

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
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 7th June 2022 at 7.30pm in the Church Hall

| Item | Subject |
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| 22/081 | <p>Those Present and Apologies for Absence</p> <p>In the Chair: Cllr Wardrop</p> <p>Present: Cllrs Bass, Bates, Jarvis, Layley, Mickelsen, Mundell, DCllr Morgan and the Clerk. There were 6 members of the public in attendance. Apologies were received from Cllr Williams and Cllr Durham.</p> |
| 22/082 | <p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>Cllr Bass declared an interest in Agenda Item 22/102 being a personal friend of one of the applicants. Cllr Mundell declared a non-pecuniary interest in the Arbour Lane planning application (neighbouring property).</p> |
| 22/083 | <p>Approval of Minutes</p> <p><u>Minutes of the Annual Parish Council Meeting held on 3rd May 2022</u> It was resolved that the Minutes be approved, proposed Cllr Mickelsen, seconded Cllr Wardrop, all in favour.</p> |
| 22/084 | <p>Chairman's Report</p> <p>The Chairman reported that the PC Annual Report was about to go to print and would be distributed with the July Parish Magazine. He had received an email from a Heathgate resident regarding the Gigaclear works and digging in the pavement. Members noted that Gigaclear (full fibre broadband) were digging up roads and pavements as were Cadent (gas) and there were various road closures/diversions with no apparent liaison between the two. Members agreed to keep a watching brief.</p> |
| 22/085 | <p>Clerk's Report</p> <p>The Clerk had nothing to report.</p> |
| 22/086 | <p>Public Forum</p> <p>Applicants spoke on the Witham Road and Hatfield Road Planning Applications. Another resident gave a brief report to members in support of her application to be co-opted onto the Parish Council.</p> |
| 22/087 | <p>Planning Applications and Decisions</p> <p>Cllr Bass took the Chair for this item and reminded those present that WBPC were merely consultees in the process and that the final decision rested with MDC.</p> <p>22/00560/FUL Little House, 8 Witham Road. Demolition of existing dwelling and erection of a two storey detached replacement dwelling and a detached bungalow with associated access, parking and amenity. Resolved: The Parish Council had no objection to the proposals and recommended approval.</p> <p>22/00575/HOUSE Karoneil 8 Arbour Lane. Proposed single storey rear extension. Resolved: The Parish Council recommended approval. (Cllr Mundell abstained from discussion and voting).</p> <p>22/00563/HOUSE West View, Hatfield Road. Single storey rear infill extension. Resolved: The Parish Council had no objection and recommended approval.</p> |

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| | <p>22/0536/HOUSE Carr House, Carters Lane. Proposed two storey side extension, an adjoining double garage to front with office space above and new front porch design. The Parish Council was concerned at the size of the proposed two storey extension, incorporating the garage, to the front of the property. It was noted that this extension would be close to the carriageway of Carters Lane where there was no footway. It was considered that the height, size and mass of the extension would be out of keeping with the street scene. Resolved: The Parish Council resolved to recommend refusal on these grounds.</p> <p>Members noted a disappointing response from MDC in relation to the mobile home at Fieldway, Station Road explaining that due to unforeseen circumstances the Enforcement Officer was unable to carry out duties. The lack of enforcement was concerning as was the very poor holding response to our letters of complaint in relation to planning matters, and DCllr Morgan was asked if he could press MDC.</p> <p>The following decisions made by MDC were noted:</p> <p>HOUSE/MAL/22/00391 7 Church Road. Change of external materials, change fenestration. APPROVED</p> <p>LDP/MAL/22/00241 The Gallop 1 Poney Chase. Claim for lawful development certificate for a proposed single storey side extension. APPROVED</p> <p>FUL/MAL/21/01097 Beacon Hill Garage, Maypole Road. Demolition of existing garage and canopy and proposed new three storey building to provide a retail unit at ground floor, six apartments on floors above with associated service yard, plant area, bike and bin storage and amenity areas. Residential and retail car parking spaces provided. REFUSED</p> <p>HOUSE/MAL/21/01339 The Gallop 1 Poney Chase. Removal of existing garage, fence and wall and erection of a fence to enclose back garden of 1 Poney Chase specifically where the boundary is adjacent to the public highway which extends along Poney Chase and Handleys Lane and creation of a driveway including dropped kerb. REFUSED</p> <p>HOUSE/MAL/22/00403 Fontenay, Station Road. The erection of a detached four bay garage with electric car charging points and living area/home office above on first floor. APPROVED</p> <p>FUL/MAL/21/01098 Land North of Crabbs Farm, Back Lane. Erection of a detached dwelling, garage, landscaping and associated works. REFUSED</p> <p>WTPO/MAL/22/00150 Spinneys 33 Blacksmiths Lane. Remove large bough hanging off pine tree. APPROVED</p> <p>HOUSE/MAL/22/00488 19 Byron Drive. Part single part two storey side and rear extensions, single storey and side extension and porch. Changes to fenestration and external materials. REFUSED</p> <p>The following comments made by the Clerk under delegated powers were noted:</p> <p>22/00497/WTPO 28 Tiptree Road. Ash – remove one limb of tree overhanging neighbour’s outbuilding and reduce long limb by 6m. The Parish Council had no objection to the works.</p> <p>22/00478/LDP Grove House, 2 Chantry Grove. Claim for lawful development certificate for a proposed single storey rear/side extension. The Parish Council had no objection to the works.</p> |
| <p>22/088</p> | <p>Library Open Day</p> <p>Cllr Jarvis reported on the Library generally. The PC were grateful to all those who had helped make the recent Love Your Library/formal reopening Day a success. There had been a good attendance, twice as many who would normally visit the Library on a Saturday. Ancestry Club had now formed, Code Club was up and running and Warhammer Alliance Club sessions would commence soon.</p> <p>The Working Group continued to push for involvement in the toilet block redesign. Cllr Jarvis would email the Officers, Cllr Durham etc to reiterate that the drawings had <i>not</i> been seen and encourage them to liaise with the Parish Council to ensure the best outcome.</p> |

