

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

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 Online Statutory Annual Meeting of the Parish Council Via Zoom and YouTube Broadcast held on Tuesday 4th May 2021 at 7.30pm

Item	Subject																		
21/078	<p>Election of Chairman Cllr Bass proposed that Cllr Wardrop continue as Chairman, seconded by Cllr Nicholas, all in favour. In the presence of the meeting Cllr Wardrop duly signed the Declaration of Acceptance of Office of Chairman form. This being a virtual meeting, the form would be countersigned by the Clerk at a later date.</p>																		
21/079	<p>Election of Vice-Chairman Cllr Wardrop proposed Cllr Nicholas continue as Vice Chairman, seconded by Cllr Mundell, all in favour.</p>																		
21/080	<p>Those Present and Apologies for Absence In the Chair: Cllr Wardrop Present: Cllrs Bass, Bates, Jarvis (from 7.58pm), Layley, Mickelsen, Mundell, Nicholas, Williams and the Clerk. There were 9 observers on the YouTube stream. Apologies: County Cllr Durham</p>																		
21/081	<p>Appointment of Members to Committees Members agreed to continue with their current responsibilities as follows:</p> <table border="1"> <tbody> <tr> <td>Finance Committee – Cllrs Mickelsen (Chair), Nicholas, Williams</td> <td>Neighbourhood Plan Steering Group – Cllrs Williams (Chair), Mickelsen, Wardrop</td> </tr> <tr> <td>Planning Committee – Cllrs Mundell (Chair), Bass, Wardrop</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 – Cllr Layley</td> </tr> <tr> <td>Public Transport – Cllr Layley</td> <td></td> </tr> </tbody> </table>	Finance Committee – Cllrs Mickelsen (Chair), Nicholas, Williams	Neighbourhood Plan Steering Group – Cllrs Williams (Chair), Mickelsen, Wardrop	Planning Committee – Cllrs Mundell (Chair), Bass, Wardrop	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 – Cllr Layley	Public Transport – Cllr Layley	
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21/082	<p>Declaration of Interests and Compliance with the Ethical Framework Cllrs Nicholas & Williams declared that they would not be taking part in discussions or voting on Planning Application 21/00415/FUL as they had written to MDC expressing their objection to the proposals and pointing out inaccuracies with the Planning Officer's comments. Cllrs Bass, Bates and Wardrop knew the parents of the Applicants who had lived in the village, but this was not considered a non-pecuniary interest.</p>																		
21/083	<p>Approval of Minutes <u>Minutes of the Online Parish Council meeting held on 6th April 2021</u> It was resolved that the Minutes be approved, proposed Cllr Wardrop, seconded Cllr Bass, all in favour.</p>																		

	<p><u>Minutes of the Online Planning Committee Meeting held on 23rd April 2021</u> It was resolved that the Minutes be approved, proposed Cllr Mundell, seconded Cllr Wardrop, all in favour.</p>
21/084	<p>Chairman's Report The Chairman had nothing to report.</p>
21/085	<p>Clerk's Report The following items had been reported to ECC for attention: dislodged drain cover outside Wellands, street nameplates in Arbour Lane and School Road.</p> <p>The Mitre Lounge had enquired about the use of other car parks in the village for local ramblers. The Clerk had put them in touch with ECC for the Library and BHSA for Village Hall and Playing Field car parks.</p> <p>The Clerk had booked a place at the Dementia Friends free training session run by EALC.</p> <p>And finally, she was pleased to report that she had undertaken the online training and successfully gained the iLCA certificate (Introduction to Local Council Administration).</p>
21/086	<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>
21/087	<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 voting on Planning Applications as he may be required to do so at MDC.</i></p> <p><u>21/00415/FUL – Creation of a 4/5 bedroom dwelling and garden, Land North of Orchard Way Mope Lane</u> (Cllrs Nicholas & Williams withdrew from the meeting). The Clerk read out a Statement from the Applicants, highlighting aspects of their proposal. The Chairman read out a letter of objection received from two residents. The Clerk then read excerpts from 6 letters received from local residents expressing their support for the Application. It was noted that the Chairman had received two additional letters of support by hand. (Cllr Jarvis arrived at 7.58pm)</p> <p>Members felt that the Application had much to commend it ecologically and environmentally, but it did not meet various criteria and reference was also made to perceived anomalies in the pre-application advice. Therefore, after much discussion, Cllr Mundell proposed that the Parish Council recommend REFUSAL seconded by Cllr Layley, 6 in favour, 3 abstentions. The grounds being as follows:</p> <ul style="list-style-type: none"> • The site is outside of the settlement boundary, which contravenes Policy S8 of the Maldon District Local Development Plan • It is situated in an unsustainable location - Policy S1 of Maldon District LDP • It does not meet a recognised housing need as identified in the emerging Wickham Bishops Neighbourhood Plan • It contravenes WBen 02 BIODIVERSITY AND NATURAL HABITATS (WB Neighbourhood Plan) • It contravenes WBen 04 OPEN SPACES (WB Neighbourhood Plan) <p>Discussion took place on the comments made by the MDC Planning Officer in the Design Statement which referred to points made in another, recent Planning Application in Mope Lane. At that time, WBPC had made representation to MDC, disputing various 'facts' and had asked for reconsideration of these. This had not been successful, yet these points were being referred to again in this latest Application. Cllr Mundell asked members if they felt these inaccuracies should be drawn to MDC's attention. There were no proposals.</p> <p>The following decision made by Maldon District Council was noted:</p> <p>HOUSE/MAL/21/00157 – Proposed detached single storey cart lodge garage with storage room and gym, Keston 29 Wellands Close, Wickham Bishops – REFUSED</p>

