

# 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  
 3<sup>rd</sup> Place Essex Village of the Year 2015  
[www.wickhambishopsparishcouncil.org](http://www.wickhambishopsparishcouncil.org)

## Parish Clerk

Mrs L A Bailey  
 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 Wickham Bishops Parish Council Meeting held on Tuesday 1<sup>st</sup> February 2022 at 7.30pm in the Church Hall

Item	Subject
22/001	<p><b>Those Present and Apologies for Absence</b></p> <p>In the Chair: Cllr Wardrop</p> <p>Present: Cllrs Bass, Bates, Layley, Nicholas, Mickelsen, Williams and the Clerk. C Cllr Mark Durham.</p> <p>There were no members of the public present. Apologies were received from Cllrs Jarvis and Mundell.</p>
22/002	<p><b>Declaration of Interests and Compliance with the Ethical Framework</b></p> <p>There were none</p>
22/003	<p><b>Approval of Minutes</b></p> <p>The Minutes of the Parish Council Meeting held on 7<sup>th</sup> December 2021 were accepted as a true record by all, proposed Cllr Bates, seconded Cllr Mickelsen.</p> <p>The Minutes of the Planning Committee Meeting held on 21<sup>st</sup> January 2022 were agreed, proposed Cllr Mickelsen, seconded Cllr Wardrop, all in favour.</p>
22/004	<p><b>Chairman's Report</b></p> <p>The resident who had requested a bench at the junction of Grange Road with Roots Lane had asked for this to be reconsidered in the same location but looking down the rural end of Grange Road. <b>Action: To be reconsidered at the March PC Meeting.</b></p> <p>Regrettably, another dog had been attacked, this time on the approach to Sparkey Wood, Mope Lane and the dog had to be put down due to its injuries. The Chairman had made MDC's Enforcement Officer aware of the incident.</p> <p>The Chairman had spoken with the proprietor of Hive of Activity following receipt of an email and this item would be picked up under Traffic Calming.</p>
22/005	<p><b>Clerk's Report</b></p> <p>After advising the nearby residents of the decision not to go ahead with the new bench, several emails of thanks had been received. Residents were relieved at the decision not to proceed.</p> <p>In respect of the damage to the Ancient Trestle Bridge on FP5, ECC Highways had investigated but did not identify an issue at the location.</p> <p>The Clerk reported that Cllr Wardrop had delivered salt bags to all the volunteers in the village.</p> <p>With regard to the unauthorised siting of a mobile home on land adjacent to Fieldway, Station Road, MDC had written to say that an investigation by their Planning Enforcement Team had commenced.</p>

