

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
 3rd Place Essex Village of the Year 2015
www.wickhambishopsparishcouncil.org

Parish Clerk

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MINUTES of Online Parish Council Meeting Via Zoom and YouTube Broadcast held on Tuesday 2 nd March 2021 at 7.30pm	
Item	Subject
21/027	<p>Those Present and Apologies for Absence In the Chair: Cllr Wardrop Present: Cllrs Bass, Bates, Jarvis, Layley, Mickelsen, Nicholson, Williams (until 8.15pm). County Cllr Durham (until 9.41pm). The Clerk Apologies for Absence: Cllr Mundell (pressure of work) There were 8 observers on the YouTube stream</p>
21/028	<p>Declaration of Interests and Compliance with the Ethical Framework There were none.</p>
21/029	<p>Approval of Minutes Following minor amendments to Items 21/004 Chairman's Report and 21/015 WB Neighbourhood Plan, Cllr Mickelsen proposed the Minutes of the Online Parish Council Meeting held on 2nd February 2021 be accepted, seconded by Cllr Bass, all in favour.</p>
21/030	<p>Chairman's Report It was understood that an Open Garden Village Festival was planned for Sunday 13th June. The meeting considered making the Six Walks Footpath Booklet available for visitors to this event as there were a number of copies in storage. Some slight amendments would be required to bring the Booklet up to date and Councillors were asked for their assistance with this. Action: <i>The Clerk to prepare an amendment slip for insertion after liaising with Councillors.</i></p> <p>The Chairman reported that PC Rosie Smith would be the contact for Wickham Bishops in future. The Chair had reported two incidents of catalytic converters being stolen - the Police had agreed to increase patrols in the area.</p>
21/031	<p>Clerk's Report Fircroft House, Maypole Road – The Clerk had established that MDC were aware of the building works and that the owner had applied for permitted development. Cllr Jarvis had contacted the original complainant to confirm this. On the subject of Permitted Development, Cllr Jarvis had received clarification from MDC that householders were not obliged to formally apply for permitted development, and this is why on occasion the Parish Council were unaware of some building works in the area.</p> <p>Damage caused to the Trestle Bridge on FP5 notified to the PC by a resident, had been reported to ECC.</p>

	<p>The Clerk had received a Freedom of Information Request from a resident enquiring about numbers of Planning Application ‘yellow cards’ distributed to residents over the last 3 years. This information was not held by the Parish Council and the Clerk had responded accordingly. She had referred the resident to MDC’s website for details of all Planning Applications received by the PC for consideration.</p> <p>A local resident had contacted the Clerk concerned that he had not supplied the PC with details of footway defects as he had promised. The Clerk had thanked him and given him details of the PC’s request for Blacksmiths Lane footway to be included in the LHP Scheme.</p>
<p>21/032</p>	<p>Public Forum There were no questions from the public on Agenda items.</p>
<p>21/033</p>	<p>Planning Applications and Decisions <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 discussions or voting on Planning Applications as he may be required to do so at MDC.</i></p> <p>Planning Applications received from Maldon District Council:</p> <p>20/01303/FUL – Variation of Condition 2 on approved Planning Permission 20/00328/FUL (Demolition of existing dwelling and outbuildings and the erection of a two- storey detached dwelling house and single storey detached residential annexe, stables and manege), Wurono, Maypole Road, Great Totham. Cllr Bass proposed the Parish Council recommended APPROVAL , seconded Cllr Layley, all in favour.</p> <p>20/01270/HOUSE – Vehicle crossing for a driveway, Shamrock Cottage, 30 Tiptree Road, Wickham Bishops. It was noted that Highways had raised objections and the applicant had submitted a redesigned plan with improved visibility splays. After discussion, Cllr Nicholas proposed the Parish Council recommended APPROVAL subject to consideration of the sight line and the impact of the removal of the hedge for the benefit of the adjacent property, seconded Cllr Wardrop, all in favour.</p> <p>21/00008/HOUSE – Rear extension and addition of dormer windows and rooflights to garage, Rainbow Cottage, Kelvedon Road, Wickham Bishops. The Parish Council recommended APPROVAL, proposed Cllr Wardrop, seconded Cllr Bass, all in favour.</p> <p>21/00125/FL – Basic details, felling and restocking and the conditions, Land north of Birch Rise known as Wickham Wood, Birch Rise. The Parish Council recommended APPROVAL, proposed Cllr Wardrop, seconded Cllr Bass, all in favour.</p> <p>To note activity in relation to land behind 9 Church Road. None.</p> <p>To note the following decisions made by Maldon District Council:</p> <p>HOUSE/MAL/20/01236 The Grange, 16a Grange Road – Single storey rear extension – REFUSED</p> <p>LBC/MAL/20/1237 The Grange, 16a Grange Road – LBC GRANTED</p> <p>HOUSE/MAL/20/01226 Extensions and alterations to part convert garage into utility and shower room, replacement flat roof to garage with new parapet detail, alterations to rear and side windows - 12 Wellands - APPROVED</p> <p>HOUSE/MAL/20/01289 Alterations to front elevation including new fenestration/glazing, alterations to existing front dormer and new roof light to front roof slope, together with the redesign of steps to the front door. Flat roof dormer to rear elevation with a Juliet balcony. Changes to fenestration and replacement of existing windows to rear. Renovation of the driveway and new decking and paving to rear garden. Extension</p>