21/088	<p>Traffic Calming & Highway Matters</p> <p>The meeting had been made aware of a traffic collision on Witham Road outside of the 30mph zone where a resident turning right into their property had been hit up the back by a vehicle travelling at speed. It was noted that the improved signage (which Highways have validated but not yet installed) may have prevented this.</p> <p>The Chairman reported that Speedwatch had resumed in April, the team had been out 13 times during the month and picked up 200 vehicles speeding. The Parish Council were grateful to the volunteers.</p> <p>Members again voiced their frustration at a distinct lack of support from ECC Highways. The results of the traffic survey in 2019 had still not been published despite several reminders. The meeting agreed to wait until the results of the forthcoming election and then give some thought to approaching the problem of speeding in the village in a different way, possibly campaigning the new leader of ECC and/or central Government to look at increased penalties for speeding, more education etc.</p> <p>With regard to the new house building at Heybridge and the expected increase in traffic around the local area (including Wickham Bishops), Cllr Bass asked DCllr Jarvis to look into whether the relief road would be designed as a staggered junction with a left turn only. It was hoped that this would discourage motorists from using Wickham Bishops to access the A12 and Witham/Hatfield Peverel Rail Stations.</p>
21/089	<p>County Councillor Report</p> <p>Cllr Durham sent his apologies.</p>
21/090	<p>District Councillor Report</p> <p>DCllr Jarvis had asked MDC for further clarification on the matter of Lawful Permitted Development Planning Applications and whether there was anything to be gained from asking the Parish Council for their comments on such Applications, if the proposals were indeed already permitted.</p> <p>DCllr Jarvis would endeavour to obtain advance information in the event that any land in WB was identified in the MDC Call for Sites, the deadline being 21st May 2021.</p>
21/091	<p>Remote Meetings and Date of Next Meeting</p> <p><u>To note the outcome, if known, of the legal proceedings seeking to continue remote meetings</u></p> <p>The meeting acknowledged the recent advice that the High Court had ruled Parish Council Meetings held after 7th May 2021 must be held face to face. It was agreed unanimously that this decision was utterly disappointing. The remote meetings had worked very well to date and the Clerk had made submission to the 'Call for Evidence' from the Government expressing this view.</p> <p><u>To agree the date and venue of the next meeting in the light of the outcome of those proceedings</u></p> <p>After much consideration and taking individuals' views on health and safety into account, the Parish Council were in full agreement that it did not wish to hold a meeting in June unless <i>all</i> Councillors felt comfortable and safe to attend an indoor event. Therefore, it was unanimously agreed that the next Parish Council Meeting would be scheduled for Tuesday 6th July 2021 (venue to be confirmed), by which time the Covid-19 Government restrictions will have been lifted.</p> <p><u>To consider whether the Council wishes to contribute towards the costs of the legal proceedings</u></p> <p>It was agreed not to contribute towards the cost of legal proceedings.</p> <p><u>To consider whether the extended delegated powers in respect of Covid-19 can be lifted</u></p> <p>The meeting agreed that the High Consequence Infectious Diseases Policy (adopted in March 2020) should continue. This meant that certain items would be delegated to the Clerk (see Section 8 of the Policy) to ensure that the Parish Council operated on a minimum requirement basis between now and the July Meeting.</p>
21/092	<p>Wickham Bishops Neighbourhood Plan Update</p> <p>Cllr Williams reminded the meeting that the Neighbourhood Plan would be going to Referendum on 6th May and encouraged everyone to vote 'yes'. Thanks were passed to Cllr Bates for publicising this in the Parish Magazine. Action: <i>The Clerk to post a reminder on Facebook.</i></p>

