

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
The Village Hall
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Wickham Bishops
Essex
CM8 3JZ
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info@wickhambishopsparishcouncil.org

Minutes of Wickham Bishops Parish Council Meeting held on Tuesday 5th December 2023 at 7pm in the Boardroom, Wickham Bishops Village Hall

Item	Subject
23/217	<p>Those Present and Apologies for Absence</p> <p>In the Chair: Cllr Wardrop. Present: Cllrs Bass, Bates, Nappo, Mickelsen, Morgan & the Clerk.</p> <p>Apologies were received and accepted from: Cllrs Layley, Williams and County Cllr Durham. There were no members of the public present.</p>
23/218	<p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>Cllr Bass declared a non-pecuniary interest in Planning Application 23/01064/FUL. Cllr Bates declared a non-pecuniary interest in Planning Application 23/01059/HOUSE, being a near neighbour.</p>
23/219	<p>Approval of Minutes</p> <p>The Minutes of the Parish Council Meeting held on 7th November 2023 were agreed as a true record, proposed by Cllr Bass, seconded Cllr Wardrop, all in favour.</p>
23/220	<p>Chairman's Report</p> <p>The Chairman reported on three matters which had been brought to his attention:</p> <p>12-15 rubbish sacks on a driveway/rear garden, very close to Handleys Lane. Action: The Clerk to ask Moat Housing to insist that the householder removes the bags before they become a health hazard and start to spill out onto the byway.</p> <p>One Stop manager advised that a local resident was regularly depositing large amounts of household rubbish into the litter bin outside the shop meaning that the bins were often overflowing. Action: The Clerk to enquire about a different style of bin with a slimmer slot which only allowed small litter items. The Chairman to speak to the One Stop manager and enquire about the identity of the person to possibly ascertain their reasons for doing this and to ask them to refrain from doing so.</p> <p>One Stop delivery lorries parking across the pavement. It was noted that a local resident had raised this directly with the companies involved. The manager had asked for smaller delivery vehicles, but this was not always possible and whilst there was potential danger if pedestrians had to walk out in the road, overall it was felt that this was a matter for One Stop.</p>

23/221	<p>Clerk's Report The Clerk gave a brief update on various overgrown hedges/vegetation issues.</p> <p>Witham Road, near the bus stop/Village Hall: ECC advised that they would not be taking action as they did not believe the issue was serious. BHSA were looking into whether greenery from the Village Hall could be trimmed back.</p> <p>Blacksmiths Lane/corner of Byron Drive: After writing to the householder, members were pleased to see that the hedge had now been cut, no longer encroaching on the pavement.</p> <p>Overgrown hedge, Finches, Kelvedon Road: The Clerk had written to Moat Housing.</p> <p>Hedge alongside Great Totham Road: It was noted that BHSA's contractor had now cut this.</p>
23/222	<p>Public Forum There were no members of the public present.</p>
23/223	<p>Planning Applications and Decisions <i>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.</i> Cllr Bass took the Chair for this item.</p> <p>23/01059/HOUSE 18 Church Green Proposed two storey side extension, single storey rear extension. Alterations to fenestration. Resolved: Cllr Wardrop recommended APPROVAL, seconded by Cllr Nappo, all in favour.</p> <p>23/01064/FUL Wickham Art Barn, Station Road Erection of a hay barn and machinery store. Resolved: Cllr Wardrop recommended APPROVAL, seconded by Cllr Nappo, all in favour.</p> <p><u>The following were noted for information only:</u></p> <p>23/01072/LDP Ockleys, Maypole Road Claim for lawful development certificate for proposed outbuilding.</p> <p>23/01102/LDP 19 Church Green Claim for lawful development certificate for proposed part single storey, part two storey rear extension. Single storey side extension. Addition of dormer to rear roof slope. New window to side elevation and addition of rooflight to principal elevation.</p> <p><u>The following decisions made by MDC were noted:</u></p> <p>LDP/MAL/23/00888 Ockleys, Maypole Road Claim for lawful development certificate for proposed outbuilding and extension of existing garden wall with erection of canopy. REFUSED</p> <p>LDP/MAL/23/00889 Ockleys, Maypole Road. Claim for lawful development certificate for proposed re-cladding of existing dwelling house and cartlodge. APPROVED</p> <p>NMA/MAL/23/00997 Ockleys Maypole Road Application for non-material amendment following grant of planning permission 23/00758/HOUSE (Proposed first floor extension, replace 2No. triangular dormers with a single dormer and alterations to fenestration.) Amendment sought: Extension of the dormer on second floor 680mm past the existing roofline. APPROVED</p> <p>HOUSE/MAL/23/00919 Carr House Carters Lane Single storey front extension with rooms in roof. First floor side extension including extension to existing roof line. New porch design and canopy to front, with changes to fenestration. REFUSED</p> <p><u>The following decision made by ECC was noted:</u></p> <p>CC/MAL/83/23, Provision of new accessible ramp to Wickham Bishops Library. APPROVED</p>