22/006	<p><b>Public Forum - a maximum of 15 minutes with no more than 3 minutes per person</b> There were no members of the public present.</p>
22/007	<p><b>Planning Applications and Decisions</b> Cllr Bass took the Chair for this item.</p> <p><a href="#">21/01339/HOUSE The Gallop, 1 Pony Chase</a>. Removal of existing garage, fence and wall and erection of a fence to enclose the back garden of 1 Pony Chase specifically where the boundary is adjacent to the public highway which extends along Pony Chase and Handley's Lane and creation of a driveway including dropped kerb. An email from a neighbour had been received advising that they had no objection to the proposals. <b>Resolved:</b> The Parish Council had no objection and recommended APPROVAL. All in favour except Cllr Bass who abstained.</p> <p>The following decisions made by Maldon District Council were noted:</p> <p><b>HOUSE/MAL/21/01154 &amp; LBC/MAL/21/01155</b> Proposed brick outbuilding and 5-bar sliding wooden gate and fence. Wickham Hall Barn Langford Road. <b>APPROVED</b></p> <p>The following Appeal decision was noted:</p> <p>21/00659/HOUSE (Appeal Ref: APP/X1545/D/21/3281661). Demolition of existing conservatory and lean to roof at the rear to replace with 2 storey side and rear extension. To include proposed outbuilding. Shamrock Cottage,30 Tiptree Road, Wickham Bishops. <b>APPEAL ALLOWED</b></p>
22/008	<p><b>OUT/MAL/21/01096 - Land adjacent 5 Grange Road</b> <b>Resolved:</b> Members agreed to send a letter to MDC expressing concern over the factual errors and other inaccuracies in the Officer's Report. To be addressed to Matt Leigh with a copy to the Case Officer, Hannah Dungate.</p>
22/009	<p><a href="#">Consultation on Maldon District Council's Local Development Plan</a> <b>Resolved:</b> This item to be placed on the Planning Committee Meeting Agenda (Friday 18<sup>th</sup> February 11.30am) for consideration and then the Parish Council Meeting Agenda (Tuesday 1<sup>st</sup> March) to agree a formal response. Members who were registered with MDC were asked to check the 60 questions set out in the consultation document to ascertain which might be relevant to the parish. Residents would be encouraged to submit their comments and Cllr Bass suggested communicating with Great Totham PC over the matter of coalescence, mentioned in both Neighbourhood Plans.</p>
22/010	<p><b>Traffic Calming &amp; Highway Matters</b> <a href="#">The suggestion of a Highways public meeting by Cllr Durham</a> After discussion, it was agreed to invite Cllr Lee Scott and Cllr Durham to the Wickham Bishops Annual Parish Assembly on the evening of Tuesday 3<sup>rd</sup> May to address residents on Traffic and Highway matters.</p> <p><a href="#">Update of outstanding issues</a> Members were disappointed to note that no progress at all had been made on any of the items shown to Cllr Scott during his site visit on 5<sup>th</sup> November 2021. Cllr Durham explained that Highways were under-staffed and under-resourced.</p> <p><a href="#">To consider any further issues for submission to the Local Highways Panel</a> It was understood the LHP process was under review with confirmation due in May. In the meantime, members would give thought to the following possible submissions: a pedestrian crossing on The Street; Handley's Lane re-surfacing along the muddy section; dropped kerbs at either end of the Moody Homes footpath. (Cllr Durham left the meeting at 8.50pm)</p>
22/011	<p><b>Facebook Etiquette</b> Discussion took place on Councillors commenting/posting on FB in a personal capacity. <b>Action:</b> After discussion, the Clerk was asked to circulate the NALC Legal Topic Note entitled 'Predetermination' to Councillors as a reminder.</p> <p><b>Action:</b> The Clerk to place details and/or links of Planning Applications on the Parish Council Facebook page and Cllr Bates to do the same on the WBPC website.</p>

