

Wickham Bishops Parish Council

Parish Councillors

I D Wardrop (Chairman)
Mrs A Mickelsen (Vice Chair)
H M Bass
P J Bates
P D Layley
S Morgan
C Nappo
J Williams



Winner Best Kept Village 2009, 2015
3rd Place Essex Village of the Year 2015
www.wickhambishopsparishcouncil.org

Parish Clerk

Mrs L A Bailey
Wickham Bishops Parish Council
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Minutes of Wickham Bishops Parish Council Meeting held on Tuesday 2nd April 2024 at 7.30pm in the Village Hall Boardroom

Item	Subject
24/052	<p>Those Present and Apologies for Absence</p> <p>In the Chair: Cllr Wardrop. Present: Cllrs Bass, Bates, Layley, Mickelsen, Morgan, Williams & the Clerk.</p> <p>Apologies were received and accepted from Cllr Nappo who was unwell. There were 5 members of the public present.</p>
24/053	<p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>Cllr Morgan declared a non-pecuniary interest in Planning item 24/057 and would not take part in voting as he may be required to do so at MDC. Cllr Bass reported that he had visited the neighbours of 24/00172 to make them aware of the proposals as it seemed MDC had failed to post a Planning Site Notice. Cllr Bass also reported that he knew the applicants of 24/00211.</p>
24/054	<p>Approval of Minutes</p> <p>The Minutes of the Parish Council Meeting held on 5th March 2024 were approved as a true record, proposed Cllr Wardrop, seconded Cllr Williams, all in favour.</p> <p>The Minutes of the Extraordinary Parish Council Meeting held on 25th March 2024 were declared a true record, proposed by Cllr Wardrop, seconded Cllr Bass, all in favour.</p>
24/055	<p>Chairman's Report</p> <p>The Chairman proposed a vote of thanks to Rev Hilary Le Seve for her sterling efforts over the last 9 years or so. All agreed. With regard to the possibility of designating The Rectory as a Listed building, the Clerk had made initial enquiries through Historic England and sought assistance from the Planning Committee.</p>
24/056	<p>Public Forum</p> <p>The Chairman suspended the meeting. A resident reported that MDC had not displayed a Planning Site Notice for the proposals at Wickham Place, and there was a need for a party wall agreement. The applicant for 24/00206 explained his amended plans and members of the 9 Church Road Action Group gave a brief update and thanked the PC for holding the very successful Extraordinary Meeting which had raised awareness of the Appeal.</p>

24/057

Planning Applications and Decisions

It was noted that Cllr Morgan would not take part in voting on Planning Applications as he may be required to do so at MDC.

Cllr Bass took the Chair for this item and explained that WBPC were merely a consultee, with MDC making the final decision.

24/00206/HOUSE 11 Wellands Single storey rear extension. Front & rear dormer alterations to facilitate loft conversion and alterations to fenestration inc roof lights. New detached garage. **Resolved:** Members had no objection and recommended APPROVAL, proposed by Cllr Bass, seconded Cllr Wardrop, all in favour.

24/00211/HOUSE Wickham Art Barn, Station Road Erection of outbuilding and addition of boundary treatments including concrete walls and gates. It was noted that since receipt of the application and the initial online documents, the Tree Officer had commented that as there were at least two significant trees in the vicinity and no arboricultural information to support the application, it should not have been validated by MDC. **Resolved:** After much discussion, whilst members had no objection to the proposals in principle, they agreed that they could not comment fully until an arboricultural impact assessment had been carried out (proposed Cllr Wardrop, seconded Cllr Williams, 5 in favour – Cllr Bass abstained).

It was agreed that an additional Planning Application received after the agenda had been published (**24/00207/FUL at Wickham Art Barn for replacement of an agricultural lambing shed**) would be considered by the Planning Committee at a later date.

