

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
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
Wickham Bishops
Essex
CM8 3JZ
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Minutes of Wickham Bishops Parish Council Meeting held on Tuesday 4th July 2023 at 7.30pm in the Village Hall Boardroom

Item	Subject
23/133	<p>Those Present and Apologies for Absence</p> <p>In the Chair: Cllr Wardrop. Present: Cllrs Bass, Bates, Layley, Mickelsen, Morgan, Williams and the Clerk. There were 52 members of the public present. Apologies were received from Cllr Nappo and County Councillor Durham.</p>
23/134	<p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>As a member of MDC's North Western Area Committee, Cllr Morgan would not be taking part in discussion or voting on any items under 23/139 Planning.</p> <p>Cllr Mickelsen declared a non-pecuniary interest in item 23/141 as a resident of Byron Drive.</p>
23/135	<p>Approval of Minutes</p> <p>The Minutes of the Parish Council Meeting held on 6th June 2023 were unanimously approved as a true record, proposed by Cllr Wardrop, seconded Cllr Williams.</p>
23/136	<p>Chairman's Report</p> <p>The owner of Fieldway, Station Road had invited councillors to a site visit, to see how building works were progressing. If members wished to attend, they did so in a private capacity and not on behalf of the Parish Council.</p> <p>The Chairman was pleased to note that the new Tiptree Road footway was now in place, making the area safer for pedestrians. The central refuge was a surprise to the PC but was deemed necessary by Highways. It was noted that the footway alongside Aquarius was still in need of attention.</p>
23/137	<p>Clerk's Report</p> <p>Annual Report – agree method of distribution The Clerk explained that due to 'operational difficulties' with the printer and delivery company, the Annual Reports had not arrived in time to be distributed with the Parish Magazine. The next magazine would be delivered around 24th August and as this was felt too far off, Councillors agreed to hand deliver them in the next couple of weeks.</p>

23/138	<p>Public Forum - a maximum of 15 minutes with no more than 3 minutes per person The Chairman suspended the meeting and residents aired concerns on</p> <ul style="list-style-type: none"> • possible development of land to the rear of Byron Drive, • Cadent gas works at the top of Church Road (halted due to birds nesting apparently and soon to resume), • vehicles parking along Great Totham Road and One Stop/Mitre parking, • Tiptree Road land clearance and clarification of TPOs, • land at The Summer House variation of conditions Planning Application • and the development to the rear of 9 Church Road Planning Application.
	<p><i>In view of the number of residents in attendance, the Chairman agreed to alter the order of agenda items as follows:</i></p>
23/141	<p>Land rear of Byron Drive – to note approach from developers to residents 15 residents had attended the June PC surgery at the library to raise their concerns. It was understood two residents of Byron Drive had been approached by a developer to sell their homes to enable access to the land on Grange Road. It was noted that an Action Group had been set up and members suggested that residents study the Neighbourhood Plan, a statutory document which must be taken into account by MDC. However, until a formal Planning Application had been submitted, there was little the Parish Council, or anyone could do. The Chairman undertook to let residents know as soon as any application was received from MDC.</p>
23/140	<p>Land rear of 9 Church Road Planning Application update and consider any action Cllr Durham had called it in, but it was still unknown whether this Application would be considered at the next NW Area Planning Committee Meeting scheduled for 19th July and whether Officers were minded to recommend approval or refusal. A close watch would be paid to MDC’s website for publication of the agenda. An ecological survey had been added to the online documents and Cllr Williams had studied this and produced a response which challenged many points. Resolved: Cllr Wardrop proposed we send this document to MDC, seconded by Cllr Mickelsen, all in favour.</p> <p>Resolved: As it had been a while since our original submission, Cllr Bass recommended the PC re-send our comments (refreshed to include mention of the 5-year HLS and the ecological report) to ALL NW Area Planning Committee members.</p> <p>Resolved: Cllr Wardrop agreed to speak on behalf of the Parish Council at the NW Area Planning Committee Meeting and would draft something suitable.</p> <p>The 9 Church Road Working Group asked for WBPC’s help in forwarding a letter to MDC from a resident with important information regarding the proposed access road to the development. The letter had now been forwarded. It was noted that the Working Group would also register to speak at the NW Area Meeting.</p>