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| | <p><u>Consider a grant for tables & chairs</u> Small tables and extra chairs were required to kick start the Beginners Bridge Club, although these would be available for use by anyone using the facilities in the future. The ideal quantity of 5 tables and 13 chairs would cost £745.41+VAT. 4 tables and 9 chairs would cost £565.87+VAT. Members noted that this expenditure had not been budgeted for in the current financial year although the sum of £1000 earmarked for Library Retention in 2021/22 had been left unspent. Resolved: The Clerk was asked to enquire of the availability of grants. Failing that, the PC would consider the purchase of the lower amount at the July PC Meeting.</p> |
| 22/089 | <p>Traffic Calming & Highway Matters <u>To note developments or progress, if any</u> Nothing to report.</p> <p><u>To consider a submission to LHP Street Improvement Plan</u> Cllr Durham had made the Clerk aware of a scheme where Parish Councils could apply for general improvement works to one or two particular streets in their parish, for instance, broken signage, potholes etc.</p> <p><u>Discuss date for Cllr Scott progress report/meeting following Annual Parish Assembly</u> Cllr Durham had mentioned survey results which would be available in the next couple of weeks. Resolved: The Chairman to write to Cllrs Scott & Durham reminding them of the promised meeting and enquiring about the location of the survey.</p> |
| 22/090 | <p>New bench at junction of Grange Road / Roots Lane <u>Consider comments received from residents on the revised location and make a final decision</u> It was clear that residents living closest to the proposed bench were opposed to the idea. Resolved: After further discussion, the Parish Council decided not to proceed further with the suggestion. The Chairman would speak to the resident who had offered the bench, thank him and explain that he was free to contact ECC Highways direct if he so wished.</p> |
| 22/091 | <p>Remembrance Day Road Closure Members considered the joint cost of the annual road closure and noted that Little Braxted and Great Braxted PC's would like to continue with the current arrangement. It was noted that last year the total cost of the road closure amounted to £681.67. Little Braxted were apportioning the cost using numbers of residents, with Wickham Bishops PC paying £535.33, Great Braxted £96.59 and Little Braxted £49.76. Members felt that this amount did not represent value for money for Wickham Bishops residents and had suggested moving the Remembrance Day service to another, safer location, thereby removing the need for road closure costs. Resolved: The Clerk would go back to Little & Great Braxted Parish Councils, explain that we would be declining to fund the road closure in future and asking them to suggest a more cost-effective proposal. (Cllr Mundell proposed, seconded Cllr Wardrop, all in favour)</p> |
| 22/092 | <p>District Councillor Report District Councillor Morgan advised that he had been appointed to the Local Highways Panel, along with Cllr Durham and briefly reported on MDC's plans to improve the Planning Department, where staffing and system problems had been experienced. He provided details of the Queen's Baton Relay which would visit Maldon on Friday 8th July.</p> |
| 22/093 | <p>County Councillor Report County Councillor Durham's written report was taken as read.</p> |
| 22/094 | <p>The Platinum Path Following a site meeting, Cllrs Bass & Wardrop reported that vegetation on the southern side of the path and a tree leaning on a neighbouring hedge required attention. They had met the Just Trees contractor who had provided a quotation of £850 + VAT to trim back and clear. Resolved: Members agreed to accept the quotation of £850 from Just Trees. It was noted that in future the Parish Paths volunteers and/or the grasscutting contractor would be asked to carry out the ongoing trimming back works each year.</p> <p><u>To consider asking ECC PROW to formally inspect the path and give recommendations on pedestrian barriers etc</u> Resolved: After much discussion, it was agreed that the ECC Public Rights of Way Officer would be asked to inspect the footpath and make a formal recommendation. (Cllr Wardrop proposed, seconded by Cllr Bates, all in favour)</p> |

