

# 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 Online Parish Council Meeting via Zoom and YouTube Broadcast held on Tuesday 5<sup>th</sup> January 2021 at 7.30pm

Item	Subject
20/261	<p><b>Those Present and Apologies for Absence</b> In the Chair: Cllr Wardrop Present: Cllrs Bass, Bates, Jarvis, Layley, Mickelsen, Mundell, Nicholas and Williams. The Clerk. There were 10 observers on the YouTube stream.</p>
20/262	<p><b>Declaration of Interests and Compliance with the Ethical Framework</b> Cllrs Wardrop, Mickelsen and Williams declared a non-pecuniary interest in Planning Application 20/01294/HOUSE as the applicant had worked closely with the Parish Council on the Neighbourhood Plan Steering Group. Cllr Mundell declared a non-pecuniary interest and would refrain from voting on Planning Application 20/01236/HOUSE as he was friends with the applicants.</p>
20/263	<p><b>Approval of Minutes</b> <u>Minutes of the Online Parish Council Meeting held on 1<sup>st</sup> December 2020</u> After a minor addition to the first sentence of Item 20/249 to add "The Regulation 15 consultation" it was resolved that the Minutes be approved, proposed by Cllr Bass, seconded Cllr Williams, all in favour.  <u>Minutes of the Online Planning Committee Meeting held on 18<sup>th</sup> December 2020</u> <b>Resolved</b> that the Minutes be approved, proposed Cllr Wardrop, seconded Cllr Mundell, all in favour.</p>
20/264	<p><b>Chairman's Report</b> The Chairman had nothing specific to report other than specific items listed on the Agenda.</p>
20/265	<p><b>Clerk's Report</b> The Issues List would be fully updated and presented at the February 2021 PC Meeting. The Clerk reported that the Census Engagement Officer had accepted our invitation to attend the February Meeting.</p>
20/266	<p><b>Public Forum</b> There were no questions from the public on agenda items</p>
20/267	<p><b>Planning Applications and Decisions</b> <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 place in voting on Planning Applications as he may be required to do so at Maldon District Council.</i></p> <p><b>Planning Applications:</b></p> <ul style="list-style-type: none"> <li>- 20/01236/HOUSE &amp; 20/01237/LBC - First floor bay window, internal reconfiguration to create utility room to ground floor &amp; cloakroom adjoining external wall. First floor reconfiguration to create new</li> </ul>

	<p>family bathroom and ensuite. Single storey extension. New cart lodge building. Brickwork garden wall and gate to side of house - <b>The Grange, 16a Grange Road, Wickham Bishops</b>. <b>Resolved:</b> The Parish Council recommended APPROVAL, proposed Cllr Wardrop, seconded Cllr Bass, all in favour (Cllr Mundell did not vote).</p> <ul style="list-style-type: none"> <li>- 20/01244/RES - Reserved matters application for the approval of appearance, landscaping, layout &amp; scale on approved planning application 19/00345/OUT allowed on appeal APP/X1545/W/19/3229871 (Outline application for single dwelling including determination of access) - <b>Land adjacent Little Hill Farm, Mope Lane, Wickham Bishops</b>. <b>Resolved:</b> The Parish Council recommended REFUSAL on the grounds that the current Application was an over-development of the site and failed to conform with the outline plans granted on appeal. Proposed Cllr Wardrop, seconded Cllr Mundell, all in favour. District Cllr Jarvis stated that he would be calling this application in.</li> <li>- 20/01294/HOUSE - Proposed first floor rear and side extension, <b>38 Church Road, Wickham Bishops</b>. The Chairman read out a letter from the applicant explaining the reasons for the extension. <b>Resolved:</b> The Parish Council recommended APPROVAL, proposed Cllr Bass, seconded Cllr Layley, all in favour.</li> <li>- 20/01289/HOUSE – Alterations to front elevation including new fenestration/glazing, alterations to existing front dormer &amp; new roof light to front roof slope, together with the redesign of steps to the front door. Flat roof dormer to rear elevation with a Juliet balcony. Changes to fenestration &amp; replacement of existing windows to rear. Renovation of driveway and new decking &amp; paving to rear garden. Extension to existing garage – <b>Willowbank 4 Heathgate, Wickham Bishops</b>. The Chairman read out a letter of objection received from a resident. Councillors were concerned that neighbours directly affected by the proposals and who had contacted the Parish Council with their objections to the original application had not seen the MDC notice and Cllr Mundell offered to drop yellow cards through letterboxes. <b>Resolved:</b> The Parish Council recommended REFUSAL, the main reason being the impact on privacy on neighbouring properties from the proposed roof level development which did not conform with Policies D1, 1A and 4 of the Local Development Plan. Proposed Cllr Mundell, seconded Cllr Nicholas, all in favour. District Cllr Jarvis stated that he would be calling in this application.