

Wickham Bishops Parish Council

Parish Councillors

I D Wardrop (Chairman)
H M Bass
P J Bates
K W Jarvis
P D Layley
M Mickelsen
R Mundell
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
07542 190176

info@wickhambishopsparishcouncil.org

Minutes of Wickham Bishops Parish Council Meeting held on Tuesday 5th July 2022 at 7.30pm in the Village Hall Boardroom

Item	Subject
22/105	<p>Those Present and Apologies for Absence Present: Cllrs Bass, Jarvis, Mickelsen, Nappo and the Clerk. DCllr Morgan. Apologies were received from Cllrs Bates, Layley, Mundell, Wardrop and Williams.</p> <p>Cllr Bass proposed Cllr Mickelsen as Chair for this meeting in the absence of a Vice Chairman, seconded by Cllr Jarvis, all in favour. Newly co-opted Cllr Nappo was warmly welcomed.</p>
22/106	<p>Declaration of Interests and Compliance with the Ethical Framework Cllr Bass declared a pecuniary interest in Agenda Item 22/111 (Planning Application 22/00646/FUL) as he had had business dealings in the past with the Applicant, and therefore would not take part in discussion. Cllr Nappo declared a non-pecuniary interest in 22/00646/FUL (acquainted with the Applicant). Cllr Jarvis declared a non-pecuniary interest in 22/00687/HOUSE (acquainted with the Applicant).</p>
22/107	<p>Approval of Minutes The Minutes of the Parish Council Meeting held on 7th June 2022 were approved by all.</p>
22/108	<p>Chairman's Report N/A</p>
22/109	<p>Clerk's Report The Clerk and two Councillors had attended the recent Code of Conduct Training at MDC. Cllr Bass gave a brief report on attendance. Action: The Clerk to circulate the slides to all. Following attendance at the recent SLCC AGM & Training Day, members were asked to consider Agenda Item 22/119.</p>
22/110	<p>Public Forum - a maximum of 15 minutes with no more than 3 minutes per person The Chair suspended the meeting to allow the Agent of 22/00646/FUL to speak.</p>
22/111	<p>Planning Applications and Decisions Cllr Bass took the Chair for this item and reminded those present that WBPC were consultees in the process and the final decision rested with MDC.</p> <p>22/00170/HOUSE 1 Blue Mills Cottages, Blue Mills Hill. Proposed two storey side and rear extension, relocation of porch and cover for parking spaces. Resolved: The Parish Council had no objection and recommended approval.</p> <p>22/00646/FUL Land to rear of Oaklands, Kelvedon Road. Erection of four dwelling houses. (Cllr Bass left the room and did not participate in discussion on this item. Cllr Mickelsen chaired.) One letter of objection had been received by WBPC and Great Totham PC's recommendation for refusal was noted. A</p>

query was raised as to the classification of the land and the Applicant confirmed it was part of Oaklands garden. **Resolved:** The Parish Council recommended refusal on the grounds that the proposal constituted an overdevelopment of the site and did not comply with the Wickham Bishops NHP. Members were concerned that this development would lead to the undesirable coalescence of the settlements of Wickham Bishops and Great Totham.

(Cllr Bass returned to the meeting to Chair the remainder of Agenda Item 22/111)

22/00704/FUL 19 Byron Drive. Part single part two storey side and rear extensions, single storey front and side extension. Changes to fenestration and external materials. **Resolved:** The Parish Council recommended approval.

22/00629/HOUSE 22 Heathgate. Demolish existing conservatory and replace with single storey rear extension. New porch, extend gravel driveway and changes in external materials. **Resolved:** The Parish Council recommended approval.

22/00687/HOUSE 1 Church Cottages, Church Road. Rear single storey flat roof extension. **Resolved:** The Parish Council recommended approval.

It was noted that the following Planning Application had been withdrawn by the Applicant:

HOUSE/MAL/22/00536 Carr House, Carters Lane. Proposed two storey side extension, an adjoining double garage to the front with office space above and new front porch design.