22/012	<p><b>Finance</b></p> <p>The meeting noted the bank balance and budget performance, and agreed the proposed list of payments for the month ahead as per the Finance Report:</p>																																																																																																																													
	<table border="1" data-bbox="276 293 1401 1149"> <thead> <tr> <th colspan="5">Finance Report for Wickham Bishops Parish Council</th> </tr> <tr> <th colspan="5">February 2022</th> </tr> <tr> <td colspan="4">Prepared by: Lorraine Bailey, Parish Clerk &amp; RFO</td> <td>28 Jan 22</td> </tr> <tr> <th>Status as at 28 January 2022</th> <th>Debit</th> <th>Credit</th> <th>Balances B/F</th> <th>Balances C/F</th> </tr> </thead> <tbody> <tr> <td>Unity Trust Current Account</td> <td></td> <td></td> <td>20,286.27</td> <td></td> </tr> <tr> <td>Unity Trust Deposit Account</td> <td></td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td>Petty Cash Float</td> <td></td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td>Unbanked Cash</td> <td></td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td>Stamps</td> <td></td> <td></td> <td>5.85</td> <td></td> </tr> <tr> <td>Total Funds Held 28/01/2022</td> <td></td> <td></td> <td>20,292.12</td> <td></td> </tr> <tr> <th colspan="5">Unity Trust Current Account Payments for February 2022</th> </tr> <tr> <td>IP0541</td> <td>MDC Trucam Services Oct - Dec 2021</td> <td>-£378.65</td> <td></td> <td></td> </tr> <tr> <td>IP0542</td> <td>J&amp;M Payroll, Payroll Services Dec 2021</td> <td>-£24.00</td> <td></td> <td></td> </tr> <tr> <td>IP0543</td> <td>Npower, Streetlighting electricity usage Dec 2021</td> <td>-£21.89</td> <td></td> <td></td> </tr> <tr> <td>IP0544</td> <td>L A Bailey, Reimbursement for HP Instant Ink, £20 Vodafone top-up, 12 x 1st Class Stamps</td> <td>-£40.19</td> <td></td> <td></td> </tr> <tr> <td>IP0545</td> <td>WB &amp; LB PCC, Hire of Church Hall 21.1.22</td> <td>-£16.00</td> <td></td> <td></td> </tr> <tr> <td>IP0546</td> <td>L A Bailey, Clerk Salary</td> <td>-£714.26</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Transactions</td> <td>-£1,194.99</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td><b>Unity Trust Current Account Balance</b></td> <td></td> <td></td> <td><b>19,091.28</b></td> </tr> <tr> <th colspan="5">Postage Stamps</th> </tr> <tr> <td></td> <td>Stamp Purchase</td> <td></td> <td>£10.20</td> <td></td> </tr> <tr> <td></td> <td>Stamp Use</td> <td>-£6.23</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Transactions</td> <td>-£6.23</td> <td>£10.20</td> <td></td> </tr> <tr> <td></td> <td><b>Stamp Balance 28/01/2022</b></td> <td></td> <td></td> <td><b>£9.82</b></td> </tr> <tr> <td></td> <td><b>Total Funds Held 28/01/2022 including Stamps</b></td> <td></td> <td></td> <td><b>19,101.10</b></td> </tr> </tbody> </table> <p>The meeting formally ratified the payments made in the absence of a January 2022 Parish Council Meeting (see Appendix 1 attached).</p> <p>The Moody Homes footpath clearance quote increase from £2,580 to £2,994 was noted and agreed by all.</p>	Finance Report for Wickham Bishops Parish Council					February 2022					Prepared by: Lorraine Bailey, Parish Clerk & RFO				28 Jan 22	Status as at 28 January 2022	Debit	Credit	Balances B/F	Balances C/F	Unity Trust Current Account			20,286.27		Unity Trust Deposit Account			0.00		Petty Cash Float			0.00		Unbanked Cash			0.00		Stamps			5.85		Total Funds Held 28/01/2022			20,292.12		Unity Trust Current Account Payments for February 2022					IP0541	MDC Trucam Services Oct - Dec 2021	-£378.65			IP0542	J&M Payroll, Payroll Services Dec 2021	-£24.00			IP0543	Npower, Streetlighting electricity usage Dec 2021	-£21.89			IP0544	L A Bailey, Reimbursement for HP Instant Ink, £20 Vodafone top-up, 12 x 1st Class Stamps	-£40.19			IP0545	WB & LB PCC, Hire of Church Hall 21.1.22	-£16.00			IP0546	L A Bailey, Clerk Salary	-£714.26				Total Transactions	-£1,194.99	0.00			<b>Unity Trust Current Account Balance</b>			<b>19,091.28</b>	Postage Stamps						Stamp Purchase		£10.20			Stamp Use	-£6.23				Total Transactions	-£6.23	£10.20			<b>Stamp Balance 28/01/2022</b>			<b>£9.82</b>		<b>Total Funds Held 28/01/2022 including Stamps</b>			<b>19,101.10</b>
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22/013	<p><b>Remembrance Day Road Closure Recharge</b></p> <p>Members considered the costs for road closure shared by Little Braxted/Great Braxted/Wickham Bishops and expressed concern about the use of public money for this one-day event. <b>Resolved:</b> <i>The Clerk to write to the other two parishes with a suggestion that in future we place all the Tommy figures temporarily on the sports field, hold the memorial service there (with plenty of car parking and room for attendees to congregate safely). After the service the respective Parish Council Chairmen could carry their wreaths to the War Memorial. Of course, permission for use of the sports field would need to be sought from BHSA.</i></p>																																																																																																																													
22/014	<p><b>To Review and Formally Adopt the following Policies</b></p> <p>Risk Assessment and Management for WBPC, Retention Policy &amp; Guidelines for WBPC Records and Pre-Application Protocol for Major Development were all agreed and adopted, proposed by Cllr Wardrop, seconded Cllr Williams, all in favour.</p>																																																																																																																													
22/015	<p><b>Correspondence</b></p> <p>The following correspondence had been received:</p> <p>From a resident regarding Handley's Lane muddy section. <b>Action:</b> <i>Cllr Bass to make contact with BHSA to assist with locating the pipe which required rodding and would hopefully relieve the situation.</i></p> <p>From a resident regarding parking etc Snows Corner. The Chairman had paid a visit to the proprietor of Hive of Activity who was disappointed that BHSA felt unable to offer parking spaces to shop staff to</p>																																																																																																																													

