

# 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  
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CM8 3JZ  
07542 190176

[info@wickhambishopsparishcouncil.org](mailto:info@wickhambishopsparishcouncil.org)

## Minutes of Wickham Bishops Parish Council Meeting held on Tuesday 1<sup>st</sup> March 2022 at 7.30pm in the Church Hall

Item	Subject
22/020	<p><b>Those Present and Apologies for Absence</b> In the Chair: Cllr Wardrop Present: Cllrs Bass, Jarvis, Layley, Nicholas, Mickelsen and the Clerk. 5 members of the public present. Apologies were received from Cllrs Bates, Mundell &amp; Williams.</p>
22/021	<p><b>Declaration of Interests and Compliance with the Ethical Framework</b> Cllr Layley declared a non-pecuniary interest in Planning Application 21/01098/FUL as he lived close to the site.</p>
22/022	<p><b>Approval of Minutes</b> The Minutes of the Parish Council Meeting held on 1<sup>st</sup> February 2022 were accepted as a true record by all, proposed Cllr Wardrop, seconded Cllr Mickelsen.</p> <p>Cllr Bass asked that the subject of Councillors using Facebook be clarified at the next meeting when hopefully all Councillors would be in attendance.</p> <p>The Minutes of the Planning Committee Meeting held on 18<sup>th</sup> February 2022 were agreed by all, proposed Cllr Wardrop, seconded Cllr Mickelsen.</p>
22/023	<p><b>Chairman's Report</b> The Chairman reported on the recent election whereby Simon Morgan had been elected District Councillor. <b>Action:</b> <i>The Clerk to invite DCllr Morgan to our next PC Meeting.</i></p>
22/024	<p><b>Clerk's Report</b> Clearance works on the Moody Homes footpath would start on 11<sup>th</sup> March.</p> <p>Michael Johnson at MDC had acknowledged our letter concerning factual errors in the 21/01096/OUT Officer's Report and agreed to revert to us on how and where (if possible) they could address some of the matters and/or provide an explanation of why some elements of the report were presented in the way that they were. Councillors agreed that WBPC should keep reminding MDC of our Neighbourhood Plan and questioning to what degree they considered it.</p>
22/025	<p><b>Public Forum - a maximum of 15 minutes with no more than 3 minutes per person</b> Members of the public spoke on the Planning Application at 22/026.</p>
22/026	<p><b>Planning Applications and Decisions</b> Cllr Bass took the Chair for this item.</p>

