

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.wickhambishopparishcouncil.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@wickhambishopparishcouncil.org

Minutes of Online Meeting of the Parish Council via Zoom and YouTube Broadcast held on Tuesday 14th July 2020 at 7.30pm

Item	Subject
20/143	<p>Those Present and Apologies for Absence</p> <p>In the Chair: Cllr Wardrop</p> <p>Present: Cllrs Bass, Bates, Jarvis, Layley (from 7.50pm), Mickelsen, Mundell, Nicholas and Williams, and the Clerk. No members of the public were present. There were 7 observers on the YouTube stream.</p> <p>Before the formal start of the meeting, Councillors expressed their condolences to Cllr Bass and his family on the sad news of the loss of his brother, Rodney Bass, a longstanding District and County Councillor who had been very supportive to WBPC over the years.</p>
20/144	<p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>There were none.</p>
20/145	<p>Approval of Minutes</p> <p>Resolved: The minutes of the Online Parish Council meeting held on 16th June 2020 were approved as a true record. Proposed Cllr Williams, seconded Cllr Mickelsen, all in favour.</p>
20/146	<p>Chairman's Report</p> <p>Regarding the weeds in the verges near The Mitre, the Chairman had spoken to the Mitre owner who was happy to cut the grass but lacked the correct equipment. Therefore, the Parish Council grasscutter had been asked to carry out the work and would add these areas to his list in future.</p>
20/147	<p>Clerk's Report</p> <p>The Clerk had attended a New Clerk's Webinar and would in future be adding the Finance Report, bank balances and transactions to the Minutes. The Clerk had circulated an updated Issues List which was noted.</p>
20/148	<p>Public Forum</p> <p>No questions had been received from the public or press prior to the meeting (apart from Planning matters and these would be included below) and there were no comments on the YouTube broadcast.</p>
20/149	<p>Traffic Calming</p> <p>A resident of Witham Road had contacted the Parish Council following a 'hit and run' near Snows Corner and the Chairman had explained to her that we had agreed to wait until the outcome of the review of the white gates at the entrances to the village had taken place before taking any further action. She would be contacting County Cllr Durham as she was keen to see action taken sooner.</p> <p>It was noted that a virtual meeting had been scheduled for 21st July 2020 between Essex Highways, Cllr Durham and WBPC (Cllrs Bass, Jarvis and Wardrop to attend) to discuss the Tiptree Road footway in further detail.</p>

	<p>The Chairman had contacted Essex Police concerning the possibility of resuming Speed Watch. The Police were awaiting Government guidelines before they would agree to the resumption of Speed Watch in the interests of keeping volunteers safe.</p>
20/150	<p>Planning Applications and Decisions</p> <p>The Chairman explained that all Planning Applications had been circulated to all Councillors prior to publication of the Agenda, for study ahead of the meeting. Cllr Jarvis would not take part in voting on planning applications as he may be required to do so at Maldon District Council.</p> <p>Planning Applications:</p> <p>20/00624/HOUSE – Single storey side extension, 4 Roots Lane, Wickham Bishops Resolved: The Parish Council recommended APPROVAL, proposed Cllr Mundell, seconded Cllr Mickelsen, all in favour.</p> <p>20/00558/LBC & 20/00557/FUL – Erect brick boundary wall, Goldfinches Station Road, Wickham Bishops The meeting noted a letter from the applicant explaining their careful consideration over the type and style of bricks to be used. Resolved: The Parish Council recommended APPROVAL, proposed Cllr Bass, seconded Cllr Wardrop, all in favour.</p> <p>20/00635/HOUSE – Erection of a single storey with partial first floor rear extension and new front entrance canopy, re-cladding of building façade, 5 Church Road, Wickham Bishops The meeting noted a letter from the applicant with further details of her proposals. Resolved: The Parish Council recommended APPROVAL, proposed Cllr Mundell, seconded Cllr Williams, all in favour.</p> <p>20/00611/WTPO – Reduce by 8m in height 4 no. Oak trees, Copse End, Witham Road Resolved: The meeting agreed to defer a response until comment had been received from the Tree Officer, proposed Cllr Wardrop, seconded Cllr Bass, all agreed. The Clerk and Cllr Jarvis had both made contact with Maldon District Council to comment on the poor site plans/diagrams accompanying recent Applications for Works to Trees but had yet to receive a response. Action: Clerk to chase MDC.