

# 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  
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 Meeting of Wickham Bishops Parish Council held on Tuesday 2<sup>nd</sup> July 2024 at 7.30pm in the Village Hall Boardroom

Item	Subject
24/125	<p><b>Those Present and Apologies for Absence</b></p> <p>In the Chair: Cllr Wardrop. Present: Cllrs Bates, Layley, Morgan, Nappo, Williams and the Clerk. Apologies were received from Cllrs Bass &amp; Mickelsen. One member of the public was present.</p>
24/126	<p><b>Declaration of Interests and Compliance with the Ethical Framework</b></p> <p>Cllr Morgan would not take part in voting on planning as he may be required to do so at MDC.</p>
24/127	<p><b>Approval of Minutes</b></p> <p>The Minutes of the Parish Council Meeting held on 4<sup>th</sup> June 2024 were accepted as a true record, proposed Cllr Wardrop, seconded Cllr Williams, all in favour.</p>
24/128	<p><b>Chairman's Report</b></p> <p>A complaint had been received by the Chairman when Essex &amp; Suffolk Water had closed Station Road to carry out works, with traffic being diverted down Wickham Hall Lane, causing chaos and completely unsuitable for any volume of traffic. The Chairman had written to Highways and ESW who each blamed one another for the diversion route. Members agreed this was worth challenging in view of Highways comments in relation to the 9 Church Road development.</p> <p>The Chairman had attended Great Totham PC Meeting at which the Land adj Five Corners application was considered. GTPC had reached the same conclusion, and recommended refusal.</p> <p>The damaged gate to Glebe/Rectory Field had been drawn to the Chairman's attention with concerns that it made it vulnerable to trespassers. <b>Action:</b> The Clerk to contact the Trustees.</p> <p>Footpath No. 1 was badly overgrown, with vegetation 6ft high. <b>Action:</b> The Clerk to report to Highways.</p>
24/129	<p><b>Clerk's Report</b></p> <p>Following attendance at the SLCC AGM &amp; Training Day, the Clerk had passed information to Cllr Bates on new website accessibility legislation WCAG 2.2 AA which would come into force in October 2024.</p> <p>The Clerk planned to attend the RCCE AGM on 3.7.24 at which the Essex Village of the Year winners would be announced.</p>

	<p>MDC acknowledged receipt of the Asset of Community Value Nomination for Olios at The Chequers. Legislation sets out that MDC have 8 weeks to decide whether to accept or reject the nomination. It was still not clear whether the business/building was for sale.</p> <p>The footpath team had requested a large quantity of planings from ECC for Byway 10 Handleys Lane to improve the surface during wet weather.</p> <p>Highways confirmed that repairs had been made to Bridleway 21 to make it safe following our report of a trip hazard near St Peters Church.</p>
<b>24/130</b>	<p><b>Public Forum</b></p> <p>Maldon Town Councillor Abdul Hafiz introduced himself and explained his role at EALC as the Maldon District Representative as well as the opportunity to explore grant funding for any future projects. (Cllr Hafiz left the meeting).</p>
<b>24/131</b>	<p><b>Planning Applications and Decisions</b></p> <p>Cllr Morgan would not take part in discussions or voting on Planning Applications as he may be required to do so at MDC.</p> <p><b>24/00440/FUL The Folly, Mope Lane</b> Erection of a 5-bed dwelling &amp; detached 4 bay garage with change of use of land for residential curtilage, creation of wildlife pond and landscaping. It was noted that MDC had approved the 2021 proposal despite WBPC’s objections. <b>Resolved:</b> WBPC recommended REFUSAL for the same reasons as before. However, if MDC were to grant permission, it should be subject to the same conditions as previously and those conditions should be enforced (proposed Cllr Williams, seconded Cllr Wardrop, all in favour).</p> <p><b>24/00479/WTPO 28 Tiptree Road</b> TPO 05/88 Ash tree – Fell. A letter of objection was noted as well as the Tree Officer’s recommendation. <b>Resolved:</b> WBPC were not convinced that the tree was diseased and believed that significant height reduction or pollarding would reduce the associated health and safety risks. It would be contrary to the objectives of the TPO for it to be removed at this time and therefore WBPC recommended REFUSAL.