

Wickham Bishops Parish Council

Parish Councillors

I D Wardrop (Chairman)
H M Bass
P J Bates
P D Layley
A Mickelsen
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 Statutory Annual Meeting of the Parish Council held on Tuesday 16th May 2023 at 7.00pm in the Village Hall Boardroom

Item	Subject
23/084	<p>Election of Chairman</p> <p>Cllr Bass proposed that Cllr Wardrop continue as Chairman, seconded by Cllr Morgan, all in favour. In the presence of the meeting, Cllr Wardrop duly signed the Declaration of Acceptance of Chairman form.</p>
23/085	<p>Appointment of Vice Chairman</p> <p>Cllr Bass proposed Cllr Mickelsen, seconded by Cllr Wardrop, all in favour.</p>
23/086	<p>Elected councillors to sign their Declaration of Acceptance of Office forms</p> <p>Following the recent uncontested election, all Councillors duly signed their Declaration of Acceptance of Office forms, witnessed by the Clerk.</p>
23/087	<p>Those Present and Apologies for Absence</p> <p>In the Chair: Cllr Wardrop Present: Cllrs Bass, Bates, Layley, Mickelsen, Morgan, Nappo, Williams and the Clerk. There were two members of the public present and County Councillor Durham.</p>
23/088	<p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>Cllr Bass declared a non-pecuniary interest in OUTM/MAL/23/00321.</p>
23/089	<p>Appointment of Members to Committees and Specific Responsibilities</p> <p>Committee membership and responsibilities were agreed as follows:</p> <p><i>Finance Committee:</i> Cllrs Mickelsen (Chair), Wardrop & Williams <i>Planning Committee:</i> Cllrs Bass (Chair), Mickelsen & Wardrop <i>Biodiversity Project Group/Environment:</i> Cllr Williams <i>Traffic Calming & Speedwatch:</i> Cllr Wardrop <i>Library Working Group:</i> Cllrs Bass & Bates <i>Land rear of 9 Church Road Working Group:</i> Cllrs Bass & Williams <i>Parish Magazine Liaison/Publicity/Website Manager/Social Media:</i> Cllr Bates <i>District Council Liaison:</i> Cllr Morgan <i>Highways:</i> Cllr Nappo <i>Public Rights of Way:</i> Cllr Williams <i>BHSA:</i> Cllr Williams <i>Amenities:</i> Cllr Layley <i>Public Transport:</i> Cllr Layley <i>Three Parishes Remembrance Day Event Committee:</i> Cllrs Bates & Wardrop</p>

23/090	<p>Governance: To confirm eligibility and adopt the General Power of Competence Resolved: The Council resolved unanimously from 16th May 2023 until the next relevant Annual Meeting of the Council, having met the conditions of eligibility as defined in the <i>Localism Act 2011</i> and <i>SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012</i>, to adopt the General Power of Competence.</p>
23/091	<p>Approval of Minutes The Minutes of the Parish Council Meeting held on 4th April 2023 were approved as a true record, proposed Cllr Wardrop, seconded Cllr Nappo, all in favour.</p> <p>The Minutes of the Planning Committee Meeting held on 21st April 2023 were noted.</p>
23/092	<p>Chairman's Report A resident had reported a car parked in Great Totham Road that appeared to be dealing in drugs. The Chairman had asked for the registration number of the vehicle and said that the parish council would report to the police.</p> <p>Another resident had concerns that Olios were planning events involving loud music. They would be asked to contact MDC direct.</p>
23/093	<p>Public Forum - a maximum of 15 minutes with no more than 3 minutes per person Two members of the public spoke in support of their Planning Application 23/00355/HOUSE.</p>
23/094	<p>Planning Applications and Decisions Cllr Bass took the meeting for this item and reminded those present that the Parish Council were merely a consultee in the process, the final decision rested with MDC. It was noted that Cllr Morgan would not take part in discussions or voting on Planning Applications as he may be required to do so at MDC.</p> <p>23/00355/HOUSE 6 Roots Lane Construction of single storey side extension and demolition of existing garage. Resolved: Members recommended APPROVAL, proposed Cllr Bass, seconded Cllr Wardrop, all in favour (Cllr Morgan did not vote).</p> <p>23/00321/OUTM Land west of Maypole Road, Heybridge Outline planning application with all matters of detail reserved except for means of access to the site for the construction of up to 45 dwellings, together with associated garaging, parking, public open space, landscaping, access, highways drainage and infrastructure works. Resolved: Members agreed that this proposal would result in an unacceptable increase in traffic through Wickham Bishops and did not believe that this area had been included in MDC's strategic housing plan for the North Heybridge Garden Suburb. For these reasons the council recommended REFUSAL, proposed Cllr Wardrop, seconded Cllr Williams, all in favour (Cllrs Bass and Morgan did not vote).</p> <p>CLA/MAL/23/00385 Land at Broad Street Green Road and Langford Road and Maypole Road, Great Totham Submission of Local Management Organisation Scheme pursuant to Schedule 5 of s106 Agreement for 15/00419/OUT. Noted.</p> <p><u>The following decisions made by MDC were noted:</u></p> <p>PIP/MAL/23/00247 Land Between 26 & 28 Tiptree Road Wickham Bishops Residential development comprising 5 bungalows with garages and associate works for over 55's. REFUSED</p>