	<p>minimise street parking and therefore improve visibility at the junction. The Chairman assured her that the PC were doing their best to address the concerns of all.</p> <p>EALC 78<sup>th</sup> AGM &amp; Conference, Hylands House, 22<sup>nd</sup> Sept 2022 9-4pm free of charge. <b>Action:</b> <i>The Clerk to book one place for herself.</i></p> <p>Invitation to Beacon Hill Parishes meeting re Platinum Jubilee, 14<sup>th</sup> February 7.30pm. <b>Action:</b> <i>Cllrs Bass and Williams to attend on behalf of WBPC. The Clerk to ask Great Totham PC Clerk to also invite Elizabeth Coeshall BHSA, Rev Hilary Le Seve, a representative from the Scouts and Great Totham PTFA.</i></p> <p>It was acknowledged that commemorative mugs would cost in the region of £5 each which would exceed the budget set aside of £500. <b>Action:</b> <i>The Clerk to look into her suggestion of a packet of wildflower seeds for each household.</i></p>
<b>22/016</b>	<p><b>Progress Reports from Councillors – no decisions required</b></p> <p><u>Library Working Group</u> In his absence, Cllr Jarvis had provided a written report, and this was noted. ECC had agreed to a meeting to discuss the recent refurbishment, an update on the re-opening event and social media, marketing etc. Questions would be asked of ECC's capital investment plans, in particular conversion of the toilet block.</p> <p><u>Green Spaces &amp; Biodiversity Project</u> Cllr Williams reported that she had received good support from the village as well as assistance from Wivenhoe, who had already adopted the scheme. The next stage would be asking for residents/landowners who were willing to refrain from mowing certain grass area from March – October. A launch event was being organised, date to be confirmed, and this would be promoted in the Parish Magazine. The Clerk to assist with posters.</p>
<b>22/017</b>	<p><b>General Village News and Events to Note</b></p> <p>Cllr Nicholas had been approached by a resident asking about the possibility of a litter bin next to the bench at Box Iron Corner. The Clerk to ask MDC and this item to be given consideration on the March Agenda.</p> <p>Cllr Bates reported that Gardener's Question Time in Wickham Bishops had now been provisionally scheduled for Tuesday 5<sup>th</sup> April 2022.</p> <p>The Clerk advised that a 2-bed flat had become vacant at Mackmurdo Place and advertisements would be placed on the notice board and on the WBPC FB page.</p>
<b>22/018</b>	<p><b>Date of Next Meeting:</b></p> <p>Planning Committee Meeting – Friday 18<sup>th</sup> February 2022, 11.30am, Church Hall Full Parish Council Meeting – Tuesday 1<sup>st</sup> March 2022, 7.30pm, Church Hall</p>
<b>22/019</b>	<p><b>Close of Meeting</b> There being no further business, the meeting closed at 9.50pm.</p>

APPENDIX 1

<b>Finance Report for Wickham Bishops Parish Council</b>				
<b>January 2022 (No meeting)</b>				
Prepared by:	Lorraine Bailey, Parish Clerk & RFO			04 Jan 22
<b>Status as at 31 December 2021</b>	<b>Debit</b>	<b>Credit</b>	<b>Balances B/F</b>	<b>Balances C/F</b>
Unity Trust Current Account			21,065.88	
Unity Trust Deposit Account			0.00	
Petty Cash Float			0.00	
Unbanked Cash			0.00	
Stamps			7.55	
<b>Total Funds Held 31/12/2021</b>			<b>21,073.43</b>	
<b>Transactions included in the above</b>				
Unity Trust Bank - Service Charge	-£18.00			
<b>Unity Trust Current Account Payments for January 2022</b>				
IP0537	WB & LB PCC, Hire of Church Hall 7.12.21	-£28.00		
IP0538	E.on, streetlighting electricity	-£27.36		
IP0539	L A Bailey, Clerk Salary	-£714.26		
IP0540	L A Bailey, Reimbursement for £9.99 HP Instant Ink	-£9.99		
	<b>Total Transactions</b>	<b>-£779.61</b>	<b>0.00</b>	
	<b>Unity Trust Current Account Balance</b>			<b>20,286.27</b>
<b>Postage Stamps</b>				
Stamp Purchase	0.00			
Stamp Use	-1.70			
<b>Total Transactions</b>	<b>-1.70</b>			
<b>Stamp Balance 31/12/2021</b>				<b>5.85</b>
<b>Total Funds Held 31/12/2021 including Stamps</b>				<b>20,292.12</b>