

Wickham Bishops Parish Council

Parish Councillors

Mrs A Mickelsen (Chairman)
I D Wardrop (Vice-Chairman)
H M Bass
P J Bates
K W Jarvis
R Mundell
S J Nicholas
J Williams



Winner Best Kept Village 2009, 2015
3rd Place Essex Village of the Year 2015
www.wickhambishopsparishcouncil.org

Parish Clerk

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MINUTES of Extra General Meeting of the Parish Council held on Friday 20th March 2020 at 10.30am in the Village Hall Boardroom

The Vice Chairman noted the current public health emergency, ensuring attendees observed a 2m separation. All handles and light switches were cleaned prior to entry and on leaving, and hand gel provided.

Item	Subject
20/062	<p>Those Present and Apologies for Absence</p> <p>In the chair: Vice-Chairman Cllr Wardrop Present: Cllrs Bass, Bates; the Clerk. The Priest-in-Charge of St Bartholomew's Church was present. There were no other members of the public present.</p> <p>Apologies for absence had been received from the Chairman of the Parish Council, Cllr Mickelsen and from Cllrs Jarvis, Mundell, Nicholas and Williams.</p>
20/063	<p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>There were no Declarations of Interests.</p>
20/064	<p>Approval of Minutes</p> <p>Resolved: that the minutes of the Full Council meeting held on 3rd March 2020 be approved as a true record. Proposed Cllr Wardrop, seconded Cllr Bass. To avoid the risk of virus transmission, the minutes were left unsigned.</p>
20/065	<p>Chairman's Report</p> <p>The Chairman had nothing additional to report</p>
20/066	<p>Clerk's Report</p> <p>The Clerk had nothing additional to report.</p>
20/067	<p>Public Forum - a maximum of 15 minutes with no more than 3 minutes per person</p> <p>The Reverend updated the meeting on the measures being taken by the Church during the novel coronavirus outbreak. Weekly prayer meetings were to be held by video conferencing and support would be available when there was clarity over what form that could take. Funerals and weddings were restricted to attendance by immediate family only.</p>
<p><i>In recognition of the need to limit social interaction, item 20/072 was brought forward</i></p>	
20/072	<p>Coronavirus Pandemic</p> <p>Cllr Wardrop asked those present to consider how the extended scheme of delegation could be used to help the local community. The Clerk explained about the local volunteer network that had been established that potentially could need some funding from the Parish Council to cover incidental expenses, and that she was liaising with Essex County Council and Maldon District Council.</p> <p>Resolved: The Parish Council would extend the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus, with such delegation to enable the Council to fulfil its legal duties and responsibilities to its residents <i>in accordance with the General Power of Competence, Localism Act 2011, s.1(1)</i>. Proposed Cllr Wardrop, seconded Cllr Bass.</p> <p>The Priest-in-Charge of St Bartholomew's Church left the meeting.</p>

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20/068	<p>Planning Applications and Decisions The Vice Chairman reminded the meeting that all applications would be determined by the Planning Authority, that being Maldon District Council; the Parish Council would be responding with its recommendations as a consultee in the process.</p> <p><u>Applications</u></p> <p>20/00234/HOUSE - 2 Blacksmiths Lane Wickham Bishops No letters of representation had been received. The Chairman of the meeting noted that the development would be close to the neighbouring dwelling but would not cause a loss of amenity. Resolved: The Parish Council recommended APPROVAL. Proposed Cllr Bass, seconded Cllr Bates.</p> <p>20/00256/HOUSE - 39 Holt Drive Wickham Bishops No letters of representation had been received. No concerns were expressed. Resolved: The Parish Council recommended APPROVAL. Proposed Cllr Bates, seconded Cllr Wardrop.</p> <p>20/00129/HOUSE - Willow House 4 Kelvedon Road Wickham Bishops No letters of representation had been received. Councillors expressed no concerns. Resolved: The Parish Council recommended APPROVAL. Proposed Cllr Wardrop, seconded Cllr Bass.</p> <p>There were no delegated responses made by the Parish Clerk, or local decisions made by Maldon District Council or the Planning Inspectorate, to note.</p>
20/069	<p>Maldon District Garden Waste Scheme Changes Due to the need to limit social interaction this item was deferred to a future meeting.</p>
20/070	<p>Traffic Calming and Local Highways Panel (LHP) Requests Resolved: The Parish Council would submit an LHP request to resurface the Kelvedon Road-end of Handley's Lane. Proposed Cllr Wardrop, seconded Cllr Bass.</p> <p>There was no motion put forward for an LHP request to add yellow lines at the junction of Great Totham Road and The Street and this item was deferred to a future meeting.</p>
20/071	<p>Governance: Personnel Committee Resolved: The Parish Council would create a Personnel Committee to oversee the hiring of a new Parish Clerk & RFO with the proposed Terms of Reference. Proposed Cllr Wardrop, seconded Cllr Bass.</p> <p>Members of the Personnel Committee would be appointed in due course.</p>
20/073	<p>Finance Resolved: The Parish Council would underwrite the County Council's Public Liability insurance excess of £100 + VAT for the out-of-hours library clubs <i>in accordance with the General Power of Competence, Localism Act 2011, s.1(1)</i>. Proposed Cllr Bass, seconded Cllr Bates.</p> <p>Resolved: The Parish Council accepted the quotation from Ann Skippers for a Neighbourhood Plan Basic Conditions Statement (NPBCS) not to exceed £1650 + VAT <i>in accordance with the General Power of Competence, Localism Act 2011, s.1(1)</i>. Proposed Cllr Wardrop, seconded Cllr Bass.</p> <p>The Clerk's report on audit progress was received. The Council noted that the annual return would be completed on time, however timely Council approval would require a meeting or a change of the law.</p> <p>Resolved: The projected end-of-year balance was accepted as £10,900 with carryover provision of £1,650 for the NPBCS, £779 grant underspend return, £299 streetlamp repairs and £50 charity donation giving a free reserves figure of £8,122. Proposed Cllr Bass, seconded Cllr Bates.</p> <p>There were no new items for FY 2020-21 spending.</p> <p>Resolved: The updated asset register was agreed and adopted. Proposed Cllr Bates, seconded Cllr Bass.</p> <p>Resolved: The risk assessment was updated to consider the risks associated with a high impact communicable disease and adopted. Proposed Cllr Wardrop, seconded Cllr Bates.</p>
20/074	<p>Correspondence There was no correspondence to note.</p>

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20/075	Progress Reports from Councillors There were no progress reports from Councillors.
20/076	General Village News and Events to Note There were no events or village news to note.
20/077	Dates of Next Meetings It was noted that the April 2020 meetings were cancelled and decisions to cancel or reschedule future meetings would be taken in accordance with the government guidelines in force at the time.
20/081	Close of Meeting 11.07am Items for future agendas: - Standing item to consider whether the delegated powers in respect of Covid-19 can be lifted