

# Wickham Bishops Parish Council

## Parish Councillors

I S F MacGregor (Chairman)  
 Mrs A Mickelsen (Vice Chairman)  
 H M Bass  
 P J Bates  
 S J Nicholas  
 Mrs R M Pink CBE  
 B F Sayers  
 I D Wardrop



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  
 Wickham Bishops Parish Council  
 The Village Hall  
 Church Road  
 Wickham Bishops  
 Essex  
 CM8 3JZ  
 07542 190176  
[info@wickhambishopsparishcouncil.org](mailto:info@wickhambishopsparishcouncil.org)

## MINUTES OF STATUTORY ANNUAL MEETING OF THE PARISH COUNCIL held on Tuesday 3<sup>rd</sup> May 2016 at 7.00pm in the Village Hall Small Hall

Item	Subject
16/060	<b>Election of Chairman</b> <b>Resolved:</b> that Cllr MacGregor was elected to the office of Chairman of the Parish Council. Proposed Cllr Mickelsen, seconded Cllr Wardrop. The Chairman's Declaration of Acceptance of Office was received.
16/061	<b>Election of Vice-Chairman</b> <b>Resolved:</b> that Cllr Mickelsen was elected to the office of Vice Chairman. Proposed Cllr MacGregor, seconded Cllr Bass.
16/062	<b>Those Present and Apologies for Absence</b> In the chair: Cllr MacGregor Present: Cllrs Bass, Bates, Mickelsen, Nicholas, Pink, Sayers and Wardrop; the Clerk It was noted that Cllr Johnson had resigned from office since the previous meeting. There were no apologies for absence. District Cllr Durham and one member of the public were present.
16/063	<b>Appointment of Members to Committees</b> Cllr Wardrop was appointed member of the Planning Committee and Cllr MacGregor was appointed member of the Finance Committee, filling the vacancies left by Cllr Johnson.
16/064	<b>Declaration of Interests and Compliance with the Ethical Framework</b> Cllr Mickelsen declared a non-pecuniary interest in agenda item 16/069, FUL/MAL/15/00091 Land Adjacent to 16 School Road, due to her friendship with the applicant.
16/065	<b>Approval of Minutes</b> <b>Resolved:</b> that the minutes of the Parish Council meeting held on 5 <sup>th</sup> April 2016 be approved as a true record. Proposed Cllr Sayers, seconded Cllr Nicholas. <b>Resolved:</b> that the minutes of the Planning Committee meeting held on 22 <sup>nd</sup> April 2016 be approved as a true record. Proposed Cllr MacGregor, seconded Cllr Wardrop.
16/066	<b>Public Forum</b> There were no comments from the public.
16/067	<b>Chairman's Report</b> The Chairman thanked the tennis club members and Councillors who helped on the litter pick day in April, and Cllr Johnson for her knowledgeable and energetic input over the years. Thanks were also expressed to those who had attended the previous day's village picnic. The Chairman reported that a parishioner had regrettably injured herself playing football and he would be using the Chairman's Allowance to send flowers.
16/068	<b>Clerk's Report</b> The Clerk advised that the period for calling an election to the vacant council seat was now

**MINUTES OF STATUTORY ANNUAL MEETING OF THE PARISH COUNCIL  
held on Tuesday 3<sup>rd</sup> May 2016 at 7.00pm in the Village Hall Small Hall**

	<p>over, and she was waiting for confirmation from the Electoral Management Officer that the Parish Council could co-opt to the role.</p> <p>The internal audit report had been received and was both thorough and favourable. Following approval, the annual return would be submitted to the external auditor.</p> <p>The Clerk also reported that the annual VAT claim would be submitted in May and the annual report would be printed in time for delivery with the June parish magazine.</p>
<p><b>16/069</b></p>	<p><b>Planning Applications and Decisions</b></p> <p>The Chairman of the Planning Committee, Cllr Sayers, explained that, whilst the Parish Council is consulted on all applications, the District Council will make the final decision.</p> <p>Cllr Bass refrained from voting on any applications due to the potential for him to vote as a District Councillor.</p> <p><u>Applications</u></p> <p><b>FUL/MAL/15/00091 Land Adjacent to 16 School Road – APPEAL</b> The Parish Council had no comments to add to those already submitted on this application.</p> <p><b>HOUSE/MAL/16/00319 1 Wickham Hall Cottages Langford Road Wickham Bishops</b> No letters of representation had been received. <b>Resolved:</b> The Parish Council recommended approval. Proposed Cllr Sayers, seconded Cllr Pink.</p> <p><b>HOUSE/MAL/16/00435 The Spinney Langford Road Langford</b> No letters of representation had been received. <b>Resolved:</b> The Parish Council recommended approval. Proposed Cllr Sayers, seconded Cllr Wardrop.</p> <p><b>FUL/MAL/15/01218 Carters Station Road Wickham Bishops – APPEAL</b> The Parish Council had no comments to add to those already submitted on this application.</p> <p><u>Decisions</u></p> <p>The following decision made by Maldon District Council was noted</p> <ul style="list-style-type: none"> <li>- WTPO/MAL/16/00232 The Mitre 2 The Street Wickham Bishops – APPROVED</li> </ul>
<p><b>16/070</b></p>	<p><b>Monthly Councillor Surgeries</b></p> <p>There were three visitors to the Surgery held on 23<sup>rd</sup> April with two queries. A parishioner expressed his thanks to the Parish Council and Clerk for providing information regarding outstanding LJHP requests.</p> <p><b>Action:</b> Cllr Bass to contact the proprietor of Fairplay House regarding noise</p> <p><b>Action:</b> Cllr Wardrop to submit an LHP request for countdown posts to the 30mph zone on Witham Road.</p> <p>A member of the public joined the meeting.</p> <p>Attendees for the 21<sup>st</sup> May Surgery were noted as Cllrs Bates and Wardrop. The following Surgery will be held on 18<sup>th</sup> June.</p>
<p><b>16/071</b></p>	<p><b>District Council Report</b></p> <p>District Councillor Bass reported that MDC was mainly focused on the forthcoming Statutory Annual Meeting and PCC election, but that delivery to householders of the wheeled waste bins would begin within the week, in readiness for the new waste and recycling scheme.</p> <p>District Councillor Bass was disappointed that the District Council had refused to challenge the successful appeal for 14 dwellings on land east of Malone Cottage but explained that Members had felt the cost was prohibitive. Cllr Bass suggested that the Parish Council might consider</p>

