

Wickham Bishops Parish Council

Parish Councillors

I D Wardrop (Vice-Chairman)
H M Bass
P J Bates
K W Jarvis
Mrs A Mickelsen
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 Online Statutory Annual Meeting of the Parish Council via Teams and YouTube Broadcast held on Tuesday 19th May at 7.30pm

Item	Subject																		
20/099	<p>Election of Chairman Resolved: Cllr Wardrop was elected as Chairman. Proposed Cllr Bates, seconded Cllr Williams. Cllr Wardrop signed a Declaration of Acceptance of Office form in the presence of the meeting. This being a virtual meeting, the form would be countersigned by the Clerk at a later date.</p>																		
20/100	<p>Election of Vice Chairman Resolved: Cllr Nicholas was elected as Vice Chairman. Proposed Cllr Wardrop, seconded Cllr Mundell.</p>																		
20/101	<p>Those Present and Apologies for Absence In the Chair: Cllr Wardrop Present: Cllrs Bass, Bates, Jarvis, Mickelsen, Mundell, Nicholas and Williams; the Clerk. No members of the public were present. There were eight observers on the YouTube stream.</p>																		
20/102	<p>Appointment of Members to Committees All Councillors agreed to continue with their current responsibilities as below:</p> <table border="1"> <tbody> <tr> <td>Finance Committee – Cllrs Mickelsen (Chair), Mundell, Nicholas</td> <td>Neighbourhood Plan Steering Group – Cllrs Williams (Chair), Mickelsen, Wardrop</td> </tr> <tr> <td>Planning Committee – Cllrs Wardrop, Bass, Mundell, VACANCY</td> <td>Library Strategy Working Group – Cllrs Bass, Bates, Jarvis</td> </tr> <tr> <td>Publicity/Parish Magazine Liaison/Website Manager – Cllr Bates</td> <td>Personnel Committee – Cllrs Wardrop, Nicholas, Williams</td> </tr> <tr> <td>Environment – Cllr Mickelsen</td> <td>District Council Liaison – Cllr Jarvis</td> </tr> <tr> <td>Traffic Calming – Cllr Wardrop</td> <td>Highways – Cllr Nicholas</td> </tr> <tr> <td>Social Media – Cllr Mundell</td> <td>BHSA Trust – Cllr Williams</td> </tr> <tr> <td>Public Rights of Way – Cllr Nicholas</td> <td>Speedwatch – Cllr Wardrop</td> </tr> <tr> <td>Tiptree Facilities Forum – Cllr Nicholas</td> <td>Amenities – VACANCY</td> </tr> <tr> <td>Public Transport VACANCY</td> <td></td> </tr> </tbody> </table> <p>All the above to be reconsidered when the new Councillor had been co-opted.</p>	Finance Committee – Cllrs Mickelsen (Chair), Mundell, Nicholas	Neighbourhood Plan Steering Group – Cllrs Williams (Chair), Mickelsen, Wardrop	Planning Committee – Cllrs Wardrop, Bass, Mundell, VACANCY	Library Strategy Working Group – Cllrs Bass, Bates, Jarvis	Publicity/Parish Magazine Liaison/Website Manager – Cllr Bates	Personnel Committee – Cllrs Wardrop, Nicholas, Williams	Environment – Cllr Mickelsen	District Council Liaison – Cllr Jarvis	Traffic Calming – Cllr Wardrop	Highways – Cllr Nicholas	Social Media – Cllr Mundell	BHSA Trust – Cllr Williams	Public Rights of Way – Cllr Nicholas	Speedwatch – Cllr Wardrop	Tiptree Facilities Forum – Cllr Nicholas	Amenities – VACANCY	Public Transport VACANCY	
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20/103	<p>Declaration of Interests and Compliance with the Ethical Framework Cllr Bates declared a non-pecuniary interest in the Vine House, Carters Lane Planning Application.</p>																		
20/104	<p>Approval of Minutes Resolved: The minutes of the Online Parish Council Meeting held on 24th April 2020 were approved as a true record. Proposed Cllr Wardrop, seconded Cllr Williams. This being a virtual meeting, the minutes would be signed by the Chairman at a later date.</p>																		