	<p>HOUSE/MAL/23/00207 Whitelands Langford Road Single storey rear extension, an oak porch to front elevation, alteration to roof to create further livable space to the first floor and three dormers to be added. APPROVED</p> <p>HOUSE/MAL/23/00248 41 Byron Drive Single storey rear extension, side extension to incorporate side passageway, pitched roof to front of garage, dormer window to front elevation and rooflight to rear roofslope. APPROVED</p> <p>WTPO/MAL/23/00262 11 Leigh Drive TPO 4/06 - T1 Oak - reduce lateral limbs overhanging buildings roof by 3 metres, reduce over extended lateral limbs by 3 metres to balance crown. APPROVED</p>
23/095	<p>Land rear of 9 Church Road Planning Application <u>To formally adopt Terms of Reference for the new Working Group</u> Resolved: Subject to a change in the wording of the ‘purpose and remit’, members agreed to adopt the Terms of Reference.</p> <p><u>Notes of the Working Group Meeting held on 29th April 2023 and actions/outcome</u> Noted. It was agreed that at this stage WBPC were not prepared to substantially alter the Neighbourhood Plan.</p> <p>Cllr Wardrop drew members attention to a new access plan dated 10th May added to the online documentation which mentioned widening the footpath at 1 & 2 Church Green and hedge alterations agreed with the owners of 11 Church Road. It was noted that MDCs next North West Area Meeting was scheduled for 24th May although it was not yet known if this Application was on the agenda for consideration and/or whether it had been officially refused.</p>
23/096	<p>Parish Council Vacancy Resolved: Members agreed unanimously to advertise for another councillor to fill the one remaining vacancy. The Chairman wished to put on record WBPC’s thanks to Karl Jarvis for his time as Parish Councillor, in particular his work with the Library Strategy Working Group to ensure that the library remained open and updated.</p>
23/097	<p>Mrs Salisbury’s Tea Room/One Stop Car Parks A resident complaining about a large lorry parking on the pavement when delivering to One Stop was discussed at length. It was confirmed that this was a regular occurrence and whilst inconvenient at the time, it was not unlawful. Cllr Durham was asked whether ECC (as owners of the pavement) could/would make an application for a dropped kerb across the frontage of One Stop to make it easier and safer for all vehicles. A request along these lines had been sent to Cllr Scott. Cllr Durham believed the request needed to come from the owners of the premises and for MDC to consider as a planning application.</p>
23/098	<p>Traffic Calming & Highway Matters An email from a resident concerned over traffic cutting through Mope Lane during the recent closure of Blue Mills Bridge causing damage to verges etc had been forwarded to County Councillor Durham.</p> <p>Tiptree Road footway update – works planned for 22nd May (19 days). Noted.</p> <p>LHP Scheme application for pedestrian crossing – the request from Cllr Durham for a suggested location and WBPC’s subsequent request for a site meeting with a highways engineer were noted. Cllr Durham confirmed he would organise this soon.</p>