</li> </ul> <p><b>Activity in relation to land behind 9 Church Road</b> – none noted.</p> <p><b>The following decision made by Maldon District Council was noted:</b></p> <p>HOUSE/MAL/20/01081 – Two storey rear extension, extension to garage roof to join proposed rear extension conversion of garage and roof space to habitable accommodation. Single storey side extension, single storey front extension and new detached garage – Park House, Wickham Hall Lane, Wickham Bishops. APPROVED.</p>
20/268	<p><b>Great Totham Neighbourhood Plan, consultation stage</b></p> <p>Cllr Williams had studied the online Great Totham Neighbourhood Plan documents and drafted a response. The Plan was considered to be a good one, however, there was no mention of Rainbow Field which ought to be included as this was situated in Great Totham. The continuing concern over children crossing Kelvedon Road to get to school and the speed of vehicles from the War Memorial should also be referenced. Cllr Williams would add these comments and forward to the Clerk to respond on behalf of WBPC.</p>
20/269	<p><b>Traffic Calming &amp; Highway Matters</b></p> <p><b>Snows Corner parking, update</b> As agreed at the last meeting, the Chairman had written to the resident who had raised concerns, explaining the Parish Council’s reasons for not pursuing this matter further. With regard to Village Hall roadside vegetation, BHSA had written to explain that this verge was in fact the responsibility of Highways. <b>Action:</b> <i>The Clerk to contact ECC through the usual reporting system and ask them to consider trimming back to enable improved visibility for motorists exiting Church Road onto Witham Road.</i></p> <p><b>Tiptree Road Footway extension, update</b> Councillors continued to be disappointed at the lack of action from ECC Highways. <b>Action:</b> <i>The Chairman to write to Cllr Durham again.</i></p>

	<p><b>White Gates – speed and volume surveys update</b> Nothing had been heard. <b>Action:</b> <i>The Chairman to chase ECC Highways again.</i></p> <p><b>Bus shelters, latest communication from ECC</b> ECC had written with details of a new Essex-wide Bus Shelter Project which aimed to bring together a unified bus shelter estate to provide residents with a better bus infrastructure and encourage more people to use sustainable transport across Essex. ECC asked the PC to confirm ownership of the Snows Corner bus shelter and would assist in the licence application process.</p> <p><b>Blacksmiths Lane flooding, update</b> The Chairman reported that the drain outside 2 Blacksmiths Lane had been jetted and cleared. He had spoken to the workers who said the drain was full of leaves and road resurfacing residue. Tree roots were also evident and a specialised camera would be needed to investigate this further. Cllr Durham had emailed with details of a surface water alleviation scheme for Church Road which would take place sometime during 2021/22. Councillors expressed their dissatisfaction and frustration with the way in which Highways approached localised flooding, waiting until the problems escalated before acting, rather than taking preventative measures, of which the Parish Council had local knowledge. <b>Resolved:</b> The Clerk would thank Cllr Durham for Highways works to remedy the Blacksmiths Lane flooding and report the following additional areas which frequently flooded:</p> <ul style="list-style-type: none"> <li>- Station Road, outside Hill Place Cottage</li> <li>- School Road (as reported recently by Cllr Layley)</li> <li>- Outside 40 Church Road</li> <li>- The pond, The Old Rectory</li> </ul> <p>The Clerk was asked to contact Highways through the reporting system the following locations and ask them to trim back vegetation encroaching on the highway/pavement:</p> <ul style="list-style-type: none"> <li>- Tiptree Road – from Chantry to Mackmurdo on both sides</li> <li>- Cornerways, Church Road/Blacksmiths Lane junction</li> <li>- Station Road, north side, from entrance to Hill Place Cottage to near Wickham Hall Lane</li> </ul>
<b>20/270</b>	<p><b>Pavements</b> Cllr Durham had written encouraging parishes to submit projects to the Local Highways Panel for consideration. <b>Resolved:</b> The Clerk to submit the following to LHP:</p> <ul style="list-style-type: none"> <li>- Blacksmiths Lane pavement resurfacing (from Box Iron Corner to Arbour Lane)</li> <li>- Moody Homes footpath pedestrian barrier and signage each end</li> <li>- Tiptree Road – uneven kerbstones and carriageway surface where it meets the car park at Snows Corner</li> </ul>