</p> <p><b>24/00453/HOUSE Framdean, 15 Roots Lane</b> Demolition of existing annexe and construction of two storey rear extension. Single storey side and rear extension. Alterations to fenestration. <b>Resolved:</b> Members had no objection to the proposals and recommended APPROVAL.</p> <p><b>24/00483/HOUSE 25 Wellands Close</b> Proposed new canopy porch projection to front elevation. <b>Resolved:</b> Members had no objection to the proposals and recommended APPROVAL.</p> <p><b>24/00165/PROW Land adjacent to Oaklands, Kelvedon Road</b> Diversion of public footpath 4. <b>Resolved:</b> Although it was unclear whether the diversion route would be open or fenced, WBPC had no objection to the diversion itself and recommended APPROVAL.</p> <p><u>The following Planning Appeal was noted</u>  <b>APP/X1545/W/24/3342289 Land rear of The Chantry, Tiptree Road.</b> Outline planning permission for the development of existing garden with the erection of a detached dwelling.</p> <p><u>The following delegated response by the Clerk was noted</u>  <b>24/00444/WTPO Oakwood, 11 School Road</b> TPO 4/76 Sycamore tree, lateral reduction on one side by 2.5m, height reduction by 2m to balance crown, crown thin by 20%, removal of deadwood. No comment other than the works should be carried out by a qualified tree surgeon.</p>

	<p>The following decisions made by MDC were noted</p> <p><b>LBC/MAL/24/00041 Mrs Salisburys, 2 The Street</b> Install double glazing to 4 front windows and 2 rear windows. <b>APPROVED</b></p> <p><b>HOUSE/MAL/24/00294 1 Heron Way</b> New vehicular access/driveway. <b>APPROVED.</b></p> <p><b>HOUSE/MAL/24/00322 44 Byron Drive</b> Part garage conversion, new pitched roof. <b>APPROVED</b></p> <p>It was noted that Planning Contravention Notices would be served to the owners/occupiers of <b>Magellan’s Rest, Grange Road</b> to address different issues on the land.</p> <p>It was understood that the <b>Land adj Five Corners</b> application would be considered at the North-West Area Planning Committee. Cllr Morgan agreed to ensure that Cllr Siddall was aware of WBPC’s concerns that Conditions 5, 7 &amp; 8 (highway obstruction) of the 21/00824 application were not only included but enforced.</p>
<b>24/132</b>	<b>Land rear of 9 Church Road – Planning Appeal – update if any</b> Nothing to report.
<b>24/133</b>	<p><b>Traffic Calming &amp; Highway Matters</b></p> <p>Discussion took place as to the increase in traffic movement in the village as a whole, the inappropriate use of Wickham Hall Lane recently as part of a diversion and Highways refusal to assist with numerous traffic calming measures, signs etc. <b>Action:</b> The Clerk to locate the results of Birch Rise/Maypole Road data gathered by Highways with a view to requesting another survey and investigate the cost of a private contractor to do the same.</p> <p>The temporary traffic lights on Blue Mills Bridge during recent bridge repair works had been positively received by residents and members discussed the pros and cons of asking Highways to install permanent traffic lights. <b>Action:</b> September Agenda for full consideration.</p> <p>It seemed that Highways automatically moved other parishes Speed Indicator Devices, something WBPC had been trying to get them to do for the past 4 years. <b>Resolved:</b> The Clerk was asked to make a formal complaint to ECC, with a copy to County Councillor Durham.</p> <p>There had been no response from Cllr Durham to Cllr Nappo’s enquiry regarding grass verges.</p> <p><b>Action:</b> The Clerk to write to the resident of Eight Acres, Great Totham Road and ask them to trim back overgrown vegetation encroaching on the pavement.</p>
<b>24/134</b>	<p><b>District Councillor Report</b></p> <p>District Councillor Morgan gave a brief report including appointment of the Chief Executive, distribution of the Cultural Levelling-up grant, St Peters Hospital consultation (waiting to hear) and a 6.23 housing land supply.</p>
<b>24/135</b>	<b>County Councillor Report</b> Not present
<b>24/136</b>	<p><b>To consider and agree to conduct a Housing Needs Survey</b></p> <p>The last Housing Needs Survey had been carried out in 2016. <b>Resolved:</b> Members agreed unanimously to carry out a survey and to contact RCCE to get the ball rolling. Queries around freepost envelopes, submitting entries online etc would be raised.</p>

