

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
07542 190176

info@wickhambishopsparishcouncil.org

Minutes of Wickham Bishops Parish Council Meeting held on Tuesday 6th June 2023 at 7.30pm in the Village Hall Boardroom

Item	Subject
23/113	<p>Those Present and Apologies for Absence In the Chair: Cllr Wardrop Present: Cllrs Bass, Layley, Mickelsen, Nappo and the Clerk Apologies were accepted from Cllrs Bates, Morgan and Williams</p>
23/114	<p>Declaration of Interests and Compliance with the Ethical Framework Cllr Wardrop declared a non-pecuniary interest in the Malone Cottage Planning Application.</p>
23/115	<p>Approval of Minutes The Minutes of the Annual Parish Council Meeting held on 16th May 2023 were unanimously approved as a true record, proposed by Cllr Mickelsen, seconded Cllr Nappo. The Minutes of the Planning Committee Meeting held on 19th May 2023 were noted.</p>
23/116	<p>Chairman's Report The Chair had nothing to report.</p>
23/117	<p>Clerk's Report A draft 2022/23 Annual Report had been circulated to members for their comments. It was anticipated that it could be sent to the printers in time for distribution with the July Parish Magazine. A resident had expressed concern about the deteriorating condition of the ancient trestle bridge. As the trestle bridge was in the ownership of ECC, the Clerk had written to CCllr Durham for assistance.</p>
23/118	<p>Public Forum - a maximum of 15 minutes with no more than 3 minutes per person There were no members of the public present.</p>
23/119	<p>Planning Applications and Decisions Cllr Bass took the chair for this item. 23/00506/HOUSE Malone Cottage, Maypole Road. Demolition of existing detached garage and erection of a single-storey side extension, a storm porch to front and raise the roof height. Resolved: There were no objections. Therefore, Cllr Bass recommended APPROVAL, seconded by Cllr Nappo, all in favour.</p>

	<p>23/00507/HOUSE The Gallop 1 Pony Chase Single storey rear extension. Resolved: Members recommended APPROVAL, proposed by Cllr Bass, seconded Cllr Wardrop, all in favour.</p> <p>The following decisions made by MDC were noted:</p> <p>FUL/MAL/22/01151 19 Church Green. Single storey outbuilding to rear of garden. APPROVED</p> <p>LDP/MAL/23/00297 The Gallop 1 Pony Chase Claim for lawful development certificate for a proposed single storey rear/side extension. REFUSED</p> <p>VAR/MAL/23/00307 Fieldway Station Road Variation of condition 2 on approved planning permission 22/00077/FUL (Proposed part single, part 2 storey dwelling to replace existing bungalow.) APPROVED</p> <p>The following TPO confirmation from MDC was noted:</p> <p>TPO 09/22 Land next to 26 Tiptree Road. A resident had written to MDC again querying discrepancies in their drawing which had not been corrected. Resolved: The Clerk to write to MDC asking that they investigate, rectify the situation and let us know when it has been resolved.</p> <p>The following TPO update from MDC was noted:</p> <p>TPO 01/23 Tiptree Road, between Witham Road & Mackmurdo Place</p>
23/120	<p>Land rear of 9 Church Road Planning Application update, if any</p> <p>After making enquiries, the Clerk had established that MDC planning officers were awaiting additional documents and anticipated making a decision at the July NW Area Planning Committee Meeting. The Chair reported on a new plan added to the online documents which showed the use of part of No. 11 as an entrance to the development. He understood from the owner of 11 Church Road that this was not correct.</p>
23/121	<p>Mrs Salisbury's Tea Room/One Stop Car Parks update, if any</p> <p>County Councillor Lee Scott had again been chased for a response to previous requests. Members were reminded of past years when One Stop would shut the shop to receive deliveries from large HGV's and discussion took place as to the legalities and health and safety aspects of this. Resolved: This item to be placed on the July agenda.</p>
23/122	<p>Traffic Calming & Highway Matters</p> <p><u>Email from resident concerned after traffic accident exiting Mope Lane</u> This accident resulted in the vehicle being written off after being hit by a vehicle travelling along Witham Road. The Chairman had responded, explaining the various requests WBPC had made of Highways for improvements in this area.</p> <p><u>Update, if any, on request for a site meeting with a highways engineer</u> There had been no response as yet from Cllr Durham.</p> <p><u>To note developments or progress, if any, on other outstanding Highway issues</u> None.</p>
23/123	<p>District Councillor Report District Councillor Morgan was not present.</p>
23/124	<p>County Councillor Report County Councillor Durham was not present.</p>
23/125	<p>Finance</p> <p>The following bank balances as of 31 May 2023 were noted: Unity Trust Current Account £27,943.50, Unity Trust Instant Access £10,041.81, Equals Debit Card £120.47, a total of £38,105.78</p>

