

# 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 Wickham Bishops Parish Council Meeting held on Tuesday 6<sup>th</sup> July 2021 at 7.30pm in the Church Hall

Item	Subject
21/104	<p><b>Those Present and Apologies for Absence</b></p> <p>In the chair: Cllr Wardrop Present: Cllrs Bass, Bates, Jarvis, Layley, Mickelsen and the Clerk. Apologies for absence were accepted from Cllrs Nicholas, Mundell and Williams. There were six members of the public present.</p> <p>The Chairman welcomed those present to the meeting, the first time the Parish Council had physically met for over a year.</p>
21/105	<p><b>Declaration of Interests and Compliance with the Ethical Framework</b></p> <p>There were none.</p>
21/106	<p><b>Approval of Minutes</b></p> <p>It was resolved that the Minutes of the Online Parish Council Meeting held on 4<sup>th</sup> May 2021 be approved, proposed Cllr Mickelsen, seconded Cllr Layley, all in favour.</p>
21/107	<p><b>Chairman's Report</b></p> <p>The Chairman thanked all those who had contributed to the PC Annual Report which was currently being delivered to every household with the Parish Magazine. He went on to thank the Committee and all those involved in the recent Garden Festival, a very well organised and successful event.</p>
21/108	<p><b>Clerk's Report</b></p> <p>The Clerk had nothing additional to report.</p>
21/109	<p><b>Public Forum</b></p> <p>Two members of the public spoke against application 21/00505/OUT – <i>The Pump House, 24 Grange Road, Wickham Bishops</i>. One member raised concerns over the Parish Council's interpretation of the WB Neighbourhood Plan and how this may set a precedent in future. His comments were noted.</p>
21/110	<p><b>Planning Applications and Decisions</b></p> <p><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 part in voting on Planning Applications as he may be required to do so at MDC.</i></p> <p>Cllr Bass chaired this part of the Meeting in the absence of the Planning Committee Chairman.</p> <p><b>21/00341/FUL – Proposed new dwelling on land which incorporates the plot of existing dwelling and neighbouring field, Fieldway, Station Road, Wickham Bishops.</b> This application had been amended by the submission of revised plans for clarification of red line boundary and new position for the house. The meeting agreed to advise MDC that the PC's original comments and REFUSAL remained unchanged.</p> <p><b>21/00536/FUL – Application for alterations to the part single, part two storey artist's studio with living accommodation in the grounds of Wickham Barn, approved via FUL/MAL/16/00218 and subsequent 18/01362/FUL planning permission, Wickham Barn, Station Road, Wickham Bishops.</b> Resolved: The Parish Council had no objection to the proposals and recommended APPROVAL, proposed Cllr Bass, seconded Cllr Wardrop, all in favour.</p>

**MINUTES of Wickham Bishops Parish Council Meeting  
held on Tuesday 6<sup>th</sup> July 2021 at 7.30pm in the Church Hall**

**21/00632/HOUSE – Construction of new porch to side of existing property, The Firs, 1A Leigh Drive.**  
**Resolved:** The Parish Council had no objection and recommended APPROVAL, proposed Cllr Bass, seconded Cllr Layley, all in favour.

**21/00630/HOUSE – Proposed 3-bay timber-framed traditional car lodge with first floor accommodation; alterations to site access and formation of new parking area, Wickham Hall, Langford Road.** Cllr Bass had visited the site and met the Applicant. **Resolved:** The Parish Council had no objection and recommended APPROVAL, proposed Cllr Bass, seconded Cllr Wardrop, all in favour.

**21/00505/OUT, The Pump House, 24 Grange Road – demolition of dwelling and construction of two semi-detached dwellings with alteration of the access. Outline application with access only considered.** The Parish Council recommended REFUSAL and commented “While the Parish Council sees merit to two semi-detached properties on this plot (meeting local housing needs as per the Wickham Bishops Neighbourhood Plan) we think the car port/tunnel design (rather than a more traditional semi-detached cottage with garages which would be supported by the Village Design Statement) is out of keeping with the street scene and the proposed plans would be an over-intensive development of the plot”. To note the receipt of 3 letters of objection from residents.