24/00172/HOUSE & 24/00173/LBC Wickham Place, Station Road Remodel courtyard wall, demolish modern chimney breast, internal alterations, insert 2 windows, replacement windows to house, 3 replacement windows to cottage, renovation of garden room and greenhouse, resurfacing of driveway, proposed new folly, localised brickwork repairs. **Resolved:** Members had no objection to the proposals subject to the consent of conservation and heritage officers and recommended APPROVAL. However, concerns would be raised over the lack of neighbour consultation and no visible Planning Site Notice and the fact there had been no mention of a Party Wall Agreement in respect of the neighbour's wall.

The following decisions made by MDC were noted:

OUTM/MAL/24/00005 Land Rear of Pippins Kelvedon Road Great Totham. Outline Planning permission with access, layout, & scale for consideration for erection of 25 dwellings. **REFUSED**

FUL/MAL/23/01234 Land North of Orchard Way Mope Lane. Construction of 1 no dwelling, associated landscaping and access (resubmission of 21/00415/FUL). **APPROVED**

FUL/MAL/24/00013 Tumbrils 14 Tiptree Road Replacement dwelling. **APPROVED**

Land adjacent to Summer House, Back Lane Update on enforcement issues DClr Morgan reported that the Enforcement Officer had visited the site and concluded that 'no material harm had been caused'. **Resolved:** The Clerk to write to Matt Winslow at MDC expressing concern and disappointment over the way in which non-compliance of the conditions had been handled.

24/058	<p>Land rear of 9 Church Road – Planning Appeal</p> <p>To note actions arising from the Extraordinary PC Meeting on 25th March and any further developments; to consider and agree any further actions necessary arising from the meeting</p> <p>As agreed at the Extraordinary Meeting, a planning expert (Planning Direct) had been engaged, all relevant documentation and evidence would be passed to them, and a Statement of Case would be drawn up by them for review by members before final submission to the Planning Inspectorate. Action: The Clerk to request a meeting, either online or in person.</p> <p>DCLlr Morgan explained that because the NWA Planning Committee had overturned the planning officer's recommendation, it was necessary for that Committee to approve the appeal statement of case, which was expected at the following day's Committee meeting. The Appeal Protocol also precluded the Ward Cllrs from providing individual responses to the Planning Inspectorate and nor could the draft response being prepared by MDC officers be shared with other parties. Nevertheless, DCLlr Morgan was satisfied that the draft response would be robust in its defence of the Committee's decision.</p> <p>It was noted that the Clerk had submitted a Freedom of Information request to ECC in connection with the Highways comments made on the planning application.</p> <p>Action: The following information would be added to documents to be submitted to the planning expert:</p> <ul style="list-style-type: none"> • Detailed width measurements of various roads which had been noted by a resident (for which they were thanked) and the inaccuracies and flaws in the transport survey report submitted by Mazdev which were ignored by Essex Highways and not checked by MDC. • The change to Drawings relating to the proposed entrance to the new development and whether this would be considered a material difference to the original plan. • The reports from Trevor Sparkes and David Pearl. <p>It was agreed that information would continue to be shared between the Action Group and WBPC.</p>
24/059	<p>Essex Minerals Local Plan Review consultation (deadline Tuesday 9th April)</p> <p>Whilst the proposals did not directly affect Wickham Bishops, members agreed to respond to the consultation. Action: The Clerk to submit a response.</p>
24/060	<p>Traffic Calming & Highway Matters update, if any</p> <p>It was understood that an LHP Meeting was scheduled to take place soon.</p> <p>Cllr Bass had taken photos of dangerous potholes and eroding areas of Langford Road which he would pass to the Clerk for onward transmission to CCLlr Durham. The Clerk had emailed CCLlr Durham after contact from a resident with similar concerns but had yet to receive a response.</p>
24/061	<p>District Councillor Report</p> <p>District Councillor Morgan reported that the Full Council Meeting held on 21st March had mostly been taken up with the St Peters Hospital consultation and Essex Minerals Review.</p>
24/062	<p>County Councillor Report County Councillor Durham was not present.</p>