23/142	<p>Land between 26 and 28 Tiptree Road – to note discrepancies in MDC’s TPO 09/22 drawing, and recent clearance works carried out on site and consider appropriate action It was noted that the clearance works had removed hedges and trees and destroyed habitats, but it had been confirmed by MDC that there had been no breach of planning control. Resolved: The Parish Council to write to MDC again seek clarification on the position of the TPO trees.</p>
23/139	<p>Planning Applications and Decisions <i>It was noted that Cllr Morgan would not take part in voting on Planning Applications as he may be required to do so at MDC.</i></p>

	<p>23/00472/WTPO Ridge End, 6 Church Road Plum tree, lift crown to 3m and remove dead wood. The Tree Warden's comments were noted. Resolved: Members had no objection and recommended APPROVAL with the proviso that a qualified tree surgeon was used to carry out the works.</p> <p>23/00582/HOUSE 2 Church Close Single storey rear extension and porch. Resolved: Members had no objection and recommended APPROVAL.</p> <p>23/00601/WTPO 1 Paxwood Church Road T3 Ash Tree, Crown reduction by 3m, remove all deadwood, remove lower limb over driveway. The Tree Warden's comments were noted. Resolved: Members had no objection and recommended APPROVAL with the proviso that a qualified tree surgeon was used.</p> <p>23/00592/VAR Land at The Summer House, Back Lane Variation of Conditions 2 & 3 on approved planning permission 20/00490/FUL. A letter of objection had been received from a resident. Resolved: Members agreed to recommend REFUSAL on the grounds that the proposals were in fact <i>not</i> variations or amendments but a material change from the existing approval. The proposals bear no resemblance to those which the Planning Inspectorate allowed and in the opinion of WBPC constituted over-development of the site. It was understood that the Tree Protection Plan (Condition 7) had not been implemented and MDC would be asked to investigate and enforce as appropriate.</p> <p>23/00618/FUL Long View, 2 Grange Road Replacement dwelling with detached double cart lodge. Resolved: Members had no objection to this one-for-one replacement dwelling and recommended APPROVAL. MDC would be asked to insist that during construction, deliveries of materials etc must be kept to on site only.</p> <p><u>The following decisions made by MDC were noted:</u></p> <p>HOUSE/MAL/23/00355 6 Roots Lane Construction of single storey side extension and demolition of existing garage. APPROVED.</p> <p>LDP/MAL/23/00361 2 Church Close Claim for lawful development certificate for a proposed single storey rear/side extension, porch, infilling of door to the front and change of fenestration to the rear. REFUSED.</p> <p>WTPO/MAL/23/00182 63 Kelvedon Road Oak, crown reduction by max of 1.5m and 10% thinning. APPROVED.</p> <p>HOUSE/MAL/23/00417 11 Wellands Single storey rear extension, conversion of existing garage into utility and WC, loft conversion and detached garage. APPROVED.</p> <p>OUTM/MAL/23/00321 Land west of Maypole Road, Heybridge Outline planning application for 45 dwellings. REFUSED.</p> <p>FULM/MAL/23/00128 Land south of Bouncers, Wickham Hall Lane Erection of stable building with associated ancillary facilities and storage for hay and feed. The decision made at MDC's North-Western Area Planning Committee on 21st June to recommend APPROVAL was noted.</p>
23/143	Mrs Salisbury's Tea Room/One Stop Car Parks update, and consider appropriate action

	After further debate around the possible solution of a dropped kerb outside One Stop, members agreed that a site visit from a qualified Highways Engineer to inspect the whole area was necessary. Resolved: The Chairman to chase Cllr Scott again.																																																																																																																																																																					