As members of the public had attended to speak on this particular Planning Application, Cllr Wardrop took the opportunity to explain that the Parish Council were satisfied that the WB Neighbourhood Plan had not been breached by our comments. He emphasized that the Parish Council had in fact recommended refusal of the Application. It was now in the hands of MDC to make the final decision. In the event that MDC refused the Application, the Parish Council would comment on any revised application; if MDC approved the application, it would come back with full details of the proposed redevelopment on which the Parish Council would be invited to comment.

DCllr Jarvis reported that he had been asked to call-in this Application. However, after a meeting with the Planning Officer, he had withdrawn the call-in. This was noted.

**The following approvals given by Maldon District Council were noted:**

LDP/MAL/21/00308, Willowbank 4 Heathgate. Flat roof dormer, additional rooflight and garden shed.

VAR/MAL/21/00207, 12 Wellands. Variation of Condition 3.

HOUSE/MAL/21/00100, Park House, Wickham Hall Lane. Two storey rear extension etc.

HOUSE/MAL/21/00282, Willowbank 4 Heathgate. Garage extension, alteration to front dormer, changes to fenestration etc.

HOUSE/MAL/21/00155, The Grange 16A Grange Road. Single storey rear extension, construction of first floor bay window, cart lodge and garden wall.

LBC/MAL/21/00156, The Grange 16A Grange Road. Construction of single storey rear extension, bay window, cart lodge and brick wall. Removal of internal partition walls and reconfiguration.

HOUSE/MAL/21/00401, 19 Wellands. Single storey rear extension to existing bungalow and alterations to fenestration.

**The following Maldon District Council refusals were noted:**

HOUSE/MAL/21/00229, Shamrock Cottage, Tiptree Road. Demolition of existing conservatory and lean to roof at rear to replace with two storey side and rear extension and proposed outbuilding.

**MINUTES of Wickham Bishops Parish Council Meeting  
held on Tuesday 6<sup>th</sup> July 2021 at 7.30pm in the Church Hall**

<b>21/111</b>	<p><b>Other Planning Matters</b></p> <p><u>Maldon District Local Development Plan Review &amp; 5 Year Housing Land Supply</u> Councillors noted the letter from Matthew Winslow and the possible implications for the WB Neighbourhood Plan. <b>Resolved:</b> The Clerk to respond to MDC advising that WBPC would like to be involved at the earliest opportunity.</p> <p><u>Richard Holmes MDC letter to Priti Patel MP regarding General Permitted Development</u> It was noted that there was no statutory requirement for MDC to consult with third parties.</p> <p><u>Michael Johnson MDC letter regarding planning consultation</u> The PC were disappointed to note that MDC had not been sending neighbour letter notifications re Planning Applications during the Covid-19 pandemic. DCllr Jarvis was still waiting for a response from Michael Johnson as to when this practice would return. The meeting discussed the merits and amount of work involved in the Parish Council delivering notification cards/letters to neighbours on a 'best endeavour' basis for those sites where perhaps neighbours might be unaware of the proposals. Cllr Bass suggested the Clerk post a weekly Planning Application List on the notice board.</p> <p><u>MDC's Revised Statement of Community Involvement (consultation ends 29<sup>th</sup> July)</u>. <b>Resolved:</b> The Planning Committee to agree a response at their next meeting, tentatively scheduled for Friday 23<sup>rd</sup> July. Venue to be confirmed.</p>
<b>21/112</b>	<p><b>Longfield Solar Farm Statutory Consultation</b> (ends 13<sup>th</sup> July 2021)</p> <p>The proposals for a solar farm on farmland north-east of Chelmsford and north of A12 between Boreham and Hatfield Peverel were considered. Whilst Councillors were in favour of solar energy, it was felt that this 1200-acre site was too big, would have a detrimental impact on the environment and the surrounding countryside, and there were serious concerns over the hazards associated with battery storage/disposal. <b>Resolved:</b> Cllrs Wardrop and Bass to formulate a suitable Parish Council response using the form provided.</p>
<b>21/113</b>	<p><b>Traffic Calming &amp; Highway Matters</b></p> <p><u>Outstanding matters reported to Highways</u> Councillors remained gravely disappointed and exasperated at the large number of outstanding highway issues. <b>Resolved:</b> The Clerk to prepare a list, send this to Cllr Durham and invite him to our next PC Meeting to update the Parish Council on the progress of the issues. In the meantime, the Clerk would ascertain who had been elected as County Council Member for Highways.</p> <p><u>Snows Corner misaligned kerbstone</u> Contact had been made with Highways and subsequently Cllr Durham regarding this dangerous trip hazard at Snows Corner. Emails had been received indicating that the job had been added to the schedule for repair by Highways.</p>
<b>21/114</b>	<p><b>A12 - A120 widening, Highways England statutory consultation</b> (ends 16<sup>th</sup> August)</p> <p>Councillors noted the proposals. <b>Resolved:</b> Councillors agreed not to respond.</p>
<b>21/115</b>	<p><b>District Councillor Report</b></p> <p>DCllr Jarvis briefly reported on the 5-year land supply issue faced by the Maldon District. MDC had been working on a joined-up approach to community safety and wellbeing, entitled 'One Maldon District' whereby other bodies, charities etc would work with MDC to provide certain services.</p> <p>DCllr Jarvis reported that the Orchard Way, Mope Lane Planning Application was on the Agenda for consideration by the North West Area Planning Committee on Wednesday 14<sup>th</sup> July. <b>Resolved:</b> Cllrs Wardrop and Cllr Bass would check their diaries for availability to consider attending/speaking on behalf of the Parish Council.</p>
<b>21/116</b>	<p><b>Finance</b></p> <p><u>Internal Auditor Report for 2020/21 Accounts</u> The Parish Council were pleased to note that the Internal Audit had been carried out successfully and the recommendations were noted. <b>Resolved:</b> The Clerk to provide an 'expenditure against budget' performance report at least quarterly.</p>