24/063	<p>2024 Remembrance Sunday Event</p> <p><u>Consider revised traffic management costs and one third share offer from Little Braxted PC</u> A quote of £180 for traffic management had been obtained by LBPC. Together with their rough estimate of £180 for the road closure notice, LBPC asked if WBPC were agreeable to a £120 contribution. Resolved: Members agreed unanimously. The Clerk to respond.</p> <p><u>Look at training in Traffic Management for Community Events, cost, availability etc</u> In view of the reduction in costs (as above), this was considered unnecessary at the present time.</p>																																																																																																							
24/064	<p>Annual Parish Assembly – decide on format, speaker etc</p> <p>Attempts to find an interesting speaker had been unsuccessful and there had been no response to requests on FB and in the Parish Magazine for suggestions from residents. Therefore, members agreed unanimously not to hold the Annual Parish Assembly. The May PC Meeting would start at the usual time of 7.30pm.</p>																																																																																																							
24/065	<p>Finance</p> <p>The meeting noted the following bank balances: Current Account £9,868.17, Instant Access Account £10,307.61, Equals Debit Card £26.45, a year end balance to carry forward of £20,202.23. Provisional year end figures produced by the Clerk were noted. The following payments and transactions were agreed (proposed Cllr Wardrop, seconded Cllr Layley, all in favour):</p> <p style="text-align: center;">PAYMENTS & RECEIPTS 2023-24</p> <table border="1" data-bbox="279 981 1422 1093"> <thead> <tr> <th>Voucher</th> <th>Code</th> <th>Date</th> <th>Bank</th> <th>Description</th> <th>Supplier</th> <th></th> <th>Net</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>Donations and Awards</td> <td>18/03/2024</td> <td>Unity Trust Current Account</td> <td>Receipt - Grant for Footpath Booklet</td> <td>Maldon District Council</td> <td>750.00</td> <td>750.00</td> </tr> <tr> <td>9</td> <td>Bank Interest</td> <td>31/03/2024</td> <td>Unity Trust Instant Access</td> <td>Receipt - Bank Interest</td> <td>Unity Bank</td> <td>70.19</td> <td>70.19</td> </tr> <tr> <td>103</td> <td>Unity Bank charges</td> <td>31/03/2024</td> <td>Unity Trust Current Account</td> <td>Payment - Unity Bank charges</td> <td>Unity Bank</td> <td>-18.00</td> <td>-18.00</td> </tr> </tbody> </table> <p style="text-align: center;">PAYMENTS AWAITING AUTHORISATION - APRIL 2024</p> <table border="1" data-bbox="279 1171 1422 1357"> <thead> <tr> <th>Voucher</th> <th>Code</th> <th>Date</th> <th>Bank</th> <th>Description</th> <th>Supplier</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Planning Appeal (EMR)</td> <td>02/04/2024</td> <td>Unity Trust Current Account</td> <td>9 Church Road Planning Appeal</td> <td>Planning Direct</td> <td>S 1,375.00</td> <td>275.00</td> <td>1,650.00</td> </tr> <tr> <td>2</td> <td>Speedwatch & Trucam</td> <td>02/04/2024</td> <td>Unity Trust Current Account</td> <td>Trucam Services Jan - March</td> <td>Maldon District Council</td> <td>S 547.17</td> <td>109.43</td> <td>656.60</td> </tr> <tr> <td>3</td> <td>Membership Subs</td> <td>02/04/2024</td> <td>Unity Trust Current Account</td> <td>RCCE Subscription</td> <td>RCCE</td> <td>S 49.75</td> <td>9.95</td> <td>59.70</td> </tr> <tr> <td>4</td> <td>Clerk's Salary</td> <td>02/04/2024</td> <td>Unity Trust Current Account</td> <td>Clerks Salary</td> <td>Mrs L A Bailey</td> <td>E 830.98</td> <td></td> <td>830.98</td> </tr> <tr> <td>4</td> <td>PC Office Allowance</td> <td>02/04/2024</td> <td>Unity Trust Current Account</td> <td>Clerks