The following decisions made by MDC were noted:

HOUSE/MAL/2200470 8 Rosina Place. First floor flat roof rear in-fill extension. **APPROVED.**

LDP/MAL/22/00478 Grove House, 2 Chantry Grove. Claim for lawful development certificate for a proposed single storey rear/side extension. **REFUSED.**

FUL/MAL/22/00297 Mount Shell Farmhouse, Langford Road. Partial demolition of existing dwelling with erection of two storey extension with retention of remaining dwelling as annexe accommodation and extensions to existing garage. **REFUSED.**

HOUSE/MAL/22/00575 Karoneil, 8 Arbour Lane. Proposed single storey rear extension. **APPROVED.**

The following Appeal Decisions made by The Planning Inspectorate were noted:

Appeal Ref APP/X1545/D/22/3294591 Keston, 29 Wellands Close. Proposed detached single storey cart lodge garage with storage room. **APPEAL ALLOWED.**

Appeal Ref APP/X1545/D/21/3289927 2 Mount Villas, 38 Kelvedon Road. Demolition of existing outbuildings and replaced with granny annexe for dependant. **APPEAL DISMISSED.**

The following Planning Appeal was noted:

Appeal Ref APP/X1545/D/22/3298017 The Gallop, 1 Poney Chase. Removal of existing garage, fence and wall and erection of fence to enclose back garden specifically where boundary is adjacent to public highway which extends along Poney Chase and Handleys Lane, and creation of driveway including dropped kerb.

Other Planning Matters The response from Michael Johnson, MDC to our letter of 6 April 2022 was acknowledged. On the subject of Fieldway, Station Road, Councillors remained very concerned about the occupancy of a mobile home and double height containers situated on the adjoining field owned by the landowner, and most recently 1.8m high black metal fencing installed along the boundary of the field with FP3. Members were unhappy with the lack of enforcement action which could be setting a precedent. **Resolved:** The Clerk to respond accordingly.