**MINUTES of Wickham Bishops Parish Council Meeting  
held on Tuesday 6<sup>th</sup> July 2021 at 7.30pm in the Church Hall**

June payments made in the absence of a June PC Meeting The PC noted and ratified the payments made during June (as per Appendix I), proposed Cllr Wardrop, seconded Cllr Mickelsen, all in favour.

July Finance Report This was noted. **Resolved:** It was proposed that the list of payments for the month ahead be authorised, proposed by Cllr Wardrop, seconded Cllr Mickelsen, all in favour.

<b>Finance Report for Wickham Bishops Parish Council</b>				
<b>July 2021 PC Meeting</b>				
Prepared by:	Lorraine Bailey, Parish Clerk & RFO			02 Jul 21
<b>Status as at 02 July 2021</b>	<b>Debit</b>	<b>Credit</b>	<b>Balances B/F</b>	<b>Balances C/F</b>
Unity Trust Current Account			31,039.02	
Unity Trust Deposit Account			0.00	
Petty Cash Float			0.00	
Unbanked Cash			0.00	
Stamps			7.66	
Total Funds Held 30/06/2021			31,046.68	
<b>Transactions included in the above</b>				
IP0490	EALC Clerk's Training Bursary - ILCA refund		74.25	
	Unity Trust Bank Charges	-18.00		
<b>Unity Trust Current Account Payments for July</b>				
IP0491	L A Bailey - Clerk Salary July 2021 (Spinal Column Point rise after one year's service)	-714.26		
IP0492	J & M Payroll - Payroll services May 2021	-24.00		
IP0493	Letchwood - Internal Audit fee	-125.00		
IP0494	WB & Little Braxted PCC - grant for NHP leaflet distribution	-100.00		
IP0495	Microsoft - Email Licences	-388.80		
IP0496	Microsoft - Microsoft Office	-135.36		
IP0497	SLCC - Annual Membership Fee	-144.00		
IP0498	Wise Maintenance - grass cutting	-100.00		
IP0499	KempCo - Printer Ink Cartridge	-40.92		
IP0500	L A Bailey - Reimbursements	-191.52		
	Mileage to Auditor, 28 miles @ 45p per mile = £12.60			
	Zoom monthly subs (last payment, subs cancelled) = £14.39			
	Solopress - Printing 1000 copies of PC Annual Report = £141.74			
	PPE for 6th July PC Meeting = £2.79			
	Vodafone top-up = £20.00			
IP0501	Cllr S Nicholas Reimbursement - key cut for air raid shelter	-7.00		
	<b>Total Transactions</b>	<b>-1,970.86</b>		
	<b>Unity Trust Current Account Balance</b>			<b>29,068.16</b>
<b>Stamps June</b>				
	Stamp Purchase	0.00		
	Stamp Use	1.98		
	<b>Total Transactions</b>	<b>1.98</b>	<b>0.00</b>	
	Stamp Balance 02/07/2021			5.68
	<b>Total Funds Held 02/07/2021 including Stamps</b>			<b>29,073.84</b>

To consider a donation to the Church for distribution of PC Annual Report with July Parish Magazine  
**Resolved:** It was agreed to donate the sum of £100, proposed Cllr Wardrop, seconded Cllr Mickelsen, all in favour.