21/093	<p>Library Strategy Working Group Update Cllr Jarvis reported that the next step would be to approach the new Cabinet Member for Libraries and raise the matter with the new team. Various clubs would be returning to meetings towards the end of July.</p>																																																																																																																																												
21/094	<p>Correspondence <u>The Trestle Bridge</u> It was felt appropriate to postpone this until the July PC Meeting.</p>																																																																																																																																												
21/095	<p>Litter in the Village It was agreed to delay discussing this matter until the July PC Meeting.</p>																																																																																																																																												
21/096	<p>Finance <u>To note the Annual Finance Breakdown and Budget Performance</u> Members noted the year-end figures prepared by the Clerk.</p> <p>The Finance Report was noted. Cllr Wardrop proposed that the list of payments for the month ahead be authorised, seconded by Cllr Nicholas, all in favour.</p> <table border="1" data-bbox="276 752 1425 1641"> <thead> <tr> <th colspan="5">Finance Report for Wickham Bishops Parish Council</th> </tr> <tr> <th colspan="5">May 2021 Parish Council Meeting</th> </tr> <tr> <td colspan="4">Prepared by: Lorraine Bailey, Parish Clerk & RFO</td> <td>02 May 21</td> </tr> <tr> <th>Status as at 30 April 2021</th> <th>Debit</th> <th>Credit</th> <th>Balances B/F</th> <th>Balances C/F</th> </tr> </thead> <tbody> <tr> <td>Unity Trust Current Account</td> <td></td> <td></td> <td>33,878.00</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>10.70</td> <td></td> </tr> <tr> <td>Total Funds Held 30/04/2021</td> <td></td> <td></td> <td>33,888.70</td> <td></td> </tr> <tr> <td colspan="5">Transactions included in the above:</td> </tr> <tr> <td>PRECEPT</td> <td>Maldon District Council - 2021/22 Precept</td> <td>20,276.00</td> <td></td> <td></td> </tr> <tr> <td>TRANSFER</td> <td>From Barclays Community Account (now closed)</td> <td>0.12</td> <td></td> <td></td> </tr> <tr> <td colspan="5">Unity Trust Current Account Transactions for May</td> </tr> <tr> <td>IP0478</td> <td>L A Bailey - Clerk's salary</td> <td>-700.77</td> <td></td> <td></td> </tr> <tr> <td>IP0479</td> <td>J&M Payroll Services - Payroll Mar '21 & end of year payroll</td> <td>-72.00</td> <td></td> <td></td> </tr> <tr> <td>IP0480</td> <td>L A Bailey - Clerk's reimbursements: Zoom subs</td> <td>-14.39</td> <td></td> <td></td> </tr> <tr> <td>IP0481</td> <td>E.on Street Lighting 1.1.21 - 31.3.21</td> <td>-35.13</td> <td></td> <td></td> </tr> <tr> <td>IP0482</td> <td>Maldon District Council - Trucam Feb & March 2021</td> <td>-225.72</td> <td></td> <td></td> </tr> <tr> <td>IP0483</td> <td>ECC - Return of Locality Fund grant</td> <td>-1,500.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Transactions</td> <td>-2,548.01</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Unity Trust Current Account Balance</td> <td></td> <td></td> <td>31,329.99</td> </tr> <tr> <td colspan="5">Stamps March</td> </tr> <tr> <td></td> <td>Stamp Purchase</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Stamp Use</td> <td>-3.04</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Transactions</td> <td>-3.04</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td>Stamp Balance 30/04/2021</td> <td></td> <td></td> <td>7.66</td> </tr> <tr> <td></td> <td>Total Funds Held 30/04/2021 including Stamps</td> <td></td> <td></td> <td>31,337.65</td> </tr> </tbody> </table>	Finance Report for Wickham Bishops Parish Council					May 2021 Parish Council Meeting					Prepared by: Lorraine Bailey, Parish Clerk & RFO				02 May 21	Status as at 30 April 2021	Debit	Credit	Balances B/F	Balances C/F	Unity Trust Current Account			33,878.00		Unity Trust Deposit Account			0.00		Petty Cash Float			0.00		Unbanked Cash			0.00		Stamps			10.70		Total Funds Held 30/04/2021			33,888.70		Transactions included in the above:					PRECEPT	Maldon District Council - 2021/22 Precept	20,276.00			TRANSFER	From Barclays Community Account (now closed)	0.12			Unity Trust Current Account Transactions for May					IP0478	L A Bailey - Clerk's salary	-700.77			IP0479	J&M Payroll Services - Payroll Mar '21 & end of year payroll	-72.00			IP0480	L A Bailey - Clerk's reimbursements: Zoom subs	-14.39			IP0481	E.on Street Lighting 1.1.21 - 31.3.21	-35.13			IP0482	Maldon District Council - Trucam Feb & March 2021	-225.72			IP0483	ECC - Return of Locality Fund grant	-1,500.00				Total Transactions	-2,548.01				Unity Trust Current Account Balance			31,329.99	Stamps March						Stamp Purchase	0.00				Stamp Use	-3.04				Total Transactions	-3.04	0.00			Stamp Balance 30/04/2021			7.66		Total Funds Held 30/04/2021 including Stamps			31,337.65
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21/097	<p>Confirmation of Exemption from a Limited Assurance Review for Year Ended 31st March 2021 Resolved: It was agreed that the Chairman would sign the Confirmation of Exemption form. Proposed by Cllr Mickelsen, seconded Cllr Bass, all in favour.</p>																																																																																																																																												
21/098	<p>Approval of Annual Governance Statement Resolved: It was agreed that the Chairman would sign Section 1 of the Annual Return, proposed Cllr Williams, seconded Cllr Layley, all in favour.</p>																																																																																																																																												
21/099	<p>Approval of Annual Accounting Statements Resolved: It was agreed that the Chairman would sign Section 2 of the Annual Return, proposed Cllr Nicholas, seconded Cllr Bass, all in favour.</p>																																																																																																																																												