<p><b>24/137</b></p>	<p><b>Finance</b></p> <p>The following bank balances were noted: Unity Trust Current Account £25,063.19, Instant Access Account £10,378.28 and Debit Card £108.35, a total of £35,549.82</p> <p>The following payments and receipts were agreed (proposed Cllr Wardrop, seconded Cllr Williams, all in favour):</p> <p style="text-align: center;"><b>PAYMENTS LIST</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Bank</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Supplier</th> <th style="text-align: right;">Net</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>28</td> <td>22/06/2024</td> <td>Debit Card</td> <td>Postage stamps</td> <td>Post Office</td> <td style="text-align: right;">1.35</td> <td style="text-align: right;">1.35</td> </tr> <tr> <td>29</td> <td>02/07/2024</td> <td>Unity Trust Current Account</td> <td>Microsoft 365 Business</td> <td>Microsoft</td> <td style="text-align: right;">123.60</td> <td style="text-align: right;">148.32</td> </tr> <tr> <td>30</td> <td>02/07/2024</td> <td>Unity Trust Current Account</td> <td>Microsoft Exchange Online Services</td> <td>Microsoft</td> <td style="text-align: right;">356.40</td> <td style="text-align: right;">427.68</td> </tr> <tr> <td>31</td> <td>02/07/2024</td> <td>Unity Trust Current Account</td> <td>Grasscutting</td> <td>D W Maintenance</td> <td style="text-align: right;">85.00</td> <td style="text-align: right;">85.00</td> </tr> <tr> <td>32</td> <td>02/07/2024</td> <td>Unity Trust Current Account</td> <td>Data Protection training for Clerk</td> <td>EALC</td> <td style="text-align: right;">100.00</td> <td style="text-align: right;">120.00</td> </tr> <tr> <td>33</td> <td>02/07/2024</td> <td>Unity Trust Current Account</td> <td>SLCC Membership</td> <td>SLCC</td> <td style="text-align: right;">148.00</td> <td style="text-align: right;">148.00</td> </tr> <tr> <td>34</td> <td>02/07/2024</td> <td>Unity Trust Current Account</td> <td>Pension Cessation Deficit</td> <td>Essex Pensions Fund</td> <td style="text-align: right;">5,000.00</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td>35</td> <td>02/07/2024</td> <td>Unity Trust Current Account</td> <td>Tax &amp; NI</td> <td>HMRC</td> <td style="text-align: right;">34.86</td> <td style="text-align: right;">34.86</td> </tr> <tr> <td>36</td> <td>02/07/2024</td> <td>Unity Trust Current Account</td> <td>Clerk's salary</td> <td>Mrs L A Bailey</td> <td style="text-align: right;">842.18</td> <td style="text-align: right;">842.18</td> </tr> <tr> <td>36</td> <td>02/07/2024</td> <td>Unity Trust Current Account</td> <td>Home office allowance</td> <td>Mrs L A Bailey</td> <td style="text-align: right;">25.00</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td>37</td> <td>02/07/2024</td> <td>Unity Trust Current Account</td> <td>Mileage, SLCC AGM 26.6.24</td> <td>Mrs L A Bailey</td> <td style="text-align: right;">20.70</td> <td style="text-align: right;">20.70</td> </tr> <tr> <td>37</td> <td>02/07/2024</td> <td>Unity Trust Current Account</td> <td>HP Instant Ink</td> <td>Mrs L A Bailey</td> <td style="text-align: right;">9.99</td> <td style="text-align: right;">11.99</td> </tr> <tr> <td>38</td> <td>02/07/2024</td> <td>Unity Trust Current Account</td> <td>Unity Bank charges</td> <td>Unity Bank</td> <td style="text-align: right;">18.00</td> <td style="text-align: right;">18.00</td> </tr> <tr> <td colspan="5" style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>6,765.08</b></td> <td style="text-align: right;"><b>118.00</b></td> <td style="text-align: right;"><b>6,883.08</b></td> </tr> </tbody> </table> <p style="text-align: center;"><b>RECEIPTS LIST</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Bank</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Supplier</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>30/06/2024</td> <td>Unity Trust Instant Access</td> <td>Bank Interest</td> <td>Unity Bank</td> <td style="text-align: right;">70.67</td> </tr> <tr> <td colspan="5"></td> <td style="text-align: right;"><b>70.67</b></td> </tr> </tbody> </table> <p><u>Consider a grant to Beacon Hill Rovers for new home and away kit for U10's Girls team</u> <b>Resolved:</b> After consideration, members agreed to grant the sum of £500 subject to receipt of their accounts and bank details. (Proposed Cllr Wardrop, seconded Cllr Nappo, all in favour).