	<p>Cllr Layley raised the missing signage on Witham Road/Blue Mills and at the bridge reminding HGVs of the weight limit and giving them an opportunity to turn around. The meeting was reminded that this formed part of one of WBPC's Local Highways Panel Requests.</p>																																																																																																																																																																																																																																																																																																																							
23/099	<p>District Councillor Report District Councillor Morgan was congratulated on his recent re-election. He gave a brief report on matters affecting the Maldon District including the 5-year HLS figure which currently stood at 5.1, the 2023-29 Corporate Plan and MDCs Annual Statutory Meeting next week.</p>																																																																																																																																																																																																																																																																																																																							
23/100	<p>County Councillor Report County Councillor Durham's written report had been circulated and was noted.</p>																																																																																																																																																																																																																																																																																																																							
23/101	<p>Three Parishes Remembrance Day Traffic Control Committee Resolved: Cllr Wardrop proposed that WBPC pay the £96 Public Liability insurance and make arrangements to collect contributions from Little Braxted PC and Great Braxted PC in due course, seconded by Cllr Bass, all in favour.</p> <p>DClr Morgan confirmed that an application had been made for the road closure.</p>																																																																																																																																																																																																																																																																																																																							
23/102	<p>Platinum Footpath Members noted that the two new gates had been installed. There had been no further advice despite the Clerk making enquiries through ECC as to signage obligations. Resolved: Therefore, the Clerk to obtain two 'Platinum Path' signs (one for each end) and arrange for their installation.</p>																																																																																																																																																																																																																																																																																																																							
23/103	<p>Finance <u>To note bank balance and agree list of payments for the month ahead</u> The following bank balances at 30th April were noted: Unity Trust Current Account - £10,041.81; Unity Trust Instant Access Account - £30,412.89; Equals Debit Card - £58.76. Resolved: Cllr Wardrop proposed the following payments/receipts be authorised, seconded by Cllr Mickelsen, all in favour.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="11" style="text-align: center;">Wickham Bishops Parish Council</th> </tr> <tr> <th colspan="11" style="text-align: center;">PAYMENTS (AWAITING AUTHORISATION) LIST</th> </tr> <tr> <th>Voucher</th> <th>Date</th> <th>Bank</th> <th>Description</th> <th>Supplier</th> <th>VAT Type</th> <th>Net</th> <th>VAT</th> <th colspan="3">Total</th> </tr> </thead> <tbody> <tr><td>5</td><td>30/04/2023</td><td>Debit Card</td><td>Mobile Phone</td><td>Vodafone</td><td>Z</td><td>20.00</td><td></td><td></td><td></td><td>20.00</td></tr> <tr><td>6</td><td>26/04/2023</td><td>Debit Card</td><td>New mouse for laptop</td><td>Ebay</td><td>S</td><td>5.24</td><td>1.05</td><td></td><td></td><td>6.29</td></tr> <tr><td>7</td><td>22/04/2023</td><td>Debit Card</td><td>Postage stamps</td><td>Post Office</td><td>E</td><td>6.00</td><td></td><td></td><td></td><td>6.00</td></tr> <tr><td>8</td><td>01/04/2023</td><td>Debit Card</td><td>Councillor badges</td><td>Ebay</td><td>Z</td><td>6.00</td><td></td><td></td><td></td><td>6.00</td></tr> <tr><td>9</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>EALC & NALC Affiliation Fees</td><td>EALC</td><td>E</td><td>510.98</td><td></td><td></td><td></td><td>510.98</td></tr> <tr><td>10</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>Streetlighting Annual Maint Apr 23-Mar 24</td><td>A&J Lighting Solutions</td><td>S</td><td>120.00</td><td>24.00</td><td></td><td></td><td>144.00</td></tr> <tr><td>11</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>Payroll services Mar23</td><td>J&M Payroll Services</td><td>S</td><td>27.50</td><td>5.50</td><td></td><td></td><td>33.00</td></tr> <tr><td>12</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>Payroll services Apr23</td><td>J&M Payroll Services</td><td>S</td><td>27.50</td><td>5.50</td><td></td><td></td><td>33.00</td></tr> <tr><td>13</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>Internal