23/144	<p>Traffic Calming & Highway Matters Introduction of No Waiting At Any Time restrictions, Walden House Road, Kelvedon Road, Catchpole Lane, The Paddocks Great Totham. To consider and agree formal response to ECC The Chairman had been in touch with Great Totham PC Clerk who advised they would be discussing this matter next week. Resolved: After discussion WBPC agreed to write to ECC supporting the idea of restrictions on the junctions of Kelvedon Road, Walden House Road and Great Totham Road. Action: It was noted the above could have an impact on Wickham Bishops roads and residents and the Clerk was asked to contact PC Smith requesting an occasional visit to the area at school times to monitor the situation.</p> <p><u>Update, if any, on request for a site meeting with a highways engineer</u> See 23/143 above.</p> <p><u>To note developments or progress, if any, on other outstanding Highway issues</u> Cllr Morgan reported that the next Local Highways Panel Meeting (of which he was now a member) was scheduled to take place on 20th July. Action: The Clerk to remind the Highways Officer of WBPC's outstanding LHP requests. The Clerk to check progress on the Snows Corner build-out request.</p> <p><u>Proposed changes to A12 Chelmsford to A120 Widening Scheme</u> Noted.</p>																																																																																																																																																																					
23/145	District Councillor Report District Councillor Morgan reported on the 8 th June Extraordinary Statutory Annual Meeting at which Richard Siddall had been appointed Leader.																																																																																																																																																																					
23/146	County Councillor Report County Councillor Durham was not present.																																																																																																																																																																					
23/147	<p>Essex Electric Vehicle Charge Point Strategy – agree response to consultation Resolved: The Clerk would submit comments on behalf of WBPC</p> <p>(Cllr Williams left the meeting at this point)</p>																																																																																																																																																																					
23/148	<p>Finance The following bank balances at 30th June 2023 were noted: Unity Trust Current Account £10,098.36, Unity Trust Instant Access Account £26,676.23, Equals Debit Card £98.89, making a total of £36,873.48. The quarterly budget reports were noted.</p> <p>Resolved: Cllr Bass proposed the following payments/receipts be authorised, seconded by Cllr Mickelsen, all in favour</p> <p style="text-align: center;">Wickham Bishops Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST</p> <table border="1"> <thead> <tr> <th>Voucher Code</th> <th>Date</th> <th>Minute</th> <th>Bank</th> <th>Cheque No</th> <th>Description</th> <th>Supplier</th> <th>VAT Type</th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>28</td> <td>30/06/2023</td> <td></td> <td>Unity Trust Current Ac</td> <td></td> <td>Unity Bank charges</td> <td>Unity Bank</td> <td>E</td> <td>18.00</td> <td></td> <td>18.00</td> </tr> <tr> <td>29</td> <td>04/07/2023</td> <td></td> <td>Unity Trust Current Ac</td> <td></td> <td>Microsoft Exchange Online Ser</td> <td>Microsoft</td> <td>S</td> <td>356.40</td> <td>71.28</td> <td>427.68</td> </tr> <tr> <td>30</td> <td>04/07/2023</td> <td></td> <td>Unity Trust Current Ac</td> <td></td> <td>Microsoft 365 Business</td> <td>Microsoft</td> <td>S</td> <td>123.60</td> <td>24.72</td> <td>148.32</td> </tr> <tr> <td>31</td> <td>04/07/2023</td> <td></td> <td>Unity Trust Current Ac</td> <td></td> <td>Grasscutting</td> <td>D W Maintenance</td> <td>X</td> <td>85.00</td> <td></td> <td>85.00</td> </tr> <tr> <td>32</td> <td>04/07/2023</td> <td></td> <td>Unity Trust Current Ac</td> <td></td> <td>SLCC Membership</td> <td>SLCC</td> <td>X</td> <td>146.00</td> <td></td> <td>146.00</td> </tr> <tr> <td>33</td> <td>04/07/2023</td> <td></td> <td>Unity Trust Current Ac</td> <td></td> <td>Payroll Services</td> <td>J&M Payroll Services</td> <td>S</td> <td>27.50</td> <td>5.50</td> <td>33.00</td> </tr> <tr> <td>34</td> <td>04/07/2023</td> <td></td> <td>Unity Trust Current Ac</td> <td></td> <td>Clerks Salary</td> <td>Mrs L A Bailey</td> <td>X</td> <td>25.00</td> <td></td> <td>25.00</td> </tr> <tr> <td>34</td> <td>04/07/2023</td> <td></td> <td>Unity Trust Current Ac</td> <td></td> <td>Clerks Salary</td> <td>Mrs L A Bailey</td> <td>X</td> <td>786.00</td> <td></td> <td>786.00</td> </tr> <tr> <td>35</td> <td>04/07/2023</td> <td></td> <td>Unity Trust Current Ac</td> <td></td> <td>Tax & NI</td> <td>HMRC</td> <td>X</td> <td>11.58</td> <td></td> <td>11.58</td> </tr> <tr> <td>36</td> <td>04/07/2023</td> <td></td> <td>Unity Trust Current Ac</td> <td></td> <td>Spark plug & blade for brushcu</td> <td>Colin Carruth</td> <td>S</td> <td>16.94</td> <td>3.39</td> <td>20.33</td> </tr> <tr> <td>37</td> <td>04/07/2023</td> <td></td> <td>Unity Trust Current Ac</td> <td></td> <td>Annual Report printing</td> <td>Mrs L A Bailey</td> <td>X</td> <td>150.84</td> <td></td> <td>150.84</td> </tr> <tr> <td>38</td> <td>04/07/2023</td> <td></td> <td>Debit Card</td> <td></td> <td>Sundries</td> <td>Mrs L A