21/100	<p>Progress Reports from Councillors</p> <p><u>Parish Council Annual Report, collation of articles</u> Action: <i>The Clerk to chase those Councillors still to submit articles for the Annual Report, which were required by the end of May in order to leave time for checking, editing and printing with a view to being distributed with the July Parish Magazine.</i></p> <p><u>Six Walks booklet, amendments</u> Cllr Mickelsen was working on the amendments and would send suitable wording to the Clerk for printing and insertion into the 2007 booklet, to be made available for visitors to the WB Garden Festival on 13th June 2021. Action: <i>Clerk to liaise with Cllr Bates/Church.</i></p> <p><u>Telephone Exchange frontage – response from BT</u> The Clerk had received a telephone call from a gentleman at BT who advised that they intended to grass seed the front verge and de-commission the broken streetlamp.</p>
21/101	<p>General Village News and Events to Note</p> <p>Cllr Nicholas reported that Highways had been seen measuring up the footway at Heathgate with a view to possibly resurfacing.</p> <p>The meeting heard that the Football Club would be celebrating 100 years in July and various activities, displays etc were planned.</p> <p>Cllr Layley raised the lack of dog waste bins, in particular at the top end of Handleys Lane. Members recalled making a request to MDC some time ago. Action: <i>The Clerk to chase MDC.</i></p> <p>Whilst it was good to receive a compliment regarding a recent grass cut, Cllr Layley reported some sections being missed. Action: <i>The Chairman and Clerk to look at the grass cutting map and check.</i></p>
21/102	<p>Date of Next Meeting:</p> <p>Tuesday 6th July 2021, 7.30pm (venue to be confirmed)</p>
21/103	<p>Close of Meeting</p> <p>Items for the July Agenda:</p> <ul style="list-style-type: none"> - Standing item to consider whether the delegated powers in respect of Covid-19 can be lifted - Litter in the Village - The Trestle Bridge <p>There being no further business, the meeting closed at 9.43pm.</p>