Salary</td> <td>Mrs L A Bailey</td> <td>E 25.00</td> <td></td> <td>25.00</td> </tr> <tr> <td>5</td> <td>Printing & Postage</td> <td>02/04/2024</td> <td>Unity Trust Current Account</td> <td>Clerk Reimbursement</td> <td>HP Instant Ink</td> <td>S 9.99</td> <td>2.00</td> <td>11.99</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total</td> <td>2,837.89</td> <td>396.38</td> <td>3,234.27</td> </tr> </tbody> </table> <p>Six Walks Booklet The meeting were pleased to note that £750 grant funding had been received from Active Maldon. Quotes for printing 500 x A5 booklets, 28 pages printed in full colour, collated, folded, stitched and trimmed had been obtained as follows:</p> <p style="text-align: center;">Quote 1: £420 Quote 2: £445 Quote 3: £478</p> <p>Resolved: After consideration, members unanimously agreed to accept Quote 1 (Point Graphics Ltd) at £420.</p>	Voucher	Code	Date	Bank	Description	Supplier		Net	8	Donations and Awards	18/03/2024	Unity Trust Current Account	Receipt - Grant for Footpath Booklet	Maldon District Council	750.00	750.00	9	Bank Interest	31/03/2024	Unity Trust Instant Access	Receipt - Bank Interest	Unity Bank	70.19	70.19	103	Unity Bank charges	31/03/2024	Unity Trust Current Account	Payment - Unity Bank charges	Unity Bank	-18.00	-18.00	Voucher	Code	Date	Bank	Description	Supplier	VAT	Total	1	Planning Appeal (EMR)	02/04/2024	Unity Trust Current Account	9 Church Road Planning Appeal	Planning Direct	S 1,375.00	275.00	1,650.00	2	Speedwatch & Trucam	02/04/2024	Unity Trust Current Account	Trucam Services Jan - March	Maldon District Council	S 547.17	109.43	656.60	3	Membership Subs	02/04/2024	Unity Trust Current Account	RCCE Subscription	RCCE	S 49.75	9.95	59.70	4	Clerk's Salary	02/04/2024	Unity Trust Current Account	Clerks Salary	Mrs L A Bailey	E 830.98		830.98	4	PC Office Allowance	02/04/2024	Unity Trust Current Account	Clerks Salary	Mrs L A Bailey	E 25.00		25.00	5	Printing & Postage	02/04/2024	Unity Trust Current Account	Clerk Reimbursement	HP Instant Ink	S 9.99	2.00	11.99	Total						2,837.89	396.38	3,234.27
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24/066	<p>Progress Reports from Councillors – no decisions required</p> <p>Annual Report, progress Members were in the progress of writing articles which they would pass to the Clerk for inclusion.</p> <p>Six Walks Footpath Booklet Members were checking the walks, weather permitting and taking photographs where possible. Cllr Mickelsen agreed to contact the Ramblers Association to ask for their assistance.</p>																																																																																																							

24/067	<p>Correspondence</p> <p>An expression of interest had been received for the Councillor vacancy and the Clerk had forwarded the applicant an Application Form for completion. Action: The Clerk suggested and it was agreed by all that a Co-option Policy should be drawn up and adopted to ensure a fair and transparent process was undertaken. This application and any others received in the meantime would be considered formally at the May PC Meeting.</p>
24/068	<p>Parish Council Surgeries</p> <p>A visitor to the March surgery had raised concerns over parking in the village. Cllrs Mickelsen and Morgan agreed to attend the surgery on Saturday 20th April.</p>
24/069	<p>General Village News and Events to Note None.</p>
24/070	<p>Date of Next Meetings:</p> <p>Spring Litter Pick – Saturday 6th April 2024, 11am Library Statutory Annual PC Meeting – Tuesday 7th May 2024, 7.30pm Village Hall Boardroom Parish Council Meeting – Tuesday 4th June 2024, 7.30pm Village Hall Boardroom</p>
24/071	<p>Close of Meeting There being no further business, the meeting closed at 9.40pm.</p>