	<p>Resolved: Cllr Wardrop proposed the following payments/receipts be authorised, seconded by Cllr Mickelsen, all in favour</p> <table border="1"> <tr> <td>21</td> <td>Insurance</td> <td>06/06/2023</td> <td>Unity Trust Current Ac</td> <td>Annual Insurance Premium</td> <td>Zurich</td> <td>X</td> <td>396.00</td> <td>396.00</td> </tr> <tr> <td>22</td> <td>Clerk's Salary</td> <td>06/06/2023</td> <td>Unity Trust Current Ac</td> <td>Clerks Salary</td> <td>Mrs L A Bailey</td> <td>X</td> <td>786.00</td> <td>786.00</td> </tr> <tr> <td>22</td> <td>PC Office Allowance</td> <td>06/06/2023</td> <td>Unity Trust Current Ac</td> <td>Clerks Salary</td> <td>Mrs L A Bailey</td> <td>X</td> <td>25.00</td> <td>25.00</td> </tr> <tr> <td>23</td> <td>HMRC NIC & Tax</td> <td>06/06/2023</td> <td>Unity Trust Current Ac</td> <td>Tax & NI</td> <td>HMRC</td> <td>X</td> <td>11.58</td> <td>11.58</td> </tr> <tr> <td>24</td> <td>Expenses</td> <td>06/06/2023</td> <td>Unity Trust Current Ac</td> <td>Cllr Williams Mileage reimburs</td> <td>Cllr Jane Williams</td> <td>X</td> <td>38.70</td> <td>38.70</td> </tr> <tr> <td>25</td> <td>Printing & Postage</td> <td>06/06/2023</td> <td>Unity Trust Current Ac</td> <td>HP Instant Ink</td> <td>Mrs L A Bailey</td> <td>S</td> <td>8.32</td> <td>1.67</td> </tr> <tr> <td>26</td> <td>Printing & Postage</td> <td>10/05/2023</td> <td>Debit Card</td> <td>A4 White Paper</td> <td>The Works</td> <td>S</td> <td>5.83</td> <td>1.17</td> </tr> <tr> <td>27</td> <td>Printing & Postage</td> <td>09/05/2023</td> <td>Debit Card</td> <td>Paper cups for Annual Assemb</td> <td>Ebay</td> <td>S</td> <td>5.82</td> <td>1.17</td> </tr> <tr> <td colspan="7" style="text-align: right;">Total</td> <td>1,277.25</td> <td>4.01</td> <td>1,281.26</td> </tr> <tr> <td>2</td> <td>VAT Reclaim</td> <td>15/05/2023</td> <td>Unity Trust Current Ac</td> <td>HMRC VAT</td> <td>HMRC</td> <td>R</td> <td></td> <td>1,104.21</td> <td>1,104.21</td> </tr> </table>								21	Insurance	06/06/2023	Unity Trust Current Ac	Annual Insurance Premium	Zurich	X	396.00	396.00	22	Clerk's Salary	06/06/2023	Unity Trust Current Ac	Clerks Salary	Mrs L A Bailey	X	786.00	786.00	22	PC Office Allowance	06/06/2023	Unity Trust Current Ac	Clerks Salary	Mrs L A Bailey	X	25.00	25.00	23	HMRC NIC & Tax	06/06/2023	Unity Trust Current Ac	Tax & NI	HMRC	X	11.58	11.58	24	Expenses	06/06/2023	Unity Trust Current Ac	Cllr Williams Mileage reimburs	Cllr Jane Williams	X	38.70	38.70	25	Printing & Postage	06/06/2023	Unity Trust Current Ac	HP Instant Ink	Mrs L A Bailey	S	8.32	1.67	26	Printing & Postage	10/05/2023	Debit Card	A4 White Paper	The Works	S	5.83	1.17	27	Printing & Postage	09/05/2023	Debit Card	Paper cups for Annual Assemb	Ebay	S	5.82	1.17	Total							1,277.25	4.01	1,281.26	2	VAT Reclaim	15/05/2023	Unity Trust Current Ac	HMRC VAT	HMRC	R		1,104.21	1,104.21
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	<p><u>To note Essex Pension Fund cessation suspension notice & estimated cost of exit report (£1800)</u> The Clerk had made the Finance Committee aware of this situation which had arisen due to the current clerk declining to join the LGPS Essex Pension Fund. Members were unaware that these costs would be imposed. Resolved: The Clerk to make further enquiries of WBPC's options through SLCC and the Internal Auditor and circulate the details to all members.</p>																																																																																																			
23/126	<p>Governance - to review and formally re-adopt the Code of Conduct Resolved: Cllr Wardrop proposed that WBPC formally re-adopt the Code of Conduct, seconded by Cllr Nappo, all in favour.</p>																																																																																																			
23/127	<p>ECC Salt Bag Partnership Scheme Resolved: Members agreed to participate in the scheme but did not require any more salt. The Clerk to respond to ECC's request.</p>																																																																																																			
23/128	<p>Correspondence <u>Email from resident regarding additional bench and consider any action to be taken</u> Members were reminded that the subject of a new bench in the Grange Road/Roots Lane area had been considered last year and a decision made not to go ahead. Resolved: The Clerk to forward the request to Essex County Council.</p>																																																																																																			
23/129	<p>Progress Reports from Councillors – no decisions required <u>Essex Wildlife Trust, Hedgerow Workshop 10.5.23 (Cllr Williams)</u> As Cllr Williams was not present, this would be placed on the July agenda. Cllr Wardrop reported that Speedwatch volunteers had conducted 9 sessions and caught 155 vehicles exceeding the speed limit, an average of 17 per session.</p>																																																																																																			
23/130	<p>General Village News and Events to Note Cllr Mickelsen had been made aware that recycling collections had been missed for several weeks along Grange Road, from its junction with Roots Lane to Wickham Hall Lane. Residents had reported this to MDC but had no response. The meeting understood that DCllr Morgan (through MDC) had sent out a team that day and would ensure that collections resumed as normal. It was noted that the Garden Festival was due to take place this weekend.</p>																																																																																																			
23/131	<p>Date of Next Meetings: Parish Council Meeting – Tuesday 4th July 2023, 7.30pm, Village Hall Boardroom Parish Council Meeting – Tuesday 5th September 2023, 7.30pm, Village Hall Boardroom</p>																																																																																																			
23/132	<p>Close of Meeting There being no further business, the meeting closed at 8.49pm.</p>																																																																																																			