

Wickham Bishops Parish Council

Parish Councillors

I D Wardrop (Chairman)
 S J Nicholas (Vice Chairman)
 H M Bass
 P J Bates
 K W Jarvis
 P D Layley
 M Mickelsen
 R Mundell
 J Williams



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

Parish Clerk

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MINUTES of Online Parish Council Meeting via Zoom and YouTube Broadcast held on Tuesday 6 th April 2021 at 7.30pm	
Item	Subject
21/053	<p>Those Present and Apologies for Absence</p> <p>In the Chair: Cllr Wardrop Present: Cllrs Bass, Bates, Jarvis (from Item 21/056), Layley, Mickelsen, Mundell, Nicholas, Williams County Cllr Durham (from 7.55pm) There were 11 observers on the YouTube stream</p>
21/054	<p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>Cllrs Mickelsen and Mundell registered a non-pecuniary interest in Planning Applications 21/00155/HOUSE & 21/00156/LBC (Agenda Item 21/059). Cllr Mickelsen was a friend of the neighbour who had objected to the Application and Cllr Mundell was acquainted with the Applicants. Both would not speak or vote on this particular item.</p>
21/055	<p>Approval of Minutes</p> <p><u>Minutes of the Online Parish Council Meeting held on 2nd March 2021.</u> It was resolved that the Minutes be approved, proposed by Cllr Wardrop, seconded Cllr Bass, all in favour.</p> <p><u>Minutes of the Online Planning Committee Meeting held on 19th March 2021.</u> It was resolved that the Minutes be approved, proposed Cllr Mundell, seconded Cllr Wardrop, all in favour.</p>
21/056	<p>Chairman's Report</p> <p>The Chairman had been approached by a resident concerned at the raised kerbstone and uneven footway outside Aquarius in The Street. This had been reported to ECC Ref No 2686235 in October 2020 and also included in an LHP Scheme Request on 20 January 2021. To date no repairs had been carried out. Action: <i>The Clerk to chase ECC and Cllr Durham.</i></p>
21/057	<p>Clerk's Report</p> <p>The Clerk produced an updated Issues List. Action: <i>The Clerk was asked to chase ECC in respect of vegetation obscuring the view at Cornerways junction with Blacksmiths Lane/Church Road, reported in January.</i></p> <p>MDC had been in contact following fly tipping in Grange Road. They were unable to follow up on the pieces of 'evidence' supplied by the Clerk but had installed additional signage and remained keen to assist in deterring/catching the culprits.</p>
21/058	<p>Public Forum</p> <p>There were no questions from the public on Agenda items.</p>
21/059	<p>Planning Applications and Decisions</p> <p><i>Applications had been circulated to all Councillors, prior to publication of the agenda, for study ahead of the meeting. It was noted that Cllr Jarvis would not take part in discussions or voting on Planning Applications as he may be required to do so at MDC.</i></p>