</p> <p>20/00587/FUL – Non-compliance of conditions FUL/MAL/19/00561, Routebuy Ltd, The Commodity Centre, Braxted Park Road, Great Braxted. It was unclear whether this had been sent to WBPC in error. However, Cllr Bass felt strongly that the HGV traffic generated from this Centre had a detrimental impact on neighbouring villages, including Wickham Bishops. Cllr Jarvis was asked to call this in, make WBPC's views known, and to query whether conditions were being met currently. Cllr Jarvis agreed to liaise with the local ward officer. Resolved: The Parish Council agreed to make no comment on the Planning Application but make its views known on the impact of increased numbers of HGV's through Wickham Bishops.</p> <p>Maldon District Payphone Consultation, Possible removal of Kiosk, 6 The Street, Wickham Bishops Resolved: The meeting agreed unanimously to OBJECT to the removal of the telephone box and respond to MDC along the same lines as we did in 2019.</p> <p>To note activity in relation to land behind 9 Church Road Councillors were aware that clearing work had been taking place. Cllr Jarvis reported that MDC were unaware of any proposed Planning Applications. The situation would continue to be monitored by all.</p> <p>To note decisions made by Maldon District Council: WTPO/MAL/20/00316 – Reduce crown by 2m, Mulberry Tree, 2 The Street - APPROVED</p> <p>To note delegated responses made by the Parish Clerk: none</p> <p>To note decisions made by the Planning Inspectorate: none</p>
20/151	<p>Neighbourhood Plan</p> <p>Cllr Williams reported that following the comments received from the Steering Group and Parish Council, changes had been made and the Neighbourhood Plan and associated documents had been re-submitted to</p>

	MDC. After Regulation 15 statutory consultations had been undertaken, the Plan would then go to the examiner prior to the Regulation 16 referendum next year.																																																																								
20/152	<p>Library Strategy Working Group</p> <p>Cllr Jarvis reported that ECC had responded to our proposal indicating that they were not prepared to sell the building and could make no guarantee to retain the library staff. However, they were happy to meet and discuss the Parish Council's plans in line with the ECC community-run library scheme criteria i.e. with ECC retaining ownership of the building and continuing to manage the service. The Working Group would endeavour to meet virtually in the next week or so and go back to ECC reminding them of the poor state of repair of the building and the Parish Council's ability to apply for financial grants which could assist greatly.</p> <p>Councillors were disappointed that the Wickham Bishops Library had not yet re-opened and Cllr Jarvis agreed to press ECC to do so sooner rather than later, with appropriate safety measures in place.</p> <p>Cllr Bass left the meeting at 8.18pm and was thanked for attending in the circumstances.</p>																																																																								
20/153	<p>Finance</p> <p>To note the balances and agree the proposed list of payments for the month ahead</p> <p>Resolved: The following balances were noted and the list of transactions agreed. Proposed Cllr Nicholas, seconded Cllr Williams, all in favour.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Community Account</td> <td style="text-align: right;">875.57</td> <td></td> </tr> <tr> <td>Business Saver Account</td> <td style="text-align: right;">23,375.57</td> <td></td> </tr> <tr> <td>Petty Cash Float</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Stamps</td> <td style="text-align: right;">8.09</td> <td></td> </tr> <tr> <td></td> <td style="border-top: 1px solid black; text-align: right;">24,259.23</td> <td></td> </tr> </table> <p>Community Account Transactions July</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">TRANSFER</td> <td style="width: 60%;">FROM DEPOSIT ACCOUNT</td> <td style="width: 15%;"></td> <td style="width: 15%; text-align: right;">2,000.00</td> </tr> <tr> <td>IP0421</td> <td>J&M Payroll, June Payroll</td> <td style="text-align: right;">24.00</td> <td></td> </tr> <tr> <td>IP0422</td> <td>Letchwood, Internal Audit Fee</td> <td style="text-align: right;">125.00</td> <td></td> </tr> <tr> <td>IP0423</td> <td>EALC, New Clerk Briefing Webinar</td> <td style="text-align: right;">42.00</td> <td></td> </tr> <tr> <td></td> <td>RCCE, Annual Membership 1.7.20 -</td> <td></td> <td></td> </tr> <tr> <td>IP0424</td> <td>30.6.21</td> <td style="text-align: right;">72.60</td> <td></td> </tr> <tr> <td>IP0425</td> <td>Wise Maintenance, Grasscutting</td> <td style="text-align: right;">90.00</td> <td></td> </tr> <tr> <td>IP0426</td> <td>Kempco, Stationery</td> <td style="text-align: right;">37.86</td> <td></td> </tr> <tr> <td>IP0427</td> <td>L A Bailey, Clerk Salary & Expenses</td> <td