	<p>Appeal Ref APP/X1545/W/23/3322071 Land adj to Fieldway, Station Road Agricultural building for viticulture and use of field as vineyard, (Representations to be made by 15.12.23). The Appeal was noted and members had no further comments to add.</p> <p><u>Amendment to Planning Committee Terms of Reference</u> Members agreed to an amendment to enable the Committee to make recommendations to Full Council on those applications currently outside the Committee's authority (commercial, and multiple dwellings on a single site). Resolved: Cllr Wardrop proposed we adopt the amended Terms of Reference with immediate effect, seconded by Cllr Mickelsen, all in favour.</p> <p><u>The failure to impose suitable conditions on approved planning applications by MDC</u> Members were disappointed that MDC had failed to include standard conditions relating to the parking of contractors' vehicles and times/days of working to FUL/MAL/20/00490 (16/01475) Land at the Summer House, Back Lane and this had resulted in vehicles parking on, and causing damage to verges around the library and School Road and noisy works taking place at weekends. Resolved: Members asked the Clerk to write to MDC.</p>
23/224	<p>Land rear of 9 Church Road, update, if any The Chairman had chased Highways for a response to his letter of 9 November to which he had received no reply. His next step would be to write to Mark Ash, senior officer at ECC responsible for highways.</p>
23/225	<p>Traffic Calming & Highway Matters update, if any It was noted that there had been no confirmation that the gullies in Wickham Hall Lane had been jetted since Cllr Wardrop had provided details to Cllr Durham following the previous meeting. During recent heavy rain, flooding in Blacksmiths Lane and in particular up and across the driveway of No. 2 had been reported to ECC and Cllr Durham said that gulley jetting teams would visit in the next 2-3 weeks. Cllr Nappo would report flooding in The Street to ECC direct.</p> <p>An explanation of the review of the Local Highway Panels from Cllr Durham was noted.</p>
23/226	<p>District Councillor Report District Councillor Morgan gave a brief report. The new homes bonus being earmarked solely for infrastructure had been voted down, problems with connectivity in the Burnham on Crouch district were being addressed by improvements to IT and a devolution announcement was due shortly.</p>
23/227	<p>County Councillor Report County Councillor Durham was not present.</p>
23/228	<p>2023 Remembrance Sunday report Cllr Morgan reported that the event had taken place successfully. Cllr Nappo would liaise with the Special Constable who lived in the village to check that he had permission from Essex Police to co-ordinate proceedings without the cost for traffic management at the 2024 Remembrance Day event. Action: To be placed on the February Agenda for an update.</p> <p>Following an invitation from Rev Hilary, it was noted that Cllr Nappo had agreed to speak at the Service of Nine Lessons and Carols on Sunday 17th December.</p>
23/229	<p>Biodiversity & Climate Change <u>Agree to support the Climate & Ecology Bill</u> Resolved: Following a recommendation from Cllr Williams who was unable to attend the meeting due to ill health, members agreed unanimously to support the Climate and Ecology Bill.</p>