	<p><b>21/01098/FUL – Land North of Crabbs Farm, Back Lane Erection of a detached dwelling, garage, landscaping and associated works.</b> 5 letters of objection had been received. Discussion took place taking into account the history of the site, the refusal in 2014 of 5 homes and the nearby Summer House planning history. <b>Resolved:</b> The Parish Council recommended REFUSAL on the following grounds:</p> <ul style="list-style-type: none"> <li>• The proposed development would detrimentally alter the character of the area and have an unacceptable visual impact on this greenfield site, the surrounding countryside and Crabbs Farm itself, contrary to policies S8, D1 and H4 of the LDP and the guidance contained within the NPPF.</li> <li>• The application site lies within a rural location outside of a defined settlement boundary, contrary to Policy S8 of the Local Development Plan. It did not meet any of the criteria for an exception set out in that Policy.</li> <li>• The application is contrary to Policy WBen04 of the Wickham Bishops Neighbourhood Plan in that it would not “maintain the open character and appearance of its setting”. Also, Policy WBH01 in that it fails to “respect the local character, historic setting and natural assets of the local area”.</li> </ul> <p>Doubts over ownership of the shared access driveway would be drawn to MDC’s attention.</p> <p>It was agreed that the Parish Council should ask DCllr Durham to call this application in for consideration by the North West Planning Area Committee.</p> <p>The following Appeal made to the Secretary of State was noted:  <b>Appeal Ref APP/X1545/D.21/3289927</b> 2 Mount Villas, 38 Kelvedon Road, Wickham Bishops. Demolition of existing outbuildings and replace with granny annexe for dependant.</p>
22/027	<p><b>Consultation on Maldon District Council’s Local Development Plan</b></p> <p>After full consideration of the response drafted by Cllr Wardrop, it was agreed to remove Option 1 and Option 5 from our response (which would result in an unbearable increase in traffic on the northern villages in the district if further development was to take place), to emphasise the importance of the Wickham Bishops Neighbourhood Plan and to insist upon MDC’s early engagement with parish councils on any major proposals in the future.</p>
22/028	<p><b>Traffic Calming &amp; Highway Matters</b></p> <p><u>Correspondence received from two local residents concerned with speeding through the village</u> The points made were acknowledged and the meeting noted frustration around a perceived lack of action with regard to speeding despite the Parish Council constantly campaigning for road safety improvements. <b>Action:</b> <i>The Clerk to draft an article to publicise the Parish Council’s efforts to date and success figures in relation to Speedwatch and Trucam.</i></p> <p><u>3<sup>rd</sup> May 2022 Annual Parish Assembly</u> <b>Action:</b> <i>The Clerk to check that Cllr Scott was available to attend and speak about speeding and outstanding highway issues.</i></p> <p><u>To receive an update of outstanding issues</u> There had been no progress at all.</p> <p><u>To consider any further schemes for submission to the Local Highways Panel</u> The meeting agreed not to submit new schemes. From the published List of Schemes it was unclear as to the exact status of our existing schemes. <b>Action:</b> <i>The Clerk to contact Cllr Durham and ask him to focus on progressing our existing schemes.</i></p>
22/029	<p><b>Handley’s Lane Footpath</b></p> <p>Cllr Bass reported that BHSA had suggested leaving the works until Spring due to health and safety issues and the fact that proper contractors with heavy vehicles would be required and the ground was too soft at present. Therefore, Cllr Bass had undertaken the work (along with the resident who had raised the original complaint) to unblock the drain which had resulted in the levels of water in the ditches satisfactorily lowering. He had installed mesh to prevent sticks and debris from blocking the pipe in future. <b>Action:</b> <i>Cllr Bass to contact the Community Payback team to scrape back the muddy surface and later lay Type 1 on the two areas which were most affected.</i></p>