	<p>Planning Applications received from Maldon District Council:</p> <p>As Cllr Mundell declared a non-pecuniary interest in this item, Cllr Wardrop took the meeting for the first two items.</p> <p>21/00155/HOUSE – Single storey rear extension, construction of first floor bay window, cart lodge and garden wall. The Grange, 16A Grange Road, Wickham Bishops. The Clerk read out a message from the Applicants and a letter of objection from the neighbour and full discussion took place. Cllr Bass as a member of the Planning Committee had visited both the application site and the neighbouring property. After full discussion and taking into account the fact that the size of the proposed extension had been reduced and the issue of privacy/overlooking would be no greater than at present, on balance, the Parish Council recommended APPROVAL (proposed Cllr Nicholas, seconded Cllr Wardrop, 4 for, 1 against and 1 abstention). District Cllr Jarvis was asked to refer this Application to the NW Area Committee.</p> <p>21/00156/LBC – Construction of single storey rear extension, bay window, cart lodge and brick wall. Removal of internal partition walls and reconfiguration. The Grange, 16A Grange Road, Wickham Bishops. The Parish Council recommended APPROVAL, proposed by Cllr Wardrop, seconded Cllr Bates, 4 in favour, 1 against and 1 abstention. Cllr Bass noted that the restoration works to this Listed Building had been carried out to a very good standard.</p> <p>(Cllr Durham joined the meeting at 7.55pm)</p> <p>Cllr Mundell chaired the remainder of Item 21/059, as follows.</p> <p>21/00166/HOUSE – Two storey front extension, two storey side extension and single storey rear extension. Replacement of all windows. Demolition and construction of replacement garage. Dobbins, Carters Lane, Wickham Bishops. Whilst the Parish Council had no issue with most of the proposed works, they recommended REFUSAL on the grounds that the garage being sited at the front boundary was too close to the carriageway and contravened the Village Design Statement. Proposed Cllr Wardrop, seconded Cllr Bass, all in favour.</p> <p>Cllr Nicholas asked that members be cautious of hedges indicated on plans for screening purposes, as there had been several incidents recently in the village of hedges/boundary bushes being removed. Noted.</p> <p>21/00282/HOUSE – Garage extension. Alteration to existing front dormer. Changes to fenestration. Redesign steps to front door and glazed opening. Renovation of driveway. Addition of decking and paving to rear garden. Willowbank, 4 Heathgate, Wickham Bishops. It was noted that another Planning Application in respect of this property had been received after publication of the Agenda. Therefore, Application No. 21/00308/LDP would be considered at a Planning Committee Meeting on 16th April 2021. It was noted that the proposals were mostly at the front of the property. The Parish Council recommended APPROVAL, proposed Cllr Nicholas, seconded Cllr Wardrop, all in favour.</p> <p>To note activity in relation to land behind 9 Church Road. Cllr Jarvis reported that he had made enquiries of MDC but had not yet received a response. He would chase and advise the Clerk.</p> <p>The following decisions made by Maldon District Council were noted: LBC/MAL/20/01331 - Like for like replacement of 10 windows, Wickham Hall, Langford Road – GRANTED HOUSE/MAL/21/00009 – Single storey rear/side extension, Twelve Trees, 16 Wellands – APPROVED HOUSE/MAL/21/00008 – Rear extension & alterations to garage roof including addition of dormer windows & rooflights, Rainbow Cottage, Kelvedon Road – APPROVED TPO 08/15 Pine Trees, Blacksmiths Lane. MDC’s notification of modification was noted.</p>
21/060	<p>Traffic Calming & Highway Matters</p> <p>The meeting noted the intended closure of Station Road on 10th April 2021 for 2 days for UK Power Networks to undertake a new connection. Action: <i>The Clerk to publicise on FB.</i></p>

	<p>There had been no response or progress reports in connection with our Local Highways Panel scheme applications.</p> <p>It was noted that markings had appeared on Heathgate footway which appeared to indicate the intention of ECC to carry out resurfacing works. A resident had been in touch with Cllr Nicholas to express surprise that ECC were spending money on this cul de sac, rather than resurfacing Blacksmiths Lane footway, which was a much more well-used route for villagers. Cllr Durham was aware that Cllr Bentley had been involved in communication with residents and would obtain an update for WBPC.</p> <p>The general lack of communication between Highways and the Parish Council was noted.</p> <p>The Chairman was pleased to report that the volunteer Speedwatch teams would be resuming this week.</p>
21/061	<p>Flooding update No further information or communication had been received. Cllr Durham agreed to arrange for WB gulleys cleaned as soon as possible.</p>
21/062	<p>County Councillor Report Cllr Durham gave a short verbal report on County matters. Parish Councils would be contacted in May regarding the new Locality Fund. He confirmed that the Local Development Plan adopted in 2017 was due to be reviewed in 2022. (Cllr Durham left the meeting at 8.35pm)</p>
21/063	<p>District Councillor Report Cllr Jarvis reported that MDC had agreed to support leisure centres financially. He confirmed that the deadline for Call for Sites was 21st May 2021.</p>
21/064	<p>Future Parish Council Meetings The latest information from the Government, NALC and SLCC stated that after 7th May all meetings should be held face-to-face. Members discussed the options available for the June Parish Council Meeting, considered the availability of the Main Hall in the Village Hall and/or Church Hall and the uncertainties and risks in meeting indoors. Resolved: <i>The PC agreed to consider the way in which the June Parish Council Meeting would be held at the 4th May Parish Council Meeting (proposed Cllr Bass, seconded Cllr Wardrop, all in favour).</i></p> <p>Action: <i>The Clerk to make a submission to the 'Call for Evidence' to state WBPC's willingness to continue to meet remotely during these uncertain times.</i></p> <p>Action: <i>The Clerk to check the legal situation if WBPC were to meet remotely after the 7th May deadline.</i></p>
21/065	<p>Parish Council Annual Report Members agreed to produce an Annual Report for 2020/21 with a view to distributing this with the July Parish Magazine. Action: <i>The following Councillors to submit draft articles to the Clerk by the end of April.</i></p> <p>General Parish News / Traffic & Speedwatch – Cllr Wardrop Library Update/ District Council business – Cllr Jarvis Neighbourhood Plan – Cllr Williams Planning – Cllr Mundell Public Rights of Way (including a map of footpaths) – Cllr Nicholas Finance – Clerk</p> <p>The Clerk confirmed that the Parish Council were now members of PSGA (Ordnance Survey) which would assist the creation and publication of maps.</p>
21/066	<p>Correspondence The following correspondence was noted:</p>