<b>20/271</b>	<p><b>Rainbow Field Trees Update</b> Regrettably, the scheduled tree planting did not go ahead due to a change in Covid-19 restrictions. Councillors were keen for the planting to take place as soon as possible so as not to lose the trees currently being stored and cared for by Cllr Bass. <b>Resolved:</b> It was agreed that under the circumstances the Clerk would ask Chris Cooke to plant the trees and the Parish Council would pay for his time. Proposed Cllr Wardrop, seconded Cllr Bass, all in favour.</p>
<b>20/272</b>	<p><b>Moody Homes Footpath Update</b> The meeting were pleased to acknowledge receipt of £1500 from our recent Locality Fund application. In the meantime, Cllr Nicholas had prepared a Task List. The Clerk had been in contact with a mini digger operative who had been asked to quote for clearing the footpath. Cllr Nicholas would meet him on site. The Probation Service had been contacted and Cllrs Nicholas and Bass would meet the gentleman with a view to assessing if and when they could be of use to us.</p>
<b>20/273</b>	<p><b>Neighbourhood Plan Update</b></p>

	<p>Cllr Williams had attended an online meeting with MDC at which suitable Examiners were evaluated. The consultant appointed was Andrew Ashcroft of Andrew Ashcroft Planning Ltd and in the next 6 weeks he would visit the village unaccompanied and unannounced. The Parish Council would then be asked to fact check his report. At this point the Examiner will recommend either modifications and/or a hearing before a referendum. 6<sup>th</sup> May 2021 has been set as a potential referendum date.</p>																																																																																																																																																	
<p><b>20/274</b></p>	<p><b>Library Strategy Working Group Update</b>  Cllr Jarvis did not feel comfortable chasing ECC due to more urgent matters relating to the pandemic. The meeting agreed that this approach was appropriate at this time.</p>																																																																																																																																																	
<p><b>20/275</b></p>	<p><b>Finance</b>  The following balances were noted, and the meeting agreed to authorise the payments below (proposed Cllr Wardrop, seconded Cllr Bass, all in favour):</p> <table border="1" data-bbox="316 689 1516 1518"> <thead> <tr> <th colspan="5">Finance Report for Wickham Bishops Parish Council</th> </tr> <tr> <th colspan="5">January 2021 Parish Council Meeting</th> </tr> <tr> <td>Prepared by:</td> <td colspan="3">Lorraine Bailey, Parish Clerk &amp; RFO</td> <td>03 Jan 21</td> </tr> <tr> <th>Status as at 3 January 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>18,432.86</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>9.66</td> <td></td> </tr> <tr> <td>Total Funds Held 03/01/2021</td> <td></td> <td></td> <td>18,442.52</td> <td></td> </tr> <tr> <th colspan="5">Unity Trust Current Account Transactions January</th> </tr> <tr> <td>IP0452</td> <td>Essex County Council Grant, Locality Fund</td> <td></td> <td>1,500.00</td> <td></td> </tr> <tr> <td>IP0453</td> <td>Unity Bank quarterly service charge</td> <td>-18.00</td> <td></td> <td></td> </tr> <tr> <td>IP0454</td> <td>J&amp;M Payroll Services</td> <td>-24.00</td> <td></td> <td></td> </tr> <tr> <td>IP0455</td> <td>Kempco - 4 x printer ink cartridge</td> <td>-79.87</td> <td></td> <td></td> </tr> <tr> <td>IP0456</td> <td>Little Braxted PC - War Memorial upkeep &amp; road closure</td> <td>-430.23</td> <td></td> <td></td> </tr> <tr> <td>IP0457</td> <td>L A Bailey - Clerks Salary</td> <td>-700.77</td> <td></td> <td></td> </tr> <tr> <td>IP0458</td> <td>L A Bailey - Reimbursements - Zoom monthly subs</td> <td>-14.39</td> <td></td> <td></td> </tr> <tr> <td></td> <td>L A Bailey - Reimbursements - New Laptop</td> <td>-1,099.98</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Transactions</td> <td>-2,367.24</td> <td>1,500.00</td> <td></td> </tr> <tr> <td></td> <td><b>Unity Trust Current Account Balance</b></td> <td></td> <td></td> <td><b>17,565.62</b></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>-1.30</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Transactions</td> <td>-1.30</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td>Stamp Balance 03/01/2021</td> <td></td> <td></td> <td>8.36</td> </tr> <tr> <td></td> <td><b>Total Funds Held 05/01/2021 Including Stamps</b></td> <td></td> <td></td> <td><b>17,573.98</b></td> </tr> </tbody> </table> <p><b>To consider the Budget &amp; Precept for 2021-22 as recommended by the Finance Committee Resolved:</b> It was agreed to maintain the Precept at £20,276, the same as 2020-21. A slight decrease in the Tax Base to 979.7 (as advised by MDC) meant the Band D figure would be £20.70. Detailed budget figures to be presented in full at the February PC Meeting. Proposed Cllr Wardrop, seconded Cllr Bass, all in favour.