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20/105	<p>Co-Option of Councillor Resolved: To co-opt Peter Layley to the vacant Councillor position. Proposed Cllr Wardrop, seconded Cllr Nicholas. All in favour. The Clerk would contact Peter Layley and arrange for him to sign a Declaration of Acceptance of Office Form as soon as possible. Action: Cllr Mundell agreed to organise a Parish Council email address.</p>
20/106	<p>Chairman's Report The Chairman thanked the meeting for electing him. He took the opportunity to thank Cllr Mickelsen for her chairmanship over the last 3 years and passed on the condolences of the Council for the loss of her husband. The Chairman welcomed the new Parish Clerk, Lorraine Bailey and wished her well in her new role.</p>
20/107	<p>Clerk's Report The new Clerk had attended two virtual meetings since her appointment and advised that MDC were working on an Economic Recovery Plan. A Reset & Recovery Team had been set up and they would be asking parishes for their views shortly. MDC were also looking at how they could open up the High Streets in the district whilst remaining mindful of social distancing.</p> <p>The Clerk asked Councillors to review their Registered Interests on the MDC website and update if necessary.</p>
20/108	<p>Public Forum No questions had been received from the public or press prior to the meeting and there were no comments on the YouTube broadcast.</p>
20/109	<p>Planning Applications and Decisions The Chairman explained that all planning applications had been circulated to all Councillors, prior to publication of the agenda, for study ahead of the meeting. Cllr Jarvis reminded the meeting that he would not take part in voting on planning applications as he may be required to do so at Maldon District Council.</p> <p><u>Applications</u></p> <p>20/00376/HOUSE – Vine House, Carters Lane, Wickham Bishops No letters of representation had been received. Resolved: the Parish Council recommended APPROVAL. Proposed Cllr Wardrop, seconded Cllr Bass.</p> <p>20/00316/WTPO – The Mulberry Tree, 2 The Street, Wickham Bishops Advice had been received from Chris Cooke that ideally the tree should be pollarded back to the original pollard points, which was standard practice. It was understood that this was the intention of the applicant but it had not been expressly mentioned in the paperwork. Resolved: the Parish Council accepted Chris Cooke's advice (which would be relayed to MDC) and recommended APPROVAL. Proposed Cllr Wardrop, seconded Cllr Mickelsen. The Clerk was asked to add a footnote to Maldon District Council to ask that they encourage applicants to provide proper site/location plans in future.</p> <p>20/00397/FUL – Leys Manor, Langford Road, Wickham Bishops Communication had been received from the applicant advising that they had modified their plans after refusal of their 2019 Application by MDC. Resolved: the Parish Council recommended APPROVAL. Proposed Cllr Mundell, seconded Cllr Bates.</p> <p>There were no delegated responses made by the Parish Clerk. The decisions made by Maldon District Council, were noted. There were no local decisions made by the Planning Inspectorate to note.</p> <p>The meeting noted the Stage One Public Consultation for the Bradwell Nuclear Power Station and the Planning Aid England Presentation Webinar. Cold Norton Parish Council had approached their neighbours asking for their support in an extension of the consultation period. Resolved: to take no action. Proposed Cllr Wardrop, seconded Cllr Mundell.</p>