	To consider and formally agree to adopt the Biodiversity Policy Resolved: Members agreed unanimously to adopt the Biodiversity Policy.																																																																																																				
23/230	<p>Finance</p> <p>The following bank balances as at 30th November 2023 were noted: Unity Trust Current Account £18,556.55, Unity Trust Instant Access Account £10,166.95, Equals Debit Card £41.44. Resolved: Cllr Wardrop proposed the following payments be approved, seconded by Cllr Mickelsen, all in favour.</p> <table border="1"> <thead> <tr> <th colspan="10">PAYMENTS (AWAITING AUTHORISATION) LIST</th> </tr> <tr> <th>Voucher</th> <th>Code</th> <th>Date</th> <th>Bank</th> <th>Description</th> <th>Supplier</th> <th>VAT Type</th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>75</td> <td>Remembrance Event</td> <td>05/12/2023</td> <td>Unity Trust Current Account</td> <td>Remembrance Day Traffic Control</td> <td>TCCM Crowded Space Ltd</td> <td>S</td> <td>765.00</td> <td>153.00</td> <td>918.00</td> </tr> <tr> <td>76</td> <td>Grasscutting</td> <td>05/12/2023</td> <td>Unity Trust Current Account</td> <td>Grasscutting</td> <td>D W Maintenance</td> <td>X</td> <td>105.00</td> <td></td> <td>105.00</td> </tr> <tr> <td>77</td> <td>War Memorial</td> <td>05/12/2023</td> <td>Unity Trust Current Account</td> <td>War Memorial maintenance</td> <td>Little Braxted Parish Council</td> <td>X</td> <td>388.34</td> <td></td> <td>388.34</td> </tr> <tr> <td>78</td> <td>Outsourced Payroll</td> <td>05/12/2023</td> <td>Unity Trust Current Account</td> <td>Payroll Services</td> <td>J&M Payroll Services</td> <td>S</td> <td>27.50</td> <td>5.50</td> <td>33.00</td> </tr> <tr> <td>79</td> <td>Clerk's Salary</td> <td>05/12/2023</td> <td>Unity Trust Current Account</td> <td>Clerks Salary inc £394.33 backdated to 1.4.23</td> <td>Mrs L A Bailey</td> <td>X</td> <td>1,147.51</td> <td></td> <td>1,147.51</td> </tr> <tr> <td>79</td> <td>PC Office Allowance</td> <td>05/12/2023</td> <td>Unity Trust Current Account</td> <td>PC Office Allowance</td> <td>Mrs L A Bailey</td> <td>X</td> <td>25.00</td> <td></td> <td>25.00</td> </tr> <tr> <td>80</td> <td>Printing & Postage</td> <td>05/12/2023</td> <td>Unity Trust Current Account</td> <td>HP Instant Ink</td> <td>Mrs L A Bailey</td> <td>S</td> <td>8.32</td> <td>1.67</td> <td>9.99</td> </tr> <tr> <td colspan="7" style="text-align: right;">Total</td> <td>2,466.67</td> <td>160.17</td> <td>2,626.84</td> </tr> </tbody> </table> <p>When the invoice had been received from MDC in respect of the Remembrance Day road closure charge, it was noted that a request for their share of this, together with the £765 for traffic control would be submitted to Little Braxted and Great Braxted parish councils.</p> <p><u>Salary award for the Clerk backdated to 1st April 2023 as per new NJC pay scales</u> Resolved: Agreed unanimously.</p>	PAYMENTS (AWAITING AUTHORISATION) LIST										Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total	75	Remembrance Event	05/12/2023	Unity Trust Current Account	Remembrance Day Traffic Control	TCCM Crowded Space Ltd	S	765.00	153.00	918.00	76	Grasscutting	05/12/2023	Unity Trust Current Account	Grasscutting	D W Maintenance	X	105.00		105.00	77	War Memorial	05/12/2023	Unity Trust Current Account	War Memorial maintenance	Little Braxted Parish Council	X	388.34		388.34	78	Outsourced Payroll	05/12/2023	Unity Trust Current Account	Payroll Services	J&M Payroll Services	S	27.50	5.50	33.00	79	Clerk's Salary	05/12/2023	Unity Trust Current Account	Clerks Salary inc £394.33 backdated to 1.4.23	Mrs L A Bailey	X	1,147.51		1,147.51	79	PC Office Allowance	05/12/2023	Unity Trust Current Account	PC Office Allowance	Mrs L A Bailey	X	25.00		25.00	80	Printing & Postage	05/12/2023	Unity Trust Current Account	HP Instant Ink	Mrs L A Bailey	S	8.32	1.67	9.99	Total							2,466.67	160.17	2,626.84
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23/231	<p>Progress Reports from Councillors – no decisions required</p> <p>Cllr Wardrop reported that 8 Speedwatch sessions had taken place during November with 118 vehicles being caught speeding. It was noted that new SIDs (speed indicator devices) had been installed near The Green Man.</p> <p>Cllr Morgan reported that he would go ahead and make an application for 'H' markings across driveways in Great Totham Road to prevent motorists from blocking them and at the same time allowing passing places.</p>																																																																																																				
23/232	Correspondence None.																																																																																																				
23/233	<p>Parish Council Surgeries</p> <p>There were no visitors to the November surgery. Cllrs Nappo and Wardrop and DCllr Morgan agreed to be at the Saturday 16th December surgery.</p>																																																																																																				
23/234	<p>General Village News and Events to Note</p> <p>Cllr Bates advised members not to change to the new Outlook for Windows as this did not work with our WBPC email exchange server. Scam emails had been received purporting to be Cllr Wardrop and everyone was asked to be vigilant.</p>																																																																																																				
23/235	<p>Date of Next Meetings:</p> <p>Parish Council Meeting – Tuesday 6th February 2024, 7.30pm, Village Hall Boardroom Parish Council Meeting – Tuesday 5th March 2024, 7.30pm Village Hall Boardroom</p>																																																																																																				
23/236	Close of Meeting There being no further business, the meeting closed at 8.25pm.																																																																																																				