22/112	<p>Library Strategy Working Group (Cllr Jarvis) Members noted the meeting with ECC scheduled for 11th July 2022 and the application submitted to Cllr Durham's ECC Locality Fund for tables and chairs. The question of insurance cover for groups using the Library was raised. Action: The Clerk to check whether the Parish Council's insurance could cover those smaller groups without their own.</p>																																																																																																																		
22/113	<p>Traffic Calming & Highway Matters The date for Cllr Scott's public progress meeting had been confirmed as Thursday 28th July starting at 8pm in the Small Hall. Action: The Clerk to publicise. Nearer the time she would check with Cllrs Durham/Scott that the traffic survey and relevant figures would be available.</p> <p>Comments from residents on various road closures, roadworks etc and inconveniences experienced were noted. It was acknowledged that the works were being carried out by Gigaclear <i>and</i> Cadent without any apparent liaison between them. Action: The Clerk was asked to write to ECC Highways cc: County Cllr Durham asking whether ECC co-ordinated such works and took into account multiple road closures/diversions in one village.</p>																																																																																																																		
22/114	<p>District Councillor Report District Councillor Morgan gave a brief report on refugees being welcomed by sponsors in the District, levelling up and modernisation of the planning system, a change to S106/CIL to a new 'Infrastructure Levy' and unification talks.</p>																																																																																																																		
22/115	<p>County Councillor Report None.</p>																																																																																																																		
22/116	<p>The Platinum Path Resolved: Members agreed to the cost of £500 for ECC to carry out a Road Safety Assessment/Inspection.</p>																																																																																																																		
22/117	<p>Finance <u>Internal Auditor Report for 2021/22</u> This was received, and the recommendations noted. The Clerk was thanked for another good report. Action: The Clerk to investigate a Parish Council debit card instead of using her personal funds and report her findings to the Finance Committee for consideration.</p> <p>The meeting noted the bank balance of £33,474.17, budget expenditure to end June 2022 and unanimously agreed the list of payments for the month ahead as follows:</p> <p style="text-align: center;">PAYMENTS LIST</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Voucher</th> <th style="text-align: left;">Cheque</th> <th style="text-align: left;">Code</th> <th style="text-align: left;">Name</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>38</td> <td>IP0581</td> <td>24 - Email & Website</td> <td>Microsoft</td> <td>Microsoft Exchange Online Services</td> <td style="text-align: right;">388.80</td> </tr> <tr> <td>39</td> <td>IP0582</td> <td>24 - Email & Website</td> <td>Microsoft</td> <td>Microsoft 365 Business</td> <td style="text-align: right;">135.36</td> </tr> <tr> <td>40</td> <td>IP0583</td> <td>27 - Grasscutting</td> <td>D W Maintenance</td> <td>Grasscutting</td> <td style="text-align: right;">85.00</td> </tr> <tr> <td>41</td> <td>IP0584</td> <td>11 - Membership</td> <td>SLCC</td> <td>SLCC Membership</td> <td style="text-align: right;">144.00</td> </tr> <tr> <td>42</td> <td>IP0585</td> <td>11 - Membership</td> <td>RCCE</td> <td>RCCE Subscription</td> <td style="text-align: right;">72.60</td> </tr> <tr> <td>43</td> <td>IP0586</td> <td>17 - Venue Hire</td> <td>WB & LB PCC</td> <td>Church Hall Hire 25.5.22</td> <td style="text-align: right;">4.00</td> </tr> <tr> <td>44</td> <td>IP0587</td> <td>15 - Printing & Postage</td> <td>Cllr Jane Williams</td> <td>Laminating pouches</td> <td style="text-align: right;">10.59</td> </tr> <tr> <td>46</td> <td>IP0588</td> <td>4 - PC Office Running</td> <td>Mrs LA Bailey</td> <td>WFH allowance</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td>45</td> <td>IP0588</td> <td>1 - Clerk's Salary</td> <td>Mrs LA Bailey</td> <td>Clerks Salary</td> <td style="text-align: right;">729.35</td> </tr> <tr> <td colspan="4"></td> <td style="text-align: right;">Subtotal No. IP0588</td> <td style="text-align: right;">754.35</td> </tr> <tr> <td>52</td> <td>IP0589</td> <td>6 - Clerk's Mileage & Travel</td> <td>Mrs LA Bailey</td> <td>Clerk's Mileage 16.6.22</td> <td style="text-align: right;">20.70</td> </tr> <tr> <td>50</td> <td>IP0589</td> <td>6 - Clerk's Mileage & Travel</td> <td>Maldon District Council</td> <td>Car park 28.6.22</td> <td style="text-align: right;">2.00</td> </tr> <tr> <td>47</td> <td>IP0589</td> <td>7 - Mobile Phone costs</td> <td>Vodafone</td> <td>Clerk Reimbursement</td> <td style="text-align: right;">20.00</td> </tr> <tr> <td>48</td> <td>IP0589</td> <td>15 - Printing & Postage</td> <td>HP