	<p>to the existing garage - Willowbank 4 Heathgate – REFUSED. It was acknowledged that the Chairman had attended MDC’s North Western Area Planning Committee Meeting and spoken on behalf of WBPC.</p> <p>HOUSE/MAL/20/01294 Proposed first floor rear and side extension - 38 Church Road - APPROVED</p>
21/041	<p>Wickham Bishops Neighbourhood Plan Update (It was agreed to bring this item forward as Cllr Williams was feeling unwell and wished to leave the meeting).</p> <p>The Examiner’s recommendations had been sent to Councillors and were discussed. While not agreeing with all the recommendations made, Wickham Bishops Parish Council formally accepted the Examiner's report and supported the Neighbourhood Plan going forward to referendum at the earliest opportunity. Proposed Cllr Williams, seconded Cllr Wardrop, all in favour.</p> <p>Amendments to the Plan would be made before the end of March and Councillors were asked to give consideration as to the best way of publicising the referendum in order to encourage as many residents as possible to vote. Cllr Durham believed that it was acceptable for leaflets to be hand delivered as he was aware that leaflet drops were planned for the forthcoming elections.</p> <p>Action: Cllr Williams to provide Cllr Bates with some words for inclusion in the April Parish Magazine. Action: Cllr Williams and the Clerk to liaise and make the necessary amendments to the Plan.</p>
21/034	<p>Traffic Calming & Highway Matters Councillors continued to be extremely disappointed with the lack of progress and response to various outstanding highway issues in the village, in particular the Tiptree Road footway. Cllr Durham agreed to chase.</p>
21/035	<p>Flooding update Councillors noted that during the recent spell of freezing weather, the overflowing pond at The Old Rectory had meant that the carriageway along Station Road near to the junction with Wickham Hall Lane had iced over, creating a hazard for both motorists and pedestrians. Cllr Durham was asked to put urgent pressure on the Highways team to organise a site meeting (socially distanced) with the owner of The Old Rectory who had contacted ECC on numerous occasions and not received a response. Action: The Chairman to pass contact details for the householder to Cllr Durham.</p> <p>With regard to the ditch outside 10 Church Road, Cllr Durham confirmed that this had been included on an Alleviation Scheme List and he hoped to update WBPC at the next meeting.</p>
21/036	<p>County Councillor Report Cllr Durham had circulated a report earlier in the day for which he was thanked. He reported that Maldon’s Local Highways Panel would receive an additional £200,000 each year for three years, and that £10,000 would again be available in the Locality Fund.</p>
21/037	<p>April and May Parish Council Meetings Taking into consideration the possible return of face-to-face meetings when the Government remote meetings policy expired on 7th May, full discussion took place. It was agreed that the April PC Meeting and Annual PC May Meeting should remain as scheduled:</p> <ul style="list-style-type: none"> - April Full Parish Council Meeting - Tuesday 6th April (via Zoom/YouTube) - Annual Parish Council Meeting - Tuesday 4th May (via Zoom/YouTube) <p>It was agreed that the Annual Parish Assembly should take place following the June PC Meeting on Tuesday 1st June. Action: The Clerk to check the availability of the Main Hall in the Village Hall.</p> <p>In the meantime, WBPC would await Government instructions as to the way forward.</p>