22/030	<p><b>Platinum Jubilee Celebrations</b></p> <p><u>Beacon Hill Parishes Meeting 14.2.22</u> Cllr Bass reported on his attendance. The beacon would be lit on the evening of Thursday 2<sup>nd</sup> June. Janet Richardson had agreed to be a co-ordinator for the villages. Discussion took place and a suggestion was made of a Bring Your Own Picnic, Saturday 4<sup>th</sup> June on the playing field. <b>Action:</b> <i>The Clerk to contact BHSA to ask if they had any plans for celebrations which the PC could support financially and/or for permission to use the field for the picnic. The football club would be asked if they would be interested in organising a kickabout session and possibly to open the bar. Similarly, the tennis club would be asked if they would like to open the tennis courts.</i></p> <p><u>To consider wildflower seeds idea for each household and the cost to WBPC</u> The cost of £828 for Platinum Jubilee seeds was considered excessive and the timing/logistics of distributing them could be problematic. <b>Action:</b> <i>It was agreed that Cllr Williams would be asked to identify a site somewhere in the village where some wildflower seeds could be sown in commemoration of the Platinum Jubilee.</i></p>																																																																																																																																		
22/031	<p><b>Finance</b></p> <p>The meeting noted the bank balance and budget performance, and agreed the proposed list of payments for the month ahead as per the following Finance Report:</p> <table border="1" data-bbox="268 846 1433 1711"> <thead> <tr> <th colspan="5">Finance Report for Wickham Bishops Parish Council</th> </tr> <tr> <th colspan="5">March 2022</th> </tr> </thead> <tbody> <tr> <td>Prepared by:</td> <td colspan="3">Lorraine Bailey, Parish Clerk &amp; RFO</td> <td>28 Feb 22</td> </tr> <tr> <th>Status as at 28 February 2022</th> <th>Debit</th> <th>Credit</th> <th>Balances B/F</th> <th>Balances C/F</th> </tr> <tr> <td>Unity Trust Current Account</td> <td></td> <td></td> <td>19,091.28</td> <td></td> </tr> <tr> <td>Unity Trust Deposit Account</td> <td></td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td>Petty Cash Float</td> <td></td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td>Unbanked Cash</td> <td></td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td>Stamps</td> <td></td> <td></td> <td>9.82</td> <td></td> </tr> <tr> <td>Total Funds Held 28/02/2022</td> <td></td> <td></td> <td>19,101.10</td> <td></td> </tr> <tr> <th colspan="5">Unity Trust Current Account Payments for March 2022</th> </tr> <tr> <td>IP0547</td> <td>EALC, Financial Regulations course, 10.3.22</td> <td>-£84.00</td> <td></td> <td></td> </tr> <tr> <td>IP0548</td> <td>EALC, Roles &amp; Responsibilities course, 8.2.22</td> <td>-£84.00</td> <td></td> <td></td> </tr> <tr> <td>IP0549</td> <td>SLCC, Local Council Administration book for CILCA studies</td> <td>-£129.80</td> <td></td> <td></td> </tr> <tr> <td>IP0550</td> <td>J&amp;M Payroll Services, Payroll January 2022</td> <td>-£24.00</td> <td></td> <td></td> </tr> <tr> <td>IP0551</td> <td>WB &amp; LB PCC, Hire of Church Hall 1.2.22 &amp; 18.2.22</td> <td>-£52.00</td> <td></td> <td></td> </tr> <tr> <td>IP0552</td> <td>L A Bailey, Clerk Salary</td> <td>-£714.26</td> <td></td> <td></td> </tr> <tr> <td>IP0553</td> <td>L A Bailey, Reimbursement for HP Instant Ink</td> <td>-£9.99</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Transactions</td> <td>-£1,098.05</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td><b>Unity Trust Current Account Balance</b></td> <td></td> <td></td> <td><b>17,993.23</b></td> </tr> <tr> <th colspan="5">Postage Stamps</th> </tr> <tr> <td></td> <td>Stamp Purchase</td> <td></td> <td>£0.00</td> <td></td> </tr> <tr> <td></td> <td>Stamp Use</td> <td>-£1.32</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Transactions</td> <td>-£1.32</td> <td>£0.00</td> <td></td> </tr> <tr> <td></td> <td><b>Stamp Balance 28/02/2022</b></td> <td></td> <td></td> <td><b>£8.50</b></td> </tr> <tr> <td></td> <td><b>Total Funds Held 08/03/2022 including Stamps</b></td> <td></td> <td></td> <td><b>18,001.73</b></td> </tr> </tbody> </table> <p><u>To consider quotation from MDC for additional litter bin at Box Iron Corner</u> The quotation of £405.30 +VAT (including a service charge for the first year of emptying) was considered high and nothing had been set aside in the 2022/23 budget for this expenditure. It was noted that this request had come from a resident via Cllr Nicholas who had been picking up the small amount of litter from around the bench for which he was thanked. <b>Resolved:</b> <i>Members agreed not to purchase an additional litter bin but to monitor the situation. In the meantime, the Clerk would write a piece for FB thanking those residents who regularly picked up litter, thanking them for their services, which were very much appreciated.</i></p>	Finance Report for Wickham Bishops Parish Council					March 2022					Prepared by:	Lorraine Bailey, Parish Clerk & RFO			28 Feb 22	Status as at 28 February 2022	Debit	Credit	Balances B/F	Balances C/F	Unity Trust Current Account			19,091.28		Unity Trust Deposit Account			0.00		Petty Cash Float			0.00		Unbanked Cash			0.00		Stamps			9.82		Total Funds Held 28/02/2022			19,101.10		Unity Trust Current Account Payments for March 2022					IP0547	EALC, Financial Regulations course, 10.3.22	-£84.00			IP0548	EALC, Roles & Responsibilities course, 8.2.22	-£84.00			IP0549	SLCC, Local Council Administration book for CILCA studies	-£129.80			IP0550	J&M Payroll Services, Payroll January 2022	-£24.00			IP0551	WB & LB PCC, Hire of Church Hall 1.2.22 & 18.2.22	-£52.00			IP0552	L A Bailey, Clerk Salary	-£714.26			IP0553	L A Bailey, Reimbursement for HP Instant Ink	-£9.99				Total Transactions	-£1,098.05	0.00			<b>Unity Trust Current Account Balance</b>			<b>17,993.23</b>	Postage Stamps						Stamp Purchase		£0.00			Stamp Use	-£1.32				Total Transactions	-£1.32	£0.00			<b>Stamp Balance 28/02/2022</b>			<b>£8.50</b>		<b>Total Funds Held 08/03/2022 including Stamps</b>			<b>18,001.73</b>
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22/032	<p><b>Delegated Powers</b></p> <p>It was agreed by all that the delegated powers in respect of Covid 19 should remain in place.</p>																																																																																																																																		