Bailey</td> <td>X</td> <td>3.48</td> <td></td> <td>3.48</td> </tr> <tr> <td>38</td> <td>04/07/2023</td> <td></td> <td>Debit Card</td> <td></td> <td>Sundries</td> <td>Mrs L A Bailey</td> <td>X</td> <td>4.11</td> <td></td> <td>4.11</td> </tr> <tr> <td colspan="8" style="text-align: right;">Total</td> <td>1,754.45</td> <td>104.89</td> <td>1,859.34</td> </tr> </tbody> </table>	Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	28	30/06/2023		Unity Trust Current Ac		Unity Bank charges	Unity Bank	E	18.00		18.00	29	04/07/2023		Unity Trust Current Ac		Microsoft Exchange Online Ser	Microsoft	S	356.40	71.28	427.68	30	04/07/2023		Unity Trust Current Ac		Microsoft 365 Business	Microsoft	S	123.60	24.72	148.32	31	04/07/2023		Unity Trust Current Ac		Grasscutting	D W Maintenance	X	85.00		85.00	32	04/07/2023		Unity Trust Current Ac		SLCC Membership	SLCC	X	146.00		146.00	33	04/07/2023		Unity Trust Current Ac		Payroll Services	J&M Payroll Services	S	27.50	5.50	33.00	34	04/07/2023		Unity Trust Current Ac		Clerks Salary	Mrs L A Bailey	X	25.00		25.00	34	04/07/2023		Unity Trust Current Ac		Clerks Salary	Mrs L A Bailey	X	786.00		786.00	35	04/07/2023		Unity Trust Current Ac		Tax & NI	HMRC	X	11.58		11.58	36	04/07/2023		Unity Trust Current Ac		Spark plug & blade for brushcu	Colin Carruth	S	16.94	3.39	20.33	37	04/07/2023		Unity Trust Current Ac		Annual Report printing	Mrs L A Bailey	X	150.84		150.84	38	04/07/2023		Debit Card		Sundries	Mrs L A Bailey	X	3.48		3.48	38	04/07/2023		Debit Card		Sundries	Mrs L A Bailey	X	4.11		4.11	Total								1,754.45	104.89	1,859.34
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3	Bank Interest	30/06/2023	Unity Trust Instant Ac		Bank Interest	Unity Bank	E	56.55		56.55
Total								56.55		56.55
	<p>Essex Pension Fund cessation suspension notice & estimated cost of exit report (£1800) and <u>consider any further action to reduce the cost or to approve the cost as billed</u></p> <p>Further enquiries had been made and advice sought from SLCC and the Internal Auditor but it seemed these were the rules of this particular Pension Fund. Resolved: Therefore, reluctantly members agreed to the cost as estimated. Action: The Clerk was asked to raise concerns with EALC and warn other small parish councils who may not be aware of the financial consequences if new employees chose not to join the scheme.</p>									
23/149	<p>Consider financial support to newly established Scrabble Club</p> <p>As the Scrabble Club had yet to open a bank account or agree a formal constitution, the Parish Council were unable to provide direct financial advice. Resolved: After discussion, members agreed to pay 2 months hire of the library (at a cost of £126.40) through ECC.</p>									
23/150	<p>Correspondence</p> <p><u>Consider request from resident for notice board on Witham Road bus shelter</u></p> <p>Resolved: Members agreed to defer consideration to the November Budget Meeting.</p>									
23/151	<p>Progress Reports from Councillors – no decisions required</p> <p><u>Essex Wildlife Trust, Hedgerow Workshop 10.5.23 (Cllr Williams)</u> In Cllr Williams absence, the Chair reported that the Biodiversity Group remained active and that at the recent plant swap, £40 had been raised towards EWT.</p> <p><u>Remembrance Day event update (Cllr Morgan)</u> Cllr Morgan had made an application to MDC for the road closure and was awaiting confirmation. As part of the road closure, MDC recommended using professional trained traffic professionals although it was understood this was only a recommendation. Clarity had been sought through Zurich insurance and a reply awaited.</p>									
23/152	<p>Parish Council Surgeries</p> <p><u>To note requests received at June surgery and consider action if required</u> An enquiry regarding breach of a covenant had been received and dealt with accordingly. This was in addition to the 15 members of the public concerned about land rear of Byron Drive – 23/141 above. Attendance on 15th July – Cllrs Bates & Morgan. Attendance on 19th August– Cllrs Mickelsen & Wardrop.</p>									
23/153	<p>General Village News and Events to Note</p> <p>The improvements recently made to Hillside Cottage, Station Road were impressive, and Cllr Bass sought support from members to put it forward for Maldon’s Design & Conservation Awards.</p> <p>Cllr Wardrop reported that during June Speedwatch had carried out 8 sessions and caught 81 drivers speeding.</p>									
23/154	<p>Date of Next Meetings:</p> <p>Planning Committee Meeting (if required) – date to be confirmed</p> <p>Parish Council Meeting – Tuesday 5th September 2023, 7.30pm, Village Hall Boardroom</p> <p>Parish Council Meeting – Tuesday 3rd October 2023, 7.30pm, Village Hall Boardroom</p>									
23/155	<p>Close of Meeting</p> <p>There being no further business, the meeting closed at 9.50pm.</p>									