

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

Mrs L A Bailey
 Wickham Bishops Parish Council
 The Village Hall
 Church Road
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 Essex
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info@wickhambishopsparishcouncil.org

MINUTES of Online Parish Council Meeting via Zoom and YouTube Broadcast held on Tuesday 2nd February 2021 at 7.30pm

Item	Subject
21/001	<p>Those Present and Apologies for Absence In the Chair: Cllr Wardrop. Present: Cllrs Bass, Bates, Jarvis, Layley, Mickelsen, Mundell, Nicholson, Williams and the Clerk Craig Stroud, Census Engagement Officer (in attendance until up to Item 21/008) There were 8 observers on the YouTube stream.</p>
21/002	<p>Declaration of Interests and Compliance with the Ethical Framework There were none.</p>
21/003	<p>Approval of Minutes <u>Minutes of the Online Parish Council Meeting held on 5th January 2021</u> After small amendments concerning Cllr Jarvis calling in two Planning Applications, Cllr Bates proposed the Minutes be approved, seconded by Cllr Bass, all in favour.</p>
21/004	<p>Chairman's Report The Chairman reported the recent sad death of a former Parish Councillor, John Richardson. The meeting heard that a resident had been anonymously leaving bunches of flowers on the doorsteps of villagers and Councillors noted this kind gesture.</p>
21/005	<p>Clerk's Report The meeting noted the updated Issues List. The Clerk had attended an MDC Clerk's Forum on 20th January 2021. A resident had contacted the Clerk with concerns of building works and associated noise and vehicles at a property in Maypole Road, thought to be Fircroft House. District Cllr Jarvis had spoken with the resident and after discussion it was felt that an initial letter to the owners of Fircroft House enquiring about their intentions would be the best way forward.</p>
21/006	<p>Public Forum There were no questions from the public on Agenda items.</p>
21/007	<p>2021 Census Craig Stroud, Census Engagement Officer gave the meeting a short presentation on the forthcoming 21st March 2021 Census, the first digital Census. He explained that all households would receive a letter in the post with the option of completing the census online. Alternatively, they could telephone and request a paper copy of the questionnaire. The Parish Council offered their help with raising awareness and Mr Stroud agreed to forward printable posters, social media posts etc to help with this. Mr Stroud was thanked for his attendance.</p>

21/008	<p>Local Police Matters</p> <p>As the Police were unable to attend the meeting in person, a question had been put to them (from Cllr Mundell) asking what the Police were doing to apprehend the person who had been repeatedly reported for roaming Wickham Bishops and Great Totham at night, trying car doors and stealing items from unlocked vehicles. Sergeant Dalby had responded that the Police were aware of the individual and were in the process of organising an Operation to arrest him.</p>
21/009	<p>County Council Report</p> <p>The meeting acknowledged receipt of a report from County Councillor Durham, for which he was thanked.</p>
21/010	<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> <ul style="list-style-type: none"> - 21/00009/HOUSE – Single storey rear/side extension – Twelve Trees, 16 Wellands. Resolved: Cllr Wardrop proposed the Parish Council recommend APPROVAL, seconded Cllr Nicholas, all in favour. - 20/01331/LBC – Like for like replacement of 10 windows - Wickham Hall, Langford Road. The Clerk was asked to note that in future, under the Planning Committee Terms of Reference, non-contentious ‘like for like’ Planning Applications of this type did not require consideration by the Full Council. Resolved: Cllr Bass proposed we write to MDC in support of the works to this Listed Building, seconded Cllr Bates, all in favour. <p>Activity in relation to land behind 9 Church Road. None noted.</p> <p>The following decisions made by Maldon District Council were noted:</p> <p>HOUSE/MAL/20/01124 – Erection of single storey rear orangery – Pine Trees, The Street – APPROVED</p> <p>HOUSE/MAL/20/01044 – New brick walls to each entrance, electric gates etc – Glebe Farm House, Mope Lane – REFUSED.</p> <p>HOUSE/MAL/20/01222 – Proposed retractable pool enclosure – Abbots, 3 Church Road – APPROVED.</p> <p>The meeting noted that two emails had been received from residents who had questioned the need for planning notices being put through letterboxes by the PC in respect of the recently amended 4 Heathgate Planning Application. The reasons for this had been agreed at the January PC Meeting and Councillors acknowledged that while it was MDC’s responsibility to post Planning Notices on lampposts near application sites, this did not always reach those who could be affected by the proposals. Cllr Jarvis offered to enquire through MDC as to whose responsibility it was to remove the out-of-date Planning Notices on lampposts as there were numerous throughout the village.</p>
21/011	<p>Provision of recycling sacks at Arbour Lane</p> <p>Due to the closure of the MDC offices and Library during the Covid-19 lockdown, residents had been unable to easily obtain recycling sacks. Cllr Mundell had liaised with MDC to establish and advertise a collection point in the village and prior to this, Cllr Nicholas had carried out a suitable Risk Assessment. Resolved: Cllr Bass proposed that we formally adopt the Risk Assessment recommendations and adopt this vital service for residents, seconded by Cllr Williams, all in favour.</p> <p>Cllr Mundell and Cllr Nicholas were both thanked for their work. It was noted that the scheme had been very well used.</p>