**MINUTES OF STATUTORY ANNUAL MEETING OF THE PARISH COUNCIL  
held on Tuesday 3<sup>rd</sup> May 2016 at 7.00pm in the Village Hall Small Hall**

	<p>inviting the developer to a future meeting to understand the affordable homes provision. <b>Action:</b> Cllr Bass to look into why an objector neighbouring the site had not been officially informed of the appeal outcome. <b>Action:</b> the Clerk to circulate a letter outlining the Planning Inspector's apparent failings, sent to Greg Clark MP and copied to Priti Patel MP, Brandon Lewis MP, Sarah Richards CEO of The Planning Inspectorate and Miriam Lewis, Leader of Maldon District Council.</p>
<b>16/072</b>	<p><b>Finance</b> The balances and payments were noted.</p> <p><b>Resolved:</b> the Parish Council would employ the RCCE to conduct a Housing Needs survey at an approximate cost of £200. Proposed Cllr Wardrop, seconded Cllr Sayers. <b>Action:</b> the Chairman, Cllr MacGregor, to invite a representative of Ulting and Langford Parish Council to a future meeting to talk about their experiences of the Neighbourhood Plan process and the Clerk to understand the Clerk's role in the Neighbourhood Plan process.</p> <p><b>Resolved:</b> the Parish Council would employ Blackwater Printing to print the annual report at a maximum cost of £170. Proposed Cllr Bates, seconded Cllr Mickelsen. <b>Action:</b> Cllr Bates to obtain agreement that the church magazine volunteers would distribute the annual report along with the June magazine.</p> <p><b>Resolved:</b> the Parish Council would award the annual insurance contract to Zurich at a cost of £330.45. Proposed Cllr Sayers, seconded Cllr Wardrop. <b>Action:</b> the Clerk to provide the address of a free website resource for Essex parish councils <a href="http://www.essexinfo.net/">http://www.essexinfo.net/</a> to Councillors and to request Transparency Funds for a projector.</p>
<b>16/073</b>	<p><b>Approval of Annual Governance Statement</b> <b>Resolved:</b> that the Annual Governance Statement was approved. Proposed Cllr Mickelsen, seconded Cllr MacGregor. The Chairman signed Section 1 of the Annual Return.</p>
<b>16/074</b>	<p><b>Approval of Annual Accounting Statements</b> <b>Resolved:</b> that the Annual Accounting Statements were approved. Proposed Cllr Mickelsen, seconded Cllr Wardrop. The Chairman and Clerk signed Section 2 of the Annual Return.</p>
<b>16/075</b>	<p><b>Correspondence Requiring Decisions:</b> There was no correspondence requiring a decision.</p>
<b>16/076</b>	<p><b>General Correspondence to Note:</b> There was no correspondence to note.</p>
<b>16/077</b>	<p><b>Dates of Next Meetings</b> Friday 22<sup>nd</sup> May 2016 Planning Committee Meeting at 11.30am <i>if required</i> Tuesday 7<sup>th</sup> June Full Council Meeting at 7.30pm</p>
<b>16/078</b>	<p><b>Close of Meeting 8.30pm</b> Items for June agenda (additional items to the Chairman and Clerk by Friday 27<sup>th</sup> May):</p> <ul style="list-style-type: none"> <li>- Policy approval: Model Publication Scheme</li> <li>- Adoption of the General Power of Competence and Local Council Award Scheme</li> <li>- Traffic Calming and LHP progress</li> <li>- Neighbourhood Plan</li> </ul>