</p> <p>Cllr Mundell advised that he wished to stand down from the Finance Committee. He was thanked for his work. Cllr Williams put herself forward and it was agreed that the Clerk would make arrangements for Cllr Williams to be added as a bank signatory.</p> <p><b>Action:</b> Cllr Nicholas had noted that the Barclays Bank Accounts remained open with a balance of 12p, despite the Clerk writing to them formally asking them to close them. The Clerk to chase.</p>	Finance Report for Wickham Bishops Parish Council					January 2021 Parish Council Meeting					Prepared by:	Lorraine Bailey, Parish Clerk & RFO			03 Jan 21	Status as at 3 January 2021	Debit	Credit	Balances B/F	Balances C/F	Unity Trust Current Account			18,432.86		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			9.66		Total Funds Held 03/01/2021			18,442.52		Unity Trust Current Account Transactions January					IP0452	Essex County Council Grant, Locality Fund		1,500.00		IP0453	Unity Bank quarterly service charge	-18.00			IP0454	J&M Payroll Services	-24.00			IP0455	Kempco - 4 x printer ink cartridge	-79.87			IP0456	Little Braxted PC - War Memorial upkeep & road closure	-430.23			IP0457	L A Bailey - Clerks Salary	-700.77			IP0458	L A Bailey - Reimbursements - Zoom monthly subs	-14.39				L A Bailey - Reimbursements - New Laptop	-1,099.98				Total Transactions	-2,367.24	1,500.00			<b>Unity Trust Current Account Balance</b>			<b>17,565.62</b>	Stamps December						Stamp Purchase	0.00				Stamp Use	-1.30				Total Transactions	-1.30	0.00			Stamp Balance 03/01/2021			8.36		<b>Total Funds Held 05/01/2021 Including Stamps</b>			<b>17,573.98</b>
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<p><b>20/276</b></p>	<p><b>Risk Assessment &amp; Management for Wickham Bishops Parish Council</b></p>																																																																																																																																																	

	<b>Resolved:</b> The meeting agreed to formally adopt the updated Risk Assessment and Management document, proposed Cllr Wardrop, seconded Cllr Williams, all in favour. To be signed at a later date when Covid restrictions allowed.
<b>20/277</b>	<b>Delegated Powers</b> It was agreed that the delegated powers in respect of Covid-19 should remain in place.
<b>20/278</b>	<b>Neighbourhood Watch Update</b> Cllr Bates had received one positive response from the article placed in the Parish Magazine and this resident had agreed to represent the Mope Lane/Station Road area. Another resident did not agree with an additional layer of communication. Cllr Bates would write an article for the February Parish Magazine.  The meeting noted from the recent Crime Watch Report that there had been a distraction burglary in Wellands Close.
<b>20/279</b>	<b>District Council Report</b> District Councillor Jarvis circulated a brief report. It was noted that the MDC offices had been transformed into a Covid vaccination centre, budget recommendations for Council consideration would be made in February with a focus on prudence as Covid had made a significant impact on Council income and there were concerns about the 5-year land supply. Cllr Jarvis would report back at our next meeting when he had more information.
<b>20/280</b>	<b>Progress Reports from Councillors – no decisions required</b> Cllr Wardrop reported that Speedwatch had re-started in December and then the Tier 4 restrictions had prevented it continuing!
<b>20/281</b>	<b>Correspondence</b> The correspondence from EALC concerning Essex Climate Action Commission – Interim Report was noted. Cllr Wardrop asked if the village streetlights were fitted with energy saving LED lights and it was believed that this was the case.
<b>20/282</b>	<b>General Village News and Events to Note</b> Due to the recent Covid restrictions, Cllr Bass had noted more residents out walking, many of whom were wearing dark clothing and could not easily be seen by motorists. <b>Action:</b> Cllr Mundell agreed to issue a Facebook post encouraging walkers to wear white/reflective clothing whilst out and about.
<b>20/283</b>	<b>Date of Next Meetings:</b> Full Parish Council Meeting - Tuesday 2 <sup>nd</sup> February 2021, 7.30pm Planning Committee Meeting – Friday 22 <sup>nd</sup> January 2021, 11.00am (if required)
<b>20/284</b>	<b>Close of Meeting</b> There being no further business, the meeting closed at 9.33pm.  Item for future agendas: - Standing item to consider whether the delegated powers in respect of Covid-19 can be lifted