style="text-align: right;">716.76</td> <td></td> </tr> <tr> <td>IP0428</td> <td>Microsoft Online Subscription</td> <td style="text-align: right;">388.80</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="border-top: 1px solid black; text-align: right;">1,497.02</td> <td style="text-align: right;">2,000.00</td> </tr> </table> <p style="text-align: right;">Community Account Balance 1,378.55</p> <p>Business Saver Account Transactions July</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">TRANSFER</td> <td style="width: 60%;">£2000 to Current Account</td> <td style="width: 15%;"></td> <td style="width: 15%; text-align: right;">2,000.00</td> </tr> </table> <p style="text-align: right;">Business Saver Account Balance 21,375.57</p> <p>Stamps</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Stamp Purchase</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Stamp Use 1.5.20 - 4.7.20</td> <td style="text-align: right;">6.56</td> <td></td> </tr> <tr> <td></td> <td style="border-top: 1px solid black; text-align: right;">6.56</td> <td style="text-align: right;">0.00</td> </tr> </table> <p>Stamp Balance 14/7/20 1.53</p>	Community Account	875.57		Business Saver Account	23,375.57		Petty Cash Float	0.00		Stamps	8.09			24,259.23		TRANSFER	FROM DEPOSIT ACCOUNT		2,000.00	IP0421	J&M Payroll, June Payroll	24.00		IP0422	Letchwood, Internal Audit Fee	125.00		IP0423	EALC, New Clerk Briefing Webinar	42.00			RCCE, Annual Membership 1.7.20 -			IP0424	30.6.21	72.60		IP0425	Wise Maintenance, Grasscutting	90.00		IP0426	Kempco, Stationery	37.86		IP0427	L A Bailey, Clerk Salary & Expenses	716.76		IP0428	Microsoft Online Subscription	388.80				1,497.02	2,000.00	TRANSFER	£2000 to Current Account		2,000.00	Stamp Purchase	0.00		Stamp Use 1.5.20 - 4.7.20	6.56			6.56	0.00
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	<p>Total Funds Held 14/07/20 Including Stamps <u><u>22,755.65</u></u></p> <p>Anticipated Community Account Transactions for August</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">J&M Payroll Services, February Payroll</td> <td style="text-align: right; padding-right: 20px;">24.00</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">L A Bailey, Clerk Salary</td> <td style="text-align: right; border-bottom: 1px solid black; padding-right: 20px;">682.37</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Total Anticipated Transactions to date</td> <td style="text-align: right; padding-right: 20px;">706.37</td> <td style="text-align: right;">0.00</td> </tr> </table> <p>To receive the Internal Auditor's Report The meeting was pleased to note that the internal audit had successfully been completed and there were no recommendations.</p> <p>To consider applying to BHSA for credit for unused board room dates Councillors agreed to take no further action at this stage.</p> <p>To consider changing the Parish Council bank account from Barclays to Unity Trust Bank. Resolved: Cllr Mundell proposed, seconded by Cllr Williams, all in favour, of opening a Current Account and Deposit Account with Unity Trust Bank. As Barclays remained incredibly difficult to contact, it was agreed that the Finance Committee would arrange a bank transfer from Barclays to Unity once the new accounts were opened rather than using Unity Trust's switching scheme. Action: Clerk to complete the application forms, assemble the necessary paperwork and arrange for the Finance Committees signatures as required.</p>	J&M Payroll Services, February Payroll	24.00		L A Bailey, Clerk Salary	682.37		Total Anticipated Transactions to date	706.37	0.00
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20/154	<p>Chantry Grove Footway Barriers</p> <p>A resident of Chantry Grove had contacted the Parish Council to draw our attention to speeding cyclists using the footway linking Chantry Grove and Mackmurdo Place with apparent near misses between both pedestrians and cars. The Chairman had met two members of the Chantry Grove Management Group. In the meantime, the Clerk had established that the footway was in the process of being adopted by Highways. Therefore, it was agreed that Cllr Wardrop would advise the Management Group to liaise directly with Lynton Homes.</p> <p>The meeting considered that the parcels of land behind the footway on Witham Road (outside the boundary fences of No's 1, the bus stop end, and 15) would not be classed as Highways land and it would be necessary to establish who will carry out future maintenance. There might be clarity of ownership issues. However, this was not for the Parish Council to pursue at this stage.</p>									