21/012	<p>Traffic Calming & Highway Matters</p> <p>Tiptree Road Footway extension, update on vegetation clearance: The Chairman had been in touch with ECC to remind them of this outstanding work.</p> <p>White Gates – speed and volume surveys update: The Chairman had chased ECC for an update.</p> <p>Local Highway Panel Scheme submissions: As agreed at the last meeting, and after the approval of Cllr Durham, 3 LHP schemes had been submitted as follows: Blacksmiths Lane footway re-surfacing; signage and pedestrian barriers for the Moody Homes footpath and remedial works to the pavement and road surface at Snows Corner.</p> <p>Local Highway Panel Scheme LMAL192007 ECC confirmed that the carriageway markings at Kelvedon Road bus stop, near the doctors’ surgery, had now been validated and would be added to the Schemes Awaiting Funding List.</p>
21/013	<p>Flooding</p> <p>Correspondence from resident re flooding problem near The Old Rectory: The meeting acknowledged that the pond was the responsibility of the owner but there needed to be liaison with ECC to investigate the drain beneath the carriageway. The water coursed along and down Station Road and in the recent cold weather, the carriageway had iced over and was considered to be a danger to both motorists and pedestrians. Action: <i>The Chairman to contact Cllr Durham, bring the two parties together and urge ECC to take prompt action before an accident occurred.</i></p> <p>Other problem flooding areas: Photographs had been taken by Councillors on several occasions over the last few weeks which showed the problems being experienced and these had been provided to Cllr Durham. Action: <i>It was agreed that the Parish Council should put pressure on ECC through Cllr Durham and Cllr Kevin Bentley, responsible for Highways, to make these areas a priority for investigation. The Chair to action.</i></p> <p>Wickham Hall Lane flooding: The Clerk had been contacted by a resident living at the bottom of Wickham Hall Lane who was also experiencing flooding of their driveway and garden. Several years ago, ECC had installed kerbstones to divert the carriageway water away from their property, but since that time the road had been tarmacked resulting in a reduced gap between the tarmac and the top of the kerbstone. Action: <i>The Chairman to contact Cllr Durham and ask that the kerbstones be raised.</i></p>
21/014	<p>Langford and Ulting Neighbourhood Plan, consultation stage</p> <p>The Chairman asked Councillors to look at this Neighbourhood Plan and consider our views (deadline 12th March 2021). Action: <i>Clerk to add to March 2021 Agenda.</i></p>
21/015	<p>Wickham Bishops Neighbourhood Plan Update</p> <p>Cllr Williams reported that the Examiner’s Report had been received. He was satisfied with the Plan, believed it to be robust and had put forward a number of changes mainly to clarify, and make more accurate, Policy and supporting statements. He had, however, recommended removal of the Open Spaces and changing the Local Green Space so that it encompassed only the sports fields. There would be no need for a Hearing. Cllr Williams would be attending a meeting at MDC to discuss and collate the combined responses. Cllr Williams and Juliet Kirkaldy were thanked for all their hard work in relation to the Neighbourhood Plan.</p>
21/016	<p>Moody Homes Footpath Update</p> <p>Cllrs Bass and Nicholas had met with two contractors on site (socially distanced) and formal quotations were awaited. Action: <i>The Clerk to chase the third contractor.</i> The meeting was reminded that the Locality Fund Grant must be spent before 31st March 2021 and it was acknowledged that the timing would be tight.</p> <p>A letter had been received from the PC’s solicitor, Bright & Sons, who had studied the Transfer Deed and associated Land Registry Title Plans. Action: <i>The Clerk to respond asking the Solicitor to act swiftly to achieve the land transfer in order that Contractor’s quotations could be considered and agreed at the March PC Meeting, allowing time for the works to be carried out before the end of March deadline.</i></p>