**21/117**

**Correspondence**

The Trestle Bridge Damage/deterioration to the Trestle Bridge had been reported to ECC Highways and it was agreed this was all the Parish Council could do at the present time.

Highways England – notification of archaeological trial trenching for A12 widening Noted.

Resident concerned about the use of e-scooters in the village An email from a local resident had been received. Information on the use of e-scooters had been issued by Essex Police and this had been posted on the Parish Council Facebook page and in the Parish Magazine. The Clerk had made contact with our local

<b>MINUTES of Wickham Bishops Parish Council Meeting held on Tuesday 6<sup>th</sup> July 2021 at 7.30pm in the Church Hall</b>	
	PC Rose Smith, and she advised that her colleagues would visit WB to monitor the situation and speak to any youngsters seen using e-scooters.
<b>21/118</b>	<b>Litter in the Village</b> <b>Resolved:</b> September was agreed as a good month for a litter pick. A firm date to be agreed at the September PC Meeting.
<b>21/119</b>	<b>Progress Reports from Councillors – no decisions required</b> <u>Library Strategy Working Group update</u> Cllr Jarvis would make contact with the new Cabinet Minister in due course.
<b>21/120</b>	<b>General Village News and Events to Note</b> There were none.
<b>21/121</b>	<b>Date of Next Meeting:</b> Planning Committee Meeting – Friday 23 <sup>rd</sup> July 2021 11.30am (venue to be confirmed) Full Parish Council Meeting – Tuesday 7 <sup>th</sup> September 2021 7.30pm (venue to be confirmed)
<b>21/122</b>	<b>Close of Meeting</b> Items for the next agenda: <ul style="list-style-type: none"> <li>- Standing item to consider whether the delegated powers in respect of Covid-19 can be lifted</li> <li>- Fireworks in the village</li> </ul> There being no further business, the meeting closed at 9.55pm.

## APPENDIX I

<b>Finance Report for Wickham Bishops Parish Council</b>				
<b>June 2021 (no meeting)</b>				
Prepared by:	Lorraine Bailey, Parish Clerk & RFO			01 Jun 21
<b>Status as at 01 June 2021</b>	<b>Debit</b>	<b>Credit</b>	<b>Balances B/F</b>	<b>Balances C/F</b>
Unity Trust Current Account			32,379.87	
Unity Trust Deposit Account			0.00	
Petty Cash Float			0.00	
Unbanked Cash			0.00	
Stamps			7.66	
<b>Total Funds Held 31/05/2021</b>			<b>32,387.53</b>	
<b>Transactions included in the above:</b>				
INCOME	HMRC VAT reclaim 2020-21		1,049.88	
<b>Unity Trust Current Account Payments for June</b>				
IP0484	J&M Payroll Services - Payroll April 2021	24.00		
IP0485	Zurich Municipal - Annual Insurance Premium	420.93		
IP0486	Wise Maintenance - One x village grass cut	90.00		
IP0487	Kempco - Stationery & ink cartridges	134.41		
IP0488	L A Bailey - Clerk Salary June 2021	700.77		
IP0489	L A Bailey - Reimbursements			
	Mileage to Auditor, 28 miles @ 45p per mile = £12.60			
	Zoom monthly subs = £14.39	26.99		
	<b>Total Transactions</b>	<b>1,397.10</b>		
	<b>Unity Trust Current Account Balance</b>			<b>30,982.77</b>
<b>Stamps June</b>				
	Stamp Purchase	0.00		
	Stamp Use	0.00		
	<b>Total Transactions</b>	<b>0.00</b>	<b>0.00</b>	
	Stamp Balance 31/05/2021			7.66
	<b>Total Funds Held 31/05/2021 including Stamps</b>			<b>30,990.43</b>