21/038	<p>Correspondence</p> <p>One Stop Illuminated Signage – the meeting acknowledged correspondence from a resident concerned at the replacement illuminated signage and the detrimental impact on neighbouring properties. It was noted that the resident had been in touch with One Stop HQ and Maldon District Council Enforcement Team and was awaiting their response.</p> <p>WBPC had offered their support, however, it was agreed that no further action was necessary at the current time.</p>
21/039	<p>Parish Council Communication Strategy</p> <p>The meeting considered ways in which the Parish Council could improve on communicating information to residents. The forthcoming Neighbourhood Plan referendum needed to be publicised. The Clerk advised that she required some guidance as to suitability of items for the WBPC Facebook page also.</p> <p>Resolved: <i>Cllrs Nicholas, Mundell & Bates to put together a Communication Strategy, to be considered at the next PC Meeting.</i></p>
21/040	<p>Langford and Ulting Neighbourhood Plan, consultation stage</p> <p>This had been read and noted. Councillors agreed that the Plan appeared to meet regulations.</p> <p>Action: <i>The Clerk to respond on behalf of WBPC.</i></p>
21/042	<p>Moody Homes Footpath</p> <p>It was noted that some progress had been made with the legal transfer. The solicitor was happy with the searches and had advised Moody Homes that WBPC were ready to complete. The Clerk provided the meeting with quotations from two contractors willing to carry out groundworks to the footway. A third contractor had not responded, despite reminders.</p> <p>Contractor A – Total £3166</p> <p>Contractor B – Total £2580</p> <p>It was noted that the Parish Council found themselves in a difficult situation - works could not take place until formal legal transfer, however, the Locality Fund grant of £1500 (already received by WBPC) must be spent before 31st March 2021. Following much discussion, Cllr Nicholas proposed we accept the quotation from Contractor B*, seconded by Cllr Wardrop, all in favour and as soon as the legalities had been completed, that we expedite the works as soon as possible. Contractor B – Cooks Countryside Landscaping of Great Totham.</p>
21/043	<p>BHSA – Playground Repairs – Tarmac and Fencing</p> <p>Councillors considered a request from BHSA for financial assistance to either make repairs or replace the surface and fencing at a cost of £4,000 or £15,000. After much discussion, the Chairman suggested it would be wise to defer consideration of this item until more details had been provided and at a time when Cllr Williams (BHSA representative) was available.</p> <p>Action: <i>The Clerk to ask BHSA for more detail on their proposals, their current financial position, and whether they had approached other bodies for grants.</i></p>

21/044

Finance

The following balances were noted and the meeting agreed to authorise the March payments below (proposed Cllr Wardrop, seconded Cllr Nicholas, all in favour).