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| 22/095 | Finance The meeting noted the bank balance and agreed the proposed list of payments for the month ahead as per the attached Finance Report. |
| 22/096 | New Code of Conduct Members agreed to formally adopt the New Code of Conduct (recommended by Maldon District Council). It was noted that Cllrs Bass, Wardrop, Williams and the Clerk were booked onto MDC's Code of Conduct training sessions to be held later in June. |
| 22/097 | Parish Council Monthly Surgeries The Chairman had been in contact with the Library with a view to resuming Monthly Surgeries. Evidence of Public Liability Insurance and a Risk Assessment would be provided by the Clerk. Resolved: Monthly surgeries would normally be held on the last Saturday of each month to enable matters to be raised and/or added to the next PC Meeting Agenda. |
| 22/098 | Correspondence <u>ECC Salt Bag Partnership</u> Members agreed to continue membership of the Salt Bag Partnership Scheme and request more salt bags in due course. <u>Police Rural Engagement Team</u> It was noted that the Team were available to attend meetings to speak about the work they do in villages. <u>Climate Change Champion</u> Members agreed to invite the Climate Change Champion to a future meeting (to be confirmed) of the Parish Council. <u>Dogs on Leads footpath sign</u> A resident had pointed out a new sign on Grange Road and queried the legality of this. The Clerk to check with ECC although it was acknowledged that landowners were entitled to erect signs to remind dog owners that they must keep dogs under control (to heel) and stay on the footpath, not allowing them to roam in fields where wildlife and crops could be disturbed. <u>Solar Panels</u> The resident of The Street who had enquired about planning permission for solar panels would be referred to MDC Planning Department. |
| 22/099 | Progress Reports from Councillors <u>WBPC Biodiversity Project</u> Cllr Williams was thanked in her absence for the wonderful job she is doing in promoting biodiversity in the village. |
| 22/100 | General Village News and Events to Note None. |
| 22/101 | Exclusion of Press and Public The meeting resolved that, in accordance with s.1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting as there exists a need to consider recommendations from sources other than members, committees or sub-committees and that this therefore constitutes a special reason why publicity would be prejudicial to the public interest (Proposed Cllr Wardrop, seconded Cllr Mundell, all in favour) |
| 22/102 | Co-option of Councillor After discussion of the merits of the two candidates, the meeting agreed that it would co-opt Claudia Nappo to the Council. |
| 22/103 | Date of Next Meeting: Parish Council Meeting - Tuesday 5 th July 2022, 7.30pm, venue tbc |
| 22/104 | Close of Meeting There being no further business, the meeting closed at 9.35pm. |

5 June 2022 (2022 - 2023)

Wickham Bishops Parish Council
RECONCILIATION - Unity Trust Current Account

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| From Accounts | £33,492.17 |
| Payments not cashed Add | £1,159.11 |
| Receipts not entered Subtract | |
| <hr/> | |
| Statement should be | £34,651.28 |

5 June 2022 (2022 - 2023)

Wickham Bishops Parish Council
PAYMENTS LIST

| Voucher | Cheque | Code | Name | Description | Amount |
|---------------------|--------|------------------------------|----------------------|----------------------------------|-----------------|
| 27 | IP0572 | 5 - Outsourced Payroll Costs | J&M Payroll Services | Payroll services April 2022 | 24.00 |
| 26 | IP0573 | 12 - Training | EALC | Intro to Planning Course 11.5.22 | 84.00 |
| 28 | IP0574 | 1 - Clerk's Salary | Mrs L A Bailey | Clerks Salary | 701.35 |
| 29 | IP0574 | 4 - PC Office Running | Mrs L A Bailey | WFH allowance | 25.00 |
| Subtotal No. IP0574 | | | | | 726.35 |
| 30 | IP0575 | 15 - Printing & Postage | Cllr Peter Bates | Printing Library Flyer | 44.73 |
| 25 | IP0576 | 17 - Venue Hire | WB & LB PCC | Church Hall Hire 25.5.22 | 12.00 |
| 31 | IP0577 | 27 - Grasscutting | D W Maintenance | Grasscutting | 85.00 |
| 32 | IP0578 | 29 - Contingency | Cllr Henry Bass | Reimbursement for Aggregate, | 97.20 |
| 33 | IP0579 | 5 - Outsourced Payroll Costs | J&M Payroll Services | Payroll services May 2022 | 24.00 |
| 36 | IP0580 | 10 - Expenses | Mrs L A Bailey | Clerk Reimbursements | 14.24 |
| 37 | IP0580 | 6 - Clerk's Mileage & Travel | Mrs L A Bailey | Clerk Reimbursements | 12.60 |
| 34 | IP0580 | 12 - Training | Mrs L A Bailey | Clerk Reimbursements | 25.00 |
| 35 | IP0580 | 15 - Printing & Postage | Mrs L A Bailey | Clerk Reimbursements | 9.99 |
| Subtotal No. IP0580 | | | | | 61.83 |
| TOTAL | | | | | 1,159.11 |

5 June 2022 (2022 - 2023)

Wickham Bishops Parish Council
RECEIPTS

| Voucher | Ref | Code | Name | Description | Amount |
|--------------|-----|------------------|----------|-------------|-----------------|
| 2 | | 39 - VAT Reclaim | HMRC VAT | HMRC VAT | 1,343.56 |
| TOTAL | | | | | 1,343.56 |