20/155	<p>ECC Locality Fund</p> <p>Several suggestions were put forward including:</p> <ul style="list-style-type: none"> • surfacing the new footpath being passed to WBPC by Moody Homes • a village footpath map/noticeboard • walkable verges • bus shelter • footway linking Box Iron Corner Church Road/Holt Drive/Blacksmiths Lane <p>There was £10k in the Locality Fund and 10 parishes, therefore Cllr Jarvis was of the opinion that we should aim realistically for £2k. After much discussion and hearing the report of Cllrs Bass and Nicholas site meeting at the new footpath (Item 20/160 below), it was agreed to make an application to Cllr Durham's Locality Fund in the sum of £2k towards the footpath cost. Action: Cllr Nicholas to assist the Clerk in making the application.</p>									
20/156	<p>Delegated Powers</p> <p>There was no motion to lift the extended delegated powers in respect of Covid-19.</p>									
20/157	<p>Neighbourhood Watch Update</p> <p>Regrettably there had been no response to the advertisement for a central co-ordinator.</p>									

20/158	<p>District Council Report</p> <p>District Councillor Jarvis briefly reported on the following: MDC were looking at budgets and the need to use their reserves as a consequence of Covid-19; Bradwell B Consultation, MDC had voted against the application for testing based on the preservation of historical sites; High Street social distancing was working successfully; a 4th lorry would be added to the fleet for green bin collection at the beginning of August, hopefully resolving the backlog; the Leisure Centre looking at whether it can open or not; and Maldon District Council continues to walk a fine line between refusing housing development schemes and the impact on the 5 year housing supply requirement.</p> <p>Cllr Jarvis suggested the Clerk explore the Community Initiative Fund as a possible source of funding. The Summer House planning application had been called to NW Area Committee where it would be debated.</p>
20/159	<p>ECC Salt Bag Partnership Scheme</p> <p>Cllr Nicholas had established that the number and condition of salt bags stored in the air raid shelter would be sufficient. Action: <i>The Clerk to advise ECC that the Parish Council would like to continue to participate in the Partnership Scheme but have enough salt for the time being.</i></p>
20/160	<p>Progress Reports from Councillors</p> <p>Moody Homes footpath inspection by Cllrs Bass & Nicholas An initial clearance by volunteers was required. After that we would need to obtain quotes from contractors to lay Type 1 Ballast, bedded down with a vibrating plate. At each end of the footpath a concrete hardstanding area with pedestrian barriers would be required. It was agreed to call a site meeting with MDC and ECC, explain the benefits for parents and school children, linking up with the existing footpath network, and asking if they were willing to assist with the necessary work and/or funding.</p> <p>The Clerk had checked with our insurers and the volunteers would be covered for public liability and third-party cover. The volunteers were happy to start work on clearance. Action: <i>Clerk to check that this would be acceptable to Moody Homes as the land ownership transfer had not yet been finalised.</i></p> <p>Website Compliance Cllr Bates reported that he had made some adjustments to the website to either make it compliant or explain the reasons it could not be. Work was required on the menus and this would be completed by September.</p>
20/161	<p>Correspondence</p> <p>The Clerk had received an email from a Wickham Hall Lane resident regarding the fact that there were no immediate plans to enable BT's Superfast Broadband in our area. In the meantime, a message had been received from ECC regarding SuperFastEssex and an updated programme of works. This had been forwarded to the resident for information, although it contained no news on Wickham Bishops.</p>
20/162	<p>General Village News and Events to Note</p> <p>Cllr Williams had received several complaints regarding fireworks being set off at around 11.20pm. Action: <i>Cllr Bates to write a piece in the Parish Magazine around the antisocial nature of fireworks being set off after 11pm. Cllr Mundell to use this wording to add to WB's Facebook page.</i></p> <p>Cllr Nicholas reminded the meeting that Wellands would be closed for 2 weeks starting next week for more roadworks.</p> <p>Cllr Wardrop had had cause to speak to a gardener blowing cut grass from the garden where he was working, across and into the road at the junction of Church Road and Wellands. Councillors considered this a form of littering. Action: <i>Cllr Nicholas to have a quiet word with the resident of the property.</i></p>
20/163	<p>Date of Next Meeting: Tuesday 1st September 2020, 7.30pm. This would be a virtual meeting.</p>
20/164	<p>Close of Meeting 9.12pm</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