</p>	Code	Date	Bank	Description	Supplier	Net	Total	28	22/06/2024	Debit Card	Postage stamps	Post Office	1.35	1.35	29	02/07/2024	Unity Trust Current Account	Microsoft 365 Business	Microsoft	123.60	148.32	30	02/07/2024	Unity Trust Current Account	Microsoft Exchange Online Services	Microsoft	356.40	427.68	31	02/07/2024	Unity Trust Current Account	Grasscutting	D W Maintenance	85.00	85.00	32	02/07/2024	Unity Trust Current Account	Data Protection training for Clerk	EALC	100.00	120.00	33	02/07/2024	Unity Trust Current Account	SLCC Membership	SLCC	148.00	148.00	34	02/07/2024	Unity Trust Current Account	Pension Cessation Deficit	Essex Pensions Fund	5,000.00	5,000.00	35	02/07/2024	Unity Trust Current Account	Tax & NI	HMRC	34.86	34.86	36	02/07/2024	Unity Trust Current Account	Clerk's salary	Mrs L A Bailey	842.18	842.18	36	02/07/2024	Unity Trust Current Account	Home office allowance	Mrs L A Bailey	25.00	25.00	37	02/07/2024	Unity Trust Current Account	Mileage, SLCC AGM 26.6.24	Mrs L A Bailey	20.70	20.70	37	02/07/2024	Unity Trust Current Account	HP Instant Ink	Mrs L A Bailey	9.99	11.99	38	02/07/2024	Unity Trust Current Account	Unity Bank charges	Unity Bank	18.00	18.00	<b>Total</b>					<b>6,765.08</b>	<b>118.00</b>	<b>6,883.08</b>	Code	Date	Bank	Description	Supplier	Total	5	30/06/2024	Unity Trust Instant Access	Bank Interest	Unity Bank	70.67						<b>70.67</b>
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<p><b>24/138</b></p>	<p><b>Progress Reports from Councillors – no decisions required</b></p> <p><u>Footpath Walks booklet</u> Members agreed to submit text to the Clerk for inclusion. The Clerk to ask the printer/designer to draw up a map for each walk. The Clerk to ask a photographer/ resident if they would be agreeable to some of their excellent village photographs being used.</p> <p><u>Olios Noticeboard</u> It was noted that BHSA were agreeable to sharing the cost of a replacement noticeboard. The Clerk to obtain quotes to be considered at the next meeting.</p>																																																																																																																												
<p><b>24/139</b></p>	<p><b>Correspondence</b></p> <p>An email from a resident of WB in the 1950's was noted. To be included in the Parish Magazine for interest. Cllr Bass to respond to the email.</p> <p>An invitation to a celebration of the re-opening of the Church following redecoration on Sunday 21<sup>st</sup> July at 10.30am was noted.</p>																																																																																																																												
<p><b>24/140</b></p>	<p><b>Parish Council Surgeries</b></p> <p>June surgery requests: There were no visitors. Cllrs Morgan and Wardrop agreed to attend on Saturday 20<sup>th</sup> July. Cllr Wardrop and Williams to attend Saturday 17<sup>th</sup> August.</p>																																																																																																																												
<p><b>24/141</b></p>	<p><b>General Village News and Events to Note</b></p> <p>Cllr Bates announced his retirement as Editor of the Parish Magazine, his last issue being the September one. To date a replacement had not been found.</p>																																																																																																																												

	<p>Complaints regarding the unreliability of the Post Office opening had been received. <b>Resolved:</b> The Clerk to write to One Stop with our concerns.</p> <p>The Horticultural Club were considering a community garden. Cllr Williams was aware that BHSA were considering a similar project to the rear of the Village Hall and would make them aware.</p> <p>It was noted that the library grounds maintenance contractor, Mitie, was now strimming around the perimeter grass verges.</p>
<b>24/142</b>	<p><b>Date of Next Meetings:</b>  Parish Council Meeting, Tuesday 3<sup>rd</sup> September 2024, 7.30pm, Village Hall Boardroom  Parish Council Meeting, Tuesday 1<sup>st</sup> October 2024, 7.30pm, Village Hall Boardroom</p>
<b>24/143</b>	<p><b>Close of Meeting</b> There being no further business, the meeting closed at 9.30pm.</p>