Finance Report for Wickham Bishops Parish Council				
March 2021 Parish Council Meeting				
Prepared by: Lorraine Bailey, Parish Clerk & RFO				28 Feb 21
Status as at 28 February 2021	Debit	Credit	Balances B/F	Balances C/F
Unity Trust Current Account			16,498.14	
Unity Trust Deposit Account			0.00	
Barclays Business Premium Account			0.00	
Barclays Community Account			0.00	
Petty Cash Float			0.00	
Unbanked Cash			0.00	
Stamps			7.60	
Total Funds Held 28/02/2021			16,505.74	
Unity Trust Current Account Transactions March				
IP0464	J&M Payroll Services - Pension Regulator submission	-90.00		
IP0465	J&M Payroll Services - Payroll January 2021	-24.00		
IP0466	E on - Street Lighting Oct - Dec 2020	-35.91		
IP0467	L A Bailey - Clerk's salary	-700.77		
IP0468	L A Bailey - Clerk's reimbursements: Zoom subs £14.39, Stamps £7.92, Laminator £19.99, Laminating Pouches £7.99	-50.29		
	Total Transactions	-900.97	0.00	
	Unity Trust Current Account Balance			15,597.17
Stamps February				
	Stamp Purchase		7.92	
	Stamp Use	-1.32		
	Total Transactions	-1.32	7.92	
	Stamp Balance 28/02/2021			14.20
	Total Funds Held 28/02/2021 including Stamps			15,611.37

MDC Community Engagement Team had written asking WBPC to confirm the number of hours required for Trucam patrols in 2021/22. The meeting noted that £1370 had been budgeted for this purpose. **Action:** *The Clerk to respond to MDC - 3 hours per month @ £35.06 per hour, a total of £1262. The 3 sites to remain as Kelvedon Road, Maypole Road and Witham Road.*

21/045

Governance Review

The following WBPC Policies were reviewed and, after slight amendments, agreed by all:

- Grants Policy
- Publication of Photographs Policy
- Planning Committee Terms of Reference
- Financial Regulations

It was agreed that the Financial Regulations may need review to ensure that they remained appropriate to WBPC. Cllr Durham left the meeting at this point (9.41pm)

21/046

Library Strategy Working Group Update

Cllr Jarvis reiterated that the Working Group were happy to progress matters once Covid restrictions had been lifted and when it was safe to meet ECC to discuss matters further.

21/047

District Council Report

District Councillor Jarvis had circulated a report prior to the meeting and highlighted some issues of note. The Bradwell B developer had paused active project work for at least a year. The result of the appeal remained outstanding. MDC staff working on Bradwell B had been released to concentrate their efforts on the LDP which had been brought forward as a result. Cllr Jarvis had called-in the 4 Heathgate Planning Application and Application at Little Hill Farm, Mope Lane, although the latter had been withdrawn based

	<p>on the Officers notice. Cllr Jarvis hoped to have something to report on the land behind Heathgate before the next PC Meeting.</p> <p>Cllr Jarvis took the opportunity to clarify the situation at MDC Committee Meetings. In future they would not be offering the service of reading out letters/emails at Committee Meetings. Attendees would be required to register and speak for themselves.</p>
21/048	<p>Delegated Powers It was agreed that the delegated powers in respect of Covid-19 should remain in place.</p>
21/049	<p>Progress Reports from Councillors</p> <ul style="list-style-type: none"> - Rainbow Field tree update - Cllr Bass reported that he had 4 or 5 more trees to plant. - Neighbourhood Watch – nothing to report.
21/050	<p>General Village News and Events to Note There was none.</p>
21/051	<p>Dates of Future Meetings Full Parish Council Meeting - Tuesday 6th April 2021, 7.30pm (via Zoom) Annual Parish Council Meeting – Tuesday 4th May 2021, 7.30pm (via Zoom) Full Parish Council Meeting AND Annual Parish Assembly – Tuesday 1st June 2021 (TO BE CONFIRMED)</p>
21/052	<p>Close of Meeting There being no further business, the meeting closed at 9.55pm. Items for the next Agenda:</p> <ul style="list-style-type: none"> - Standing item to consider whether the delegated powers in respect of Covid-19 can be lifted - BHSA playground repairs – request for grant - WBPC Communication Strategy