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20/110	<p>Finance</p> <p>A mandate change form had been promptly signed and returned to Barclays but the new Clerk had not yet been granted access to the bank accounts. She therefore produced a very brief report and it was agreed that payments would be made by cheque (to be signed at a later date by the Finance Committee due to the virtual nature of the meeting).</p> <p>Resolved: the Parish Council ratified the RFO's decisions to arrange the following payments by cheque:</p> <ul style="list-style-type: none"> - £1815.00 - Ann Skippers Planning -Production of Basic Conditions Statement for Wickham Bishops Neighbourhood Plan - £385.64 – Zurich Municipal – Annual Insurance Premium. <p>A query was raised over whether there were sufficient funds in the Community Account to cover the above payments. Cllr Nicholas agreed to make an electronic transfer.</p> <p>The Clerk would endeavour to produce a comprehensive Finance Report at the June Parish Council Meeting.</p>
20/111	<p>Delegated Powers</p> <p>There was no motion to lift the extended delegated powers in respect of Covid-19.</p>
20/112	<p>Confirmation of Exemption from a Limited Assurance Review for Year Ended 31st March 2020</p> <p>Resolved: It was agreed that the Chairman would sign the form (which had been prepared by the previous Clerk), at a later date. Proposed Cllr Bass, seconded Cllr Williams. All in favour</p>
20/113	<p>Approval of Annual Governance Statement</p> <p>Resolved: It was agreed that the Chairman would sign Section 1 of the Annual Return (which had been prepared by the previous Clerk), at a later date. Proposed Cllr Wardrop, seconded Cllr Bates. All in favour.</p>
20/114	<p>Approval of Annual Accounting Statements</p> <p>Resolved: It was agreed that the Chairman would sign Section 2 of the Annual Return (which had been prepared by the previous Clerk), at a later date. Proposed Cllr Wardrop, seconded Cllr Williams. All in favour.</p>
20/115	<p>Progress Reports from Councillors</p> <p>Cllr Bass reported that the majority of trees on Rainbow Field had survived but consideration might have to be given to replacing those that haven't taken next Spring.</p> <p>The meeting noted that the Police had been called and attended to reports of a motorbike on Handleys Lane. It was understood this was not illegal at the top end of Handleys Lane.</p> <p>A parishioner had today reported the alleged misuse of a footpath/bridleway off Kelvedon Road with the storage of commercial goods, bonfires etc. Action: Cllr Nicholas agreed to inspect.</p>
20/116	<p>Neighbourhood Watch Update</p> <p>Cllr Williams reported that there was still no central NHW co-ordinator and in the meantime a local WhatsApp group had been established. Action: Cllr Mundell agreed to place an article on WBPC's Facebook page asking for volunteers. Action: Cllr Nicholas would make contact with Mrs Carr who had expressed an interest previously. The meeting noted that there was often a lack of response by the Police. For crime prevention purposes, it was agreed that a fast Police response and a centrally organised communication strategy was essential. Action: Cllr Jarvis was asked to make enquiries through Maldon District Council as to how the situation could be improved.</p>
20/117	<p>Neighbourhood Plan Update</p> <p>Cllr Williams reported that she had sent the latest draft plan to MDC. There had been a change of staff - Matthew Winslow and Sean Tofts were now our contacts and they would be carrying out the review. As part of the consultation process, physical plans had to be viewed and this would undoubtedly hold up</p>

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	<p>progress. Cllr Williams explained that it would not be possible to extend the 8 year life of the Wickham Bishops Neighbourhood Plan</p>
20/118	<p>Traffic Calming</p> <p>Blue Mills Hill traffic lights progress Cllr Wardrop reported that Witham Town Council had withdrawn their objection to the 6am – 9pm traffic signals and this was on course for formal approval. Cllr Bass expressed his concern that he had not been kept in the picture on progress, given his earlier involvement.</p> <p>LHP refusal to extend footway at Snows Corner Cllr Bass felt strongly that we should continue to push hard for this. He recommended campaigning our County Councillor. Action: <i>The Clerk was asked to draft a letter to the County Councillor, explaining our dissatisfaction with the LHP decision and asking for his helping in pursuing the matter.</i></p> <p>Speedwatch Essex Police remained concerned with speeding throughout Essex. Speedwatch would be resumed when the Covid-19 lockdown was eased.</p> <p>Re-starting of MDC Trucam The Chairman reported that MDC Trucam had re-started. Activity had been seen in Maypole Road and there would be more in the future.</p>
20/119	<p>General Village News and Events to Note</p> <p>Cllr Bass reported that Cllr Durham now held the position of Deputy, Economic Development for the County as well as Chair of the LH Panel. Action: The Clerk to invite Cllr Durham to attend our next Parish Council and ask him to a) update us on the County’s economic development plans and b) assist in our case for the footway at Snows Corner.</p> <p>The Chairman had received a complaint of an overgrown hedge covering the footway at the junction of Byron Drive and Blacksmiths Lane which was understood to be a rented property. Action: <i>The Clerk was asked to report this to the ECC Rangers online and to keep Cllr Jarvis abreast as to how quickly they responded.</i></p> <p>Library Strategy Working Group Cllr Jarvis reported that there had been no response from ECC and he would chase this. To be placed on the June Agenda.</p> <p>District Council Report Cllr Jarvis reported that on 1st June MDC would be lifting the interim measures regime under which they had been operating during the Covid-19 crisis. He had been putting pressure on MDC to revert back sooner. He advised that a new full-time Finance Officer had been appointed.</p>
20/120	<p>Date of Next Meeting:</p> <p>- Tuesday 16th June 2020 Online Meeting of the Parish Council at 7.30pm</p> <p>After discussion it was agreed to hold a brief online meeting using Zoom before the next meeting to see how it compared with Microsoft Teams.</p>
20/121	<p>Close of Meeting 9.56pm</p> <p>Items for future agendas:</p> <ul style="list-style-type: none"> • Standing item to consider whether the delegated powers in respect of Covid-19 can be lifted • Standing item - Library Strategy Working Group • Standing item - District Council Report