resolved:</b> The Parish Council agreed to progress the project once it receives a report from Essex County Council stating that all the affected landowners have agreed to the project and that Anglian Water has been consulted and given its approval. Proposed Cllr Bass, seconded Cllr Williams and motion carried. Cllr Nicholas asked that his vote against the proposal be recorded.</p> <p>Two members of the public left the meeting.</p>
<b>18/029</b>	<p><b>Planning Applications and Decisions</b></p> <p><b><i>Applications are circulated to all Councillors, prior to publication of the agenda, for study ahead of the meeting. Copies may be obtained from the District Council's website and offices.</i></b></p> <p>Cllr Mickelsen explained that, whilst the Parish Council is consulted on all applications, the District Council will make the final decision.</p> <p><u>Applications</u></p> <p><b>HOUSE/MAL/18/00059 &amp; LBC/MAL/18/00060 - High Hall Cottage 30 Church Road</b></p> <p>No letters of representation had been received.</p> <p>Councillors noted that a neighbouring resident had spoken in support of the application. It was acknowledged that the proposal, although large, was sympathetic to the existing Listed dwelling and would replace a less-sympathetic building. Councillors considered that the proposal would improve the property without affecting the Listed part of the building.</p> <p><b>Resolved:</b> The Parish Council recommended APPROVAL. Proposed Cllr MacGregor, seconded Cllr Wardrop.</p>

**MINUTES of Parish Council Meeting**  
**held on Tuesday 30<sup>th</sup> January 2018 at 7.30pm in the Village Hall Boardroom**

**Land at Junction of Captains Wood Road and Maypole Road Great Totham**

No letters of representation had been received.

Councillors noted that the application would provide for six caravans plus support buildings - well in excess of the Planning Inspectorate's approval of a maximum of two caravans for the site. Councillors considered that development over the Planning Inspectorate's limit would result in an unwelcome intensifying effect in an area of rural character. The location was acknowledged to be outside the development boundary, and at a dangerous junction. It was reported that the Maldon District did not have a deficit of traveller site provision. For these reasons, the proposal was considered contrary to the adopted policies of Maldon District Council.

**Resolved:** The Parish Council recommended REFUSAL. Proposed Cllr Wardrop, seconded Cllr Mickelsen.

**Land East of Malone Cottage Maypole Road Wickham Bishops**

No letters of representation had been received.

The Parish Council acknowledged the principle of development was established and expressed disappointment that the applicant had not taken up any of the offered opportunities to meet with the Council and discuss the parish's requirements and desires for the location. Councillors noted that the claim in the Design and Access statement para. 4.0 had been admitted to be unfounded and had received an apology for the misleading statement from Moody Homes.

When comparing the proposal to the previous, unsuccessful design, Councillors were pleased to see that the garage on Plot 6 had been moved away from the lounge window of the existing dwelling 'Romney' on Great Totham Road, and therefore would no longer cause an over-bearing visual intrusion to the inhabitant. Further, it was noted that the proposal incorporated protection for the Scouts' archery activities and this was reportedly to the satisfaction of Archery GB.

Councillors stated that the proposed housing mix continued to contravene the findings of the independently-assessed 2017 Wickham Bishops Housing Needs Survey.

Councillors were disappointed to note that the ecological green link continued to lack a condition to protect it from being removed by future residents, and therefore the proposal failed to protect the green infrastructure and biodiversity, contrary to approved LDP policies N1 – *Green Infrastructure Network* and N2 - *Natural Environment, Geodiversity and Biodiversity* and the draft policies of the Wickham Bishops Neighbourhood Plan.

Councillors observed that there was an increased separation of the affordable units from the market homes, resulting in no overall improvement to social cohesion and signification segregation, contrary to approved LDP policy D1 – *Design Quality and Built Environment* and the draft policies of the Wickham Bishops Neighbourhood Plan.

It was noted that a footway through the site from Maypole Road to Great Totham Road, removed in the earlier plan, had not been reinstated. Councillors felt strongly that this would cause a lack of connectivity to the surrounding areas, contrary to approved LDP policy D1 – *Design Quality and Built Environment* and the draft policies of the Wickham Bishops Neighbourhood Plan. Councillors reported the following unwelcome effects would result:

- Isolation of the site and its inhabitants from the existing community;
- Schoolchildren residing in existing dwellings on the opposite side of Maypole Road would not benefit from the expected safer walk to school and social interaction with children residing in the development.