<b>22/033</b>	<p><b>Governance Review</b></p> <p>A small amendment was agreed to the Draft Standing Orders to alter the time specified before a decision could be re-considered to 4 months (instead of 6 months).</p> <p>It was agreed by all to formally adopt the Draft Financial Regulations and Standing Orders, proposed Cllr Wardrop, seconded Cllr Mickelsen.</p>
<b>22/034</b>	<p><b>Spring Litter Pick</b></p> <p>After consideration the meeting agreed not to arrange a Litter Pick in the spring but to do so sometime during September.</p>
<b>22/035</b>	<p><b>Correspondence</b></p> <p>A concerned resident had drawn the PC's attention to their article in the Parish Magazine regarding their responsibility for keeping trees trimmed back from overhead cables, and felt the wording encouraged people to act dangerously. Councillors had not intended to convey this and were merely asking residents to arrange for suitably qualified contractors to undertake the works. He would be thanked for his comments and the PC would endeavour to word articles more carefully in future.</p> <p>The correspondence from Gigaclear offering to meet with the PC regarding future works in the village was acknowledge. <b>Action:</b> <i>Cllr Mundell would be asked to contact Gigaclear to establish the situation.</i></p>
<b>22/036</b>	<p><b>Progress Reports from Councillors</b></p> <p><u>Library Working Group</u> Cllr Jarvis reported on the meeting with ECC. ECC are obtaining quotations for the development of the toilet block into an area that will provide toilets, storage space, enhanced kitchen and hopefully a larger area for sitting and talking. ECC have committed to consult with the Working Group at the design stage. A formal re-opening was being organised for the end of May (date to be confirmed).</p> <p><u>Green Spaces &amp; Biodiversity Project</u> Cllr Nicholas reported on this in the absence of Cllr Williams. The project was now up and running and had been very well received. A letter had been drafted to send to landowners, bird and bat boxes had been put up in various places and the team were looking at improved publicity.</p>
<b>22/037</b>	<p><b>General Village News and Events to Note</b></p> <p>The meeting noted a collapsed sewer on The Street, with 4-way traffic lights at Snow's Corner to enable repair works.</p> <p>Cllr Jarvis hoped to meet with the new residents at The Old Rectory with a view to finding a remedy for the problems caused to Station Road when their pond overflowed. Attempts would be made to involve ECC which had proved difficult in the past.</p> <p>The Chairman reported that Cllr Nicholas had handed in his resignation with immediate effect. Councillors thanked him for his contribution to the work of the Parish Council and wished him well for the future.</p>
<b>22/038</b>	<p><b>Date of Next Meetings:</b></p> <p>Full Parish Council Meeting – Tuesday 5<sup>th</sup> April 2022, 7.30pm, Church Hall  Annual Parish Council Meeting - Tuesday 3<sup>rd</sup> May 2022, 7.00pm, Village Hall Boardroom  Annual Parish Assembly – Tuesday 3<sup>rd</sup> May 2022, 8.30pm, Small Hall, Village Hall</p>
<b>22/039</b>	<p><b>Close of Meeting</b></p> <p>There being no further business, the meeting closed at 9.50pm.</p>