Instant Ink</td> <td>HP Instant Ink</td> <td style="text-align: right;">9.99</td> </tr> <tr> <td>49</td> <td>IP0589</td> <td>15 - Printing & Postage</td> <td>Solopress</td> <td>Annual Report printing</td> <td style="text-align: right;">184.26</td> </tr> <tr> <td colspan="4"></td> <td style="text-align: right;">Subtotal No. IP0589</td> <td style="text-align: right;">236.95</td> </tr> <tr> <td>51</td> <td>IP0590</td> <td>9 - Unity Bank charges</td> <td>Unity Bank</td> <td>Unity Bank charges</td> <td style="text-align: right;">18.00</td> </tr> <tr> <td colspan="5" style="text-align: right;">TOTAL</td> <td style="text-align: right;">1,849.65</td> </tr> </tbody> </table>	Voucher	Cheque	Code	Name	Description	Amount	38	IP0581	24 - Email & Website	Microsoft	Microsoft Exchange Online Services	388.80	39	IP0582	24 - Email & Website	Microsoft	Microsoft 365 Business	135.36	40	IP0583	27 - Grasscutting	D W Maintenance	Grasscutting	85.00	41	IP0584	11 - Membership	SLCC	SLCC Membership	144.00	42	IP0585	11 - Membership	RCCE	RCCE Subscription	72.60	43	IP0586	17 - Venue Hire	WB & LB PCC	Church Hall Hire 25.5.22	4.00	44	IP0587	15 - Printing & Postage	Cllr Jane Williams	Laminating pouches	10.59	46	IP0588	4 - PC Office Running	Mrs LA Bailey	WFH allowance	25.00	45	IP0588	1 - Clerk's Salary	Mrs LA Bailey	Clerks Salary	729.35					Subtotal No. IP0588	754.35	52	IP0589	6 - Clerk's Mileage & Travel	Mrs LA Bailey	Clerk's Mileage 16.6.22	20.70	50	IP0589	6 - Clerk's Mileage & Travel	Maldon District Council	Car park 28.6.22	2.00	47	IP0589	7 - Mobile Phone costs	Vodafone	Clerk Reimbursement	20.00	48	IP0589	15 - Printing & Postage	HP Instant Ink	HP Instant Ink	9.99	49	IP0589	15 - Printing & Postage	Solopress	Annual Report printing	184.26					Subtotal No. IP0589	236.95	51	IP0590	9 - Unity Bank charges	Unity Bank	Unity Bank charges	18.00	TOTAL					1,849.65
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22/118	<p>Governance</p> <p>The meeting reviewed the following documents and agreed unanimously to formally adopt the following:</p> <ul style="list-style-type: none"> • Data Protection Policy • Data Breach Policy • General Privacy Notice • Staff, Councillors and Role Holders Privacy Notice • Complaints Procedure • Publications Scheme
22/119	<p>Death of a Senior National Figure</p> <p>Members agreed to delegate authority to the Clerk to take appropriate action if and when necessary. Action: In the meantime, the Clerk would make enquiries through Rev Hilary.</p>
22/120	<p>Parish Council Monthly Surgeries</p> <p>The following dates were agreed for Parish Council Surgeries in the Library:</p> <p>Saturday 23rd July – Cllrs Jarvis & Nappo Saturday 20th August – Cllr Mickelson + 1 (Clerk to enquire of members not present) Saturday 17th September Saturday 22nd October Saturday 19th November Saturday 17th December</p> <p>A start time of 10am was suggested and the Clerk would liaise with the Library accordingly.</p>
22/121	<p>Correspondence</p> <p>The offer from MDC Community Engagement Team to meet and discuss ways of working together was noted and welcomed. Action: Clerk to ask MDC to attend the September or October PC Meeting.</p> <p>An email from a resident querying land ownership boundary Roots Lane/Grange Road junction. Action: Clerk to respond explaining that the diagram had been drawn using a map from ECC Highways website showing areas ‘subject to Highways rights’ and as a decision had been made not to proceed with the bench, no further enquiries concerning land ownership had been made.</p> <p>An email from a business owner regarding refuse not being put out for collection by nearby residential tenants was noted. The Clerk had suggested they contact their own landlord for assistance and/or MDC Environmental Health.</p>
22/122	<p>Progress Reports from Councillors – no decisions required</p> <p><u>Biodiversity Project</u> The Clerk read out a short update from Cllr Williams. The Biodiversity project continued to spread the word in the village, the most recent event being the Edward Bear Club for toddlers where a bug hotel was built. Cllr Williams and some interested residents would be attending an Essex Wildlife Trust training session on identifying wildflowers. Cllr Bates had kindly donated a selection of wildflower seeds which would be sown in the churchyard next season. Members noted that it was preferable to install signs explaining the reasons areas had been left unmown, rather than leaving them to look untidy and attract criticism. Action: Cllr Bates to create a page on the website for the Biodiversity Project. Cllr Williams to continue to chase Moat Homes to ask them to consider not mowing the grass squares next to Church Green. The Clerk to contact MDC to ask what their latest position on mowing is.</p>
22/123	<p>General Village News and Events to Note None.</p>
22/124	<p>Date of Next Meetings:</p> <p>Parish Council Meeting - Tuesday 6th September 2022, 7.30pm, venue tbc Planning Committee Meeting – date in August to be confirmed</p>
22/125	<p>Close of Meeting There being no further business, the meeting closed at 9.18pm.</p>