	<p>An email from a 10-year old resident interested in planting trees. The Clerk had referred him to several land-owning village organisations.</p> <p>Letters of response from MPs Priti Patel & Paul Scully regarding firework noise. Action: <i>The Clerk to make contact with Maeve Nicholson who leads on campaign work in conjunction with officials in OPSS (Office for Product Safety and Standards) for advice on public awareness campaigns.</i></p> <p>An email from a resident regarding the possibility of traffic lights at Blue Mills Hill bridge. The concerns of the resident were considered. However, Councillors did not feel able to support traffic lights at this location because queueing had been much reduced since the change in hours of the traffic lights at Maldon Road and because this was a particularly scenic place, and too much street furniture would detract from its ambience. Action: <i>The Clerk to respond to the resident accordingly.</i></p> <p>Action: <i>The Clerk to chase ECC for completion of the bridge repairs which were long overdue.</i></p> <p>An email from a resident concerned about excessive speeding through the village was received and noted. The Chairman had been in touch with SERP and established that the cost of a fixed speed camera would be in the region of £20k. It was noted that our sites in the village would not meet the Department of Transport criteria to provide a camera of this type, there would need to have been persons killed or serious injury collisions. Action: <i>The Chairman to respond to the resident accordingly.</i></p>
21/067	<p>Parish Council Communication Strategy</p> <p>Cllr Williams raised the issue of communicating with villagers which had arisen as a result of the Neighbourhood Plan. Action: <i>Cllr Williams to draft some questions for the Annual Report to establish whether residents believed the Parish Council communicated well with villagers. Consideration to be given as to how the results could be collated.</i></p> <p>Action: <i>The Clerk to ensure that the Annual Report contained a list of ways in which residents could communicate with the Parish Council.</i></p>
21/068	<p>Wickham Bishops Neighbourhood Plan Update</p> <p>Cllr Williams confirmed that the WB Neighbourhood Plan would be going to Referendum on 6th May 2021. A printed flier encouraging residents to vote for the Plan had been included with the Parish Magazine.</p> <p>Resolved: <i>Members agreed to donate the sum of £100 to the Church as a thank you for delivering the NHP Referendum leaflet (proposed Cllr Wardrop, seconded Cllr Bass, all in favour). Cllr Bates to arrange for the Church to invoice the Parish Council.</i></p> <p>Action: <i>The Clerk to write a letter of thanks to Jayne Jennings and the Parish Magazine delivery volunteers for their work in distributing the flier on behalf of the Parish Council.</i></p>
21/069	<p>BHSA – Playground Repairs – Tarmac and Fencing - request for financial assistance</p> <p>No further information had been supplied. Action: <i>Cllr Williams to return to BHSA explaining that the Parish Council had not budgeted for this and did not have funds to assist at this time.</i></p>
21/070	<p>Finance</p> <p>The following balances were noted and the meeting agreed to authorise the April payments below (proposed Cllr Wardrop, seconded Cllr Mickelsen, all in favour).</p>

