

# Wickham Bishops Parish Council

## Parish Councillors

I D Wardrop (Vice-Chairman)  
H M Bass  
P J Bates  
K W Jarvis  
Mrs A Mickelsen  
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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Minutes of Online Meeting of the Parish Council via Teams and YouTube Broadcast held on Friday 24 <sup>th</sup> April 2020 at noon	
Item	Subject
20/082	<b>Election of Chairman of Meeting</b> <b>Resolved:</b> Cllr Wardrop was elected as Chairman of the meeting. Proposed Cllr Bates, seconded Cllr Bass.
20/083	<b>Those Present and Apologies for Absence</b> In the chair: Vice-Chairman of the Parish Council, Cllr Wardrop Present: Cllrs Bass, Bates, Cllrs Jarvis, Mundell, Nicholas and Williams; the Clerk. No members of the public were present. There were seven observers on the YouTube stream.  Apologies for absence had been received from Cllr Mickelsen.  The chairman of the meeting reported that Cllr Mickelsen had resigned from the role of Chairman of the Parish Council due to personal issues. Cllr Wardrop and all present expressed their thanks and appreciation of Cllr Mickelsen's work over the previous three years.
20/084	<b>Declaration of Interests and Compliance with the Ethical Framework</b> There were no Declarations of Interests.
20/085	<b>Approval of Minutes</b> <b>Resolved:</b> the minutes of the Extra Ordinary Council meeting held on 20 <sup>th</sup> March 2020 were approved as a true record. Proposed Cllr Wardrop, seconded Cllr Bates. This being a virtual meeting, the minutes were left unsigned.
20/086	<b>Chairman's Report</b> Noting the unusual circumstances that had brought about the first virtual meeting of the Parish Council, the Chairman of the meeting remarked that it was not currently feasible to hold the Annual Parish Assembly in the same manner. As there was no legal duty to hold an assembly, it would therefore not be held this year. Similarly, delivery of an annual report would be against Covid-19 social distancing principles, and so no formal report would be issued.  With recent legislative changes, the co-option to the open Councillor role could be progressed remotely and the Council would consider the approach at a future meeting.
20/087	<b>Clerk's Report</b> The Clerk was pleased to report that the Annual Governance and Accountability Return had been issued by the external auditor. With a wet signature required, formal approval would need to take place once social distancing had been relaxed however the Return had been completed in readiness. This would be handed over to her replacement during the following week.
20/088	<b>Public Forum</b> No questions had been received from the public or press prior to the meeting and there were no comments on the YouTube broadcast.

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<b>20/089</b>	<p><b>Planning Applications and Decisions</b> The Chairman explained that all planning applications had been circulated to all Councillors, prior to publication of the agenda, for study ahead of the meeting.</p> <p><u>Applications</u> <b>20/00159/FUL - Wickham Place Station Road Wickham Bishops</b> No letters of representation had been received. Cllr Bass advised that there was a long-standing sewerage problem in the vicinity of the application site and that the proposed works would not affect the listed building. <b>Resolved:</b> the Parish Council recommended APPROVAL. Proposed Cllr Bass, seconded Cllr Mundell.</p> <p>The delegated responses made by the Parish Clerk, and decisions made by Maldon District Council, were noted. There were no local decisions made by the Planning Inspectorate to note.</p> <p>Cllr Jarvis, in his District Councillor capacity, stated that he would be calling in, for committee determination, the application 20/00300/RES - <i>The Summer House Back Lane Wickham Bishops</i>. Two outstanding enforcement actions were also being followed up.</p>
<b>20/090</b>	<p><b>Governance: Personnel Committee</b> <b>Resolved:</b> the Parish Council ratified the Parish Clerk's decision to appoint Cllrs Nicholas, Wardrop and Williams to the Personnel Committee in accordance with the delegated authority granted on March 20<sup>th</sup> 2020. Proposed Cllr Jarvis, seconded Cllr Bass.</p>
<b>20/091</b>	<p><b>Finance</b> <b>Resolved:</b> the Parish Council ratified the RFO's decisions to arrange the following payments:</p> <ul style="list-style-type: none"> <li>- £779 Neighbourhood Plan Grant underspend refund to Groundwork UK <i>in accordance with the delegated authority granted on March 20<sup>th</sup> 2020</i></li> <li>- £75 Grass cutting invoice to G Wise <i>in accordance with Financial Regulation 5.6</i></li> </ul> <p>Proposed Cllr Wardrop, seconded Cllr Bass.</p>
<b>20/092</b>	<p><b>Delegated Powers</b> There was no motion to lift the extended delegated powers in respect of Covid-19.</p>
<b>20/093</b>	<p><b>Progress Reports from Councillors</b> The Leader of the Neighbourhood Plan Steering Group, Cllr Williams, stated that the Plan was close to completion with the Basic Conditions Statement now available. Due to the coronavirus risk, all referenda had been postponed until May 2021 and so the plan could not progress to public approval until then.</p>
<b>20/094</b>	<p><b>General Village News and Events to Note</b> Cllr Bass remarked that Maldon District Council had been doing an excellent job of continuing the waste and recycling collections throughout the lockdown period. <b>Action:</b> <i>The Clerk to write to Maldon District Council expressing the gratitude of the Parish Council.</i></p>
<b>20/095</b>	<p><b>Exclusion of Press and Public</b> <b>Resolved:</b> it was agreed that, in accordance with s.1 of the <i>Public Bodies (Admission to Meetings) Act 1960</i>, the press and public would be excluded from the meeting as there was a likelihood that personally identifiable information would be disclosed and that this therefore constituted a special reason why publicity would be prejudicial to the public interest. Proposed Cllr Wardrop, seconded Cllr Mundell.</p>
<b>20/096</b>	<p><b>Appointment of Parish Clerk</b> <b>Resolved:</b> the Parish Council agreed to offer the role of Parish Clerk to Lorraine Bailey. Proposed Cllr Wardrop, seconded Cllr Williams.</p>
<b>20/097</b>	<p><b>Dates of Next Meetings:</b></p> <ul style="list-style-type: none"> <li>- Tuesday 19<sup>th</sup> May 2020 Online Meeting of the Parish Council at 7.30pm</li> </ul>
<b>20/098</b>	<p><b>Close of Meeting 12.47pm</b> Items for future agendas:</p> <ul style="list-style-type: none"> <li>- Standing item to consider whether the delegated powers in respect of Covid-19 can be lifted</li> </ul> <p>In closing the meeting, Cllr Wardrop expressed the Council's thanks to the Parish Clerk for her excellent service to the Council over the past 6 years and wished her well in her new endeavours.</p>