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	<p>Finally, Councillors remarked that the positioning of allocated parking for the affordable homes along the hedging fronting Great Totham Road would present an incongruous and built-up appearance in a sensitive rural location, contrary to approved LDP policy D1 – <i>Design Quality and Built Environment</i>.</p> <p><b>Resolved:</b> The Parish Council recommended REFUSAL. Proposed Cllr Wardrop, seconded Cllr Williams.</p> <p>There were no appeals received from Maldon District Council to discuss, and there were no decisions made by the Parish Clerk, Maldon District Council or the Planning Inspectorate to note.</p> <p>A member of the public left the meeting.</p> <p><b>Resolved:</b> The updated Planning Committee Terms of Reference were reviewed and adopted. Proposed Cllr MacGregor, seconded Cllr Williams.</p> <p>Three members of the public left the meeting.</p>
<b>18/030</b>	<p><b>Neighbourhood Plan Report</b></p> <p>The Chairman of the NHP Steering Group, Cllr Williams, reported that 11 business surveys and over 250 residents' surveys had been returned. The data will be used to inform the draft policies of the Neighbourhood Plan, for review at the next meeting on 20th February. A further funding application is expected, in April.</p>
<b>18/031</b>	<p><b>Monthly Councillor Surgeries</b></p> <p>There was one visitor, with one query relating to traffic calming measures in The Street, at the 20th January Surgery. Cllrs MacGregor and Mundell will attend the 17th February Surgery.</p>
<b>18/032</b>	<p><b>District Council Report</b></p> <p>The District Councillor had nothing further to report.</p>
<b>18/033</b>	<p><b>Neighbourhood Watch Report</b></p> <p>There was no criminal activity reported by Neighbourhood Watch in the month.</p> <p>The Clerk reported an incidence of a man exposing himself to three female runners on Monday 22nd, in Great Totham. The incident had been reported to Police and an e-fit compiled.</p>
<b>18/034</b>	<p><b>Finance</b></p> <p><b>Resolved:</b> The balances were noted, the payment made between meetings was ratified and the list of payments agreed. Proposed Cllr Mickelsen, seconded Cllr MacGregor.</p> <p>It was noted that there were no changes recommended by the internal and external auditors.</p> <p><b>Resolved:</b> The effectiveness of the internal controls was reviewed, with no recommendations for amendments. Proposed Cllr Mickelsen, seconded Cllr Wardrop.</p> <p><b>Resolved:</b> The Parish Council would purchase temporary spray paint for highlighting dog fouling at a cost of up to £50 + VAT <i>in accordance with the General Power of Competence, Localism Act 2011, s.1(1)</i>. Proposed Cllr Wardrop, seconded Cllr Williams. Cllrs Nicholas, Wardrop and Williams volunteered to use the paint.</p>
<b>18/035</b>	<p><b>Annual Litter Pick</b></p> <p>The annual village litter pick was scheduled for 11.30am on Saturday 21st April, meeting in the library car park.</p> <p><b>Action:</b> <i>The Clerk to publicise the event, calling for volunteers and to supply a poster design to Cllr Bates for inclusion in the parish magazine.</i></p>

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<b>18/036</b>	<b>Correspondence</b> A letter from Ulting & Langford Parish Council to MDC protesting the removal of printed planning applications was noted.  The Clerk reported that she had received, and responded to, queries from a resident regarding the parish Precept and budget.
<b>18/037</b>	<b>Progress Reports from Councillors and Committees – <i>no decisions required</i></b> Cllr Wardrop gave a summary of the Parish Paths Partnership meeting held earlier that day. Seven volunteers had attended with Mrs Shirley Anglin of ECC, Cllr Wardrop and the Clerk. The team had identified Footpath 22 for initial trimming and on-the-job training, and agreed a date of 7th March, commencing 10am. <b>Action:</b> <i>The Clerk to establish if Handley's Lane byway and Rainbow Field path could be resurfaced under the scheme.</i>  <b>Action:</b> <i>The Clerk to contact MDC's Dog Warden regarding the feasibility of obtaining a dog bin for the junction of Church Road and Blacksmiths Lane.</i>  Cllr Wardrop was disappointed to report that despite C/Cllr Durham's intervention, there had still been no progress in moving the Speed Indicating Devices to other sites in the village. The latest Local Highways Panel (LHP) minutes showed that funds had been found for the feasibility study for build-outs on The Street, and that requests for footways along Arbour Lane and Church Road had been refused. <b>Action:</b> <i>Cllr Bass to tackle the lack of communication from the LHP and Highways Liaison Officer</i>  Cllr MacGregor advised that he would arrange for a quotation for waterproofing works for the air raid shelter roof.  Cllr Williams left the meeting.
<b>18/038</b>	<b>General Village News</b> The telecoms mast is now expected to be operational in February.
<b>18/039</b>	<b>Dates of Next Meetings</b> <ul style="list-style-type: none"> <li>- Friday 16<sup>th</sup> February 2018 Planning Committee Meeting at 11.30am <i>if required</i></li> <li>- Tuesday 6<sup>th</sup> March 2018 Parish Council Meeting at 7.30pm</li> <li>- Friday 23<sup>rd</sup> March 2018 Finance Committee Meeting at 10.30am</li> <li>- Friday 23<sup>rd</sup> March 2018 Planning Committee Meeting at 11.30am <i>if required</i></li> </ul>
<b>18/040</b>	<b>Close of Meeting 10.15pm</b> Items for future agendas: <ul style="list-style-type: none"> <li>- Annual review of asset register and risk assessment (6th March)</li> <li>- Approval of annual accounts, governance statement and accounting statements (May)</li> </ul>