Finance Report for Wickham Bishops Parish Council				
April 2021 Parish Council Meeting				
Prepared by:	Lorraine Bailey, Parish Clerk & RFO			04 Apr 21
Status as at 31 March 2021	Debit	Credit	Balances B/F	Balances C/F
Unity Trust Current Account			15,605.42	
Unity Trust Deposit Account			0.00	
Barclays Business Premium Account			0.00	
Barclays Community Account			0.00	
Petty Cash Float			0.00	
Unbanked Cash			0.00	
Stamps			10.70	
Total Funds Held 31/03/2021			15,616.12	
Transactions included in the above:				
IP0469	EALC, Clerk's training bursary		26.25	
IP0470	Unity Bank quarterly charges	-18.00		
Unity Trust Current Account Transactions for April				
IP0471	L A Bailey - Clerk's salary	-700.77		
IP0472	J&M Payroll Services - Payroll February 2021	-24.00		
IP0473	Kempco - Printer cartridges	-79.87		
IP0474	L A Bailey - Clerk's reimbursements: Zoom subs	-14.39		
IP0475	EALC & NALC Affiliation Fees 2021/22	-500.76		
IP0476	Bright & Sons Solicitors, Legal fees - footpath transfer	-643.00		
IP0477	Cllr P Bates - Printing of NHP Referendum Flier	-40.75		
	Total Transactions	-2,003.54		
	Unity Trust Current Account Balance			13,601.88
Stamps March				
	Stamp Purchase			
	Stamp Use	-3.50		
	Total Transactions	-3.50	0.00	
	Stamp Balance 31/03/2021			10.70
	Total Funds Held 31/03/2021 including Stamps			13,612.58

Cllr Nicholas reported that the Parish Council Barclays Bank Accounts remained open, with a balance of 12p, despite a formal letter being sent asking that they be closed. He would send a message through Barclays secure messaging system expressing concern that an open account could be a fraud/security risk.

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| 21/071 | <p>Recycling Sack Collection Point, Risk Assessment (review due 13th April 2021)</p> <p>Cllr Mundell suggested that he discontinue the provision of recycling sacks after 12th April when Covid restrictions would be relaxed, the Library would re-open and sacks would be available to collect there. All agreed. Action: Cllr Mundell to advise MDC accordingly. Cllr Mundell was thanked for his good work in providing this extremely useful service to residents during a difficult time.</p> |
| 21/072 | <p>Library Strategy Working Group Update</p> <p>Cllr Jarvis explained that the Working Group would make renewed contact with ECC later in May/June after the Election period and then re-engage with local clubs etc.</p> |
| 21/073 | <p>Delegated Powers</p> <p>It was agreed that the delegated powers in respect of Covid-19 should remain in place.</p> |
| 21/074 | <p>Progress Reports from Councillors – no decisions required</p> <p><u>Moody Homes footpath</u> The Clerk reported that the legal transfer had now taken place and confirmatory Land Registry paperwork was awaited. Action: The Clerk to ask Cllr Durham if he would consider WBPC retaining the Locality Fund grant of £1500 rather than returning it and re-applying for funds next year.</p> <p><u>Six Walks booklet</u> This booklet had been produced several years ago and there were many copies sitting in storage which could be put to good use. The intention was to make copies of this available at the 13th June Open Garden event. Action: Cllr Mickelsen to study the wording, make the necessary updates and amendments and provide the Clerk with text to include as an 'amendment slip' to be inserted into each booklet.</p> |

21/074a	<p>Telephone Exchange Frontage - consideration of action to seek improvements Cllrs noted photographs provided by Cllr Mundell which showed the drastic cut-back of vegetation to the front and sides of this property. Action: <i>The Clerk to write to Openreach to ask what their intentions were, whether they would be repairing the broken street lamp and/or making good or re-planting on the verge.</i></p>
21/075	<p>General Village News and Events to Note Cllr Nicholas was disappointed at the amount of litter in the village, particularly along Tiptree Road and Witham Road. Consideration to be given to this at the May Parish Council Meeting.</p> <p>Cllr Layley drew members' attention to the narrow entrance to the Moody Homes development on Maypole Road.</p>
21/076	<p>Dates of Future Meetings Friday 16th April 2021, 11.30am – Planning Committee Meeting Tuesday 4th May 2021, 7.30pm – Annual Parish Council Meeting June Parish Council – date and venue to be confirmed.</p>
21/077	<p>Close of Meeting There being no further business, the meeting closed at 9.50pm</p> <p>Items for the May Agenda:</p> <ul style="list-style-type: none"> - Standing item to consider whether the delegated powers in respect of Covid-19 can be lifted - Decision on format/venue for June Parish Council Meeting - Litter in the village