Audit</td><td>Letchwood</td><td>X</td><td>125.00</td><td></td><td></td><td></td><td>125.00</td></tr> <tr><td>14</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>Grasscutting</td><td>D W Maintenance</td><td>X</td><td>85.00</td><td></td><td></td><td></td><td>85.00</td></tr> <tr><td>15</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>Gates for Platinum Path</td><td>Beatbush Fencing Ltd</td><td>S</td><td>1,283.00</td><td>256.60</td><td></td><td></td><td>1,539.60</td></tr> <tr><td>16</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>Streetlighting Electricity</td><td>NPower</td><td>L</td><td>36.23</td><td>1.81</td><td></td><td></td><td>38.04</td></tr> <tr><td>17</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>Working from Home allowance</td><td>Mrs L A Bailey</td><td>X</td><td>25.00</td><td></td><td></td><td></td><td>25.00</td></tr> <tr><td>17</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>Clerks Salary</td><td>Mrs L A Bailey</td><td>X</td><td>786.00</td><td></td><td></td><td></td><td>786.00</td></tr> <tr><td>18</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>Remembrance Day Public Liability Insurance</td><td>Cllr Simon Morgan</td><td>X</td><td>96.00</td><td></td><td></td><td></td><td>96.00</td></tr> <tr><td>19</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>Clerk Reimbursements</td><td>HP Instant Ink</td><td>S</td><td>8.32</td><td>1.67</td><td></td><td></td><td>9.99</td></tr> <tr><td>19</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>Clerk Reimbursements</td><td>HP Instant Ink</td><td>S</td><td>8.32</td><td>1.67</td><td></td><td></td><td>9.99</td></tr> <tr><td>19</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>Clerk Reimbursements</td><td>Mrs Salisburys (auditor)</td><td>Z</td><td>13.00</td><td></td><td></td><td></td><td>13.00</td></tr> <tr><td>20</td><td>16/05/2023</td><td>Unity Trust Current Account</td><td>SLCC AGM & Training Day</td><td>SLCC Essex</td><td>X</td><td>25.00</td><td></td><td></td><td></td><td>25.00</td></tr> <tr> <td colspan="6" style="text-align: right;">Total</td> <td>3,214.09</td> <td>297.80</td> <td></td> <td></td> <td>3,511.89</td> </tr> </tbody> </table> <table border="1" style="width: 100%; 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	<p><u>Internal Auditor's Report for 2022/23</u> The Internal Auditor's Report had been circulated to all and was noted. The only recommendation was for the Clerk to circulate a budget report at least quarterly. Cllr Mickelsen congratulated the Clerk on her work and getting a clean bill of health from the auditor.</p>
23/104	<p>Confirmation of Exemption from a Limited Assurance Review for Year Ended 31 March 2023 Resolved: That the Chairman sign the Certificate of Exemption, proposed by Cllr Bass, seconded by Cllr Wardrop, all in favour</p>
23/105	<p>Approval of Annual Governance Statement Resolved: That the Chairman sign Section 1 of the Annual Return, proposed by Cllr Bass, seconded by Cllr Williams, all in favour</p>
23/106	<p>Approval of Annual Accounting Statement Resolved: That the Annual Accounting Statement be approved and the Chairman sign Section 2 of the Annual Return, proposed Cllr Wardrop, seconded by Cllr Bass, all in favour</p>
23/107	<p>Parish Council Monthly Surgeries <u>To receive a report from the April Surgery and agree actions, if required</u> There were none.</p> <p><u>To note cancellation of 20th May surgery, confirm attendance for 17th June</u> Cllrs Layley and Wardrop agreed to attend on 17th June. Future dates were agreed as 15th July, 19th August, 16th September, 21st October and 18th November.</p>
23/108	<p>Correspondence <u>Concerns over shooting on land off Grange Road</u> It had been established that the landowner had given permission for the shooting, the complainant had been informed and there was nothing more the PC could do.</p> <p><u>Request for larger litter bin outside One Stop</u> The request received from a resident had been forwarded to MDC who suggested the solution might be to arrange for more frequent emptying. The resident had been advised of this.</p>
23/109	<p>Progress Reports from Councillors – no decisions required <u>Library Working Group Annual Report (Karl Jarvis)</u> The contents of the report were noted as was Karl Jarvis' thanks to the members of the LWG for all their excellent work over the past four years: Cllrs Henry Bass and Peter Bates, Gerard Harvey, Danielle Whittle and David Pearl. It was reported that Scrabble Club would be starting soon.</p> <p><u>Maldon Passenger Transport Meeting 20th March (Cllr Layley)</u> Noted.</p>
23/110	<p>General Village News and Events to Note It was noted that scaffolding erected at the side of the kitchen shop was obstructing access to the PC notice board although it was thought to be temporary. To be monitored.</p>
23/111	<p>Date of Next Meetings: Planning Committee Meeting – Friday 19th May 2023, 11.30am Village Hall Boardroom Parish Council Meeting - Tuesday 6th June 2023, 7.30pm, Village Hall Boardroom Parish Council Meeting – Tuesday 4th July 2023, 7.30pm, Village Hall Boardroom</p>
23/112	<p>Close of Meeting There being no further business, the meeting closed at 8.27pm.</p>