	The Clerk confirmed that £500 had been set aside in the 2021/22 Budget for legal fees. The Locality Fund grant of £1500 would go towards clearance of the land and purchase of materials to level the surface.																																																																																																																													
21/017	Library Strategy Working Group Update Cllr Jarvis confirmed that he was still in touch with the local groups who had expressed an interest in using the Library as a meeting place, but he had nothing further to report at this time.																																																																																																																													
21/018	<p>Finance</p> <p>Budget & Precept figures for 2021-22: These were noted and approved. Proposed Cllr Nicholas, seconded Cllr Bass, all in favour. Cllr Bass reminded the meeting that consideration should be given to setting aside an amount in the 2023/24 budget for Parish Council Elections which would take place in May 2023.</p> <p>The following balances were noted, and the meeting agreed to authorise the February payments below (proposed Cllr Nicholas, seconded Cllr Bass, all in favour).</p> <table border="1"> <thead> <tr> <th colspan="5">Finance Report for Wickham Bishops Parish Council</th> </tr> <tr> <th colspan="5">February 2021 Parish Council Meeting</th> </tr> <tr> <td>Prepared by:</td> <td>Lorraine Bailey, Parish Clerk & RFO</td> <td></td> <td></td> <td>01 Feb 21</td> </tr> <tr> <th>Status as at 1 February 2021</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>17,565.62</td> <td></td> </tr> <tr> <td>Unity Trust Deposit Account</td> <td></td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td>Barclays Business Premium Account</td> <td></td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td>Barclays Community 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>8.36</td> <td></td> </tr> <tr> <td>Total Funds Held 01/02/2021</td> <td></td> <td></td> <td>17,573.98</td> <td></td> </tr> <tr> <th colspan="5">Unity Trust Current Account Transactions February</th> </tr> <tr> <td>IP0460</td> <td>J&M Payroll Services</td> <td>-24.00</td> <td></td> <td></td> </tr> <tr> <td>IP0461</td> <td>Maldon DC - Community Engagement Team Services</td> <td>-328.32</td> <td></td> <td></td> </tr> <tr> <td>IP0462</td> <td>L A Bailey - Clerks Salary</td> <td>-700.77</td> <td></td> <td></td> </tr> <tr> <td>IP0463</td> <td>L A Bailey - Reimbursements - Zoom monthly subs</td> <td>-14.39</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Transactions</td> <td>-1,067.48</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td>Unity Trust Current Account Balance</td> <td></td> <td></td> <td>16,498.14</td> </tr> <tr> <th colspan="5">Stamps December</th> </tr> <tr> <td></td> <td>Stamp Purchase</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Stamp Use</td> <td>-0.76</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Transactions</td> <td>-0.76</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td>Stamp Balance 01/02/2021</td> <td></td> <td></td> <td>7.60</td> </tr> <tr> <td></td> <td>Total Funds Held 01/02/2021 including Stamps</td> <td></td> <td></td> <td>16,505.74</td> </tr> </tbody> </table>	Finance Report for Wickham Bishops Parish Council					February 2021 Parish Council Meeting					Prepared by:	Lorraine Bailey, Parish Clerk & RFO			01 Feb 21	Status as at 1 February 2021	Debit	Credit	Balances B/F	Balances C/F	Unity Trust Current Account			17,565.62		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			8.36		Total Funds Held 01/02/2021			17,573.98		Unity Trust Current Account Transactions February					IP0460	J&M Payroll Services	-24.00			IP0461	Maldon DC - Community Engagement Team Services	-328.32			IP0462	L A Bailey - Clerks Salary	-700.77			IP0463	L A Bailey - Reimbursements - Zoom monthly subs	-14.39				Total Transactions	-1,067.48	0.00			Unity Trust Current Account Balance			16,498.14	Stamps December						Stamp Purchase	0.00				Stamp Use	-0.76				Total Transactions	-0.76	0.00			Stamp Balance 01/02/2021			7.60		Total Funds Held 01/02/2021 including Stamps			16,505.74
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21/019	Governance: Annual Review of Standing Orders for Wickham Bishops Parish Council Resolved: Cllr Wardrop proposed we re-adopt the Standing Orders without amendment, seconded by Cllr Bates, all in favour.																																																																																																																													
21/20	District Council Report District Councillor Jarvis reported that a Full Council Meeting was scheduled for this week as well as a Special Meeting to consider the Budget on 23 rd February 2021. MDC continued to liaise with local leisure centres who were closed during the Covid-19 lockdown and had offered them support. Cllr Jarvis would keep the PC updated on the Planning Application call-ins.																																																																																																																													
21/021	Delegated Powers It was agreed that the delegated powers in respect of Covid-19 should remain in place.																																																																																																																													

21/022	<p>Progress Reports from Councillors – no decisions required</p> <p>Rainbow Field tree update: Cllr Bass reported that he and Chris Cooke would be planting the replacement trees on Sunday. Cllr Jarvis offered a socially-distanced hand.</p> <p>Neighbourhood Watch: Cllr Bates reported that he had received one enquiry from a gentleman in Wellands.</p> <p>WBPC response to Great Totham Neighbourhood Plan: As agreed at the last meeting, our response had been submitted and acknowledged.</p>
21/023	<p>Correspondence</p> <p>A Freedom of Information request had been received asking if WBPC had any byelaws relating to Unmanned Aerial Vehicles (UAVs) – the Clerk had responded in the negative.</p>
21/024	<p>General Village News and Events to Note</p> <p>On the subject of Covid vaccinations appointments, Cllr Bass commented on the variation in times depending on which surgery one was registered with. The Chairman agreed that the situation should be monitored.</p> <p>In the event the lockdown restrictions could possibly be lifted in the future, and that our Annual Parish Meeting be allowed to take place in the Village Hall, the Chairman asked that Councillors give thought to writing a few lines for the 2020/21 Annual Report.</p>
21/025	<p>Date of Next Meeting:</p> <p>Full Parish Council Meeting - Tuesday 2nd March 2021, 7.30pm.</p>
21/026	<p>Close of Meeting</p> <p>There being no further business, the meeting closed at 9.19pm.</p> <p>Item for future agendas:</p> <ul style="list-style-type: none"> - Standing item to consider whether the delegated powers in respect of Covid-19 can be lifted