

# Wickham Bishops Parish Council

## Parish Councillors

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



Winner Best Kept Village 2009, 2015  
3<sup>rd</sup> Place Essex Village of the Year 2015  
[www.wickhambishopsparishcouncil.org](http://www.wickhambishopsparishcouncil.org)

## Parish Clerk

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The Councillors' Declarations of Acceptance of Office were received.

MINUTES of Statutory Annual Meeting of the Parish Council held on Tuesday 7 <sup>th</sup> May 2019 at 7.00pm in the Village Hall Boardroom	
Item	Subject
19/083	<b>Election of Chairman</b> <b>Resolved:</b> that Cllr Mickelsen was elected to the office of Chairman of the Parish Council. Proposed Cllr Wardrop, seconded Cllr Bates. The Chairman's Declaration of Acceptance of Office was received.
19/084	<b>Election of Vice-Chairman</b> <b>Resolved:</b> that Cllr Wardrop was elected to the office of Vice-Chairman. Proposed Cllr Mickelsen, seconded Cllr Williams.
19/085	<b>Those Present and Apologies for Absence</b> In the chair: Cllr Mickelsen Present: Cllrs Bass (arr. 7.05pm), Bates, MacGregor, Nicholas, Wardrop and Williams; the Clerk. Apologies for absence were given by Cllrs Jarvis and Mundell. Three members of the public were present.
19/086	<b>Appointment of Members to Committees</b> Committee membership and responsibilities were agreed as: <ul style="list-style-type: none"> <li>• Amenities – Cllr MacGregor</li> <li>• BHS Trustee – Cllr Williams</li> <li>• Environment – Cllrs Bass and Nicholas</li> <li>• Finance Committee – Cllrs MacGregor, Mickelsen and Mundell</li> <li>• Highways – Cllr Nicholas</li> <li>• Library Retention Working Group – Cllrs Bass, Bates and Jarvis</li> <li>• Neighbourhood Planning – Cllrs Mickelsen, Wardrop and Williams</li> <li>• Planning Committee – Cllrs MacGregor, Mundell and Wardrop; Cllr Bass as substitute</li> <li>• Public Rights of Way – Cllr Nicholas</li> <li>• Social Media – Cllr Mundell</li> <li>• Speedwatch &amp; Traffic Calming – Cllr Wardrop</li> <li>• Website &amp; Publicity – Cllr Bates</li> </ul> <p>Cllr Bass and two members of the public joined the meeting.</p>
19/087	<b>Declaration of Interests and Compliance with the Ethical Framework</b> There were no Declarations of Interests.
19/088	<b>Governance: To Confirm Eligibility and Re-Adopt the General Power of Competence</b> <b>Resolved:</b> The Parish Council resolved, from 7 <sup>th</sup> May 2019 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in <i>The Localism Act 2011</i> and <i>SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012</i> , to re-adopt the General Power of Competence. Proposed Cllr Mickelsen, seconded Cllr Williams.
19/089	<b>Approval of Minutes</b> <b>Resolved:</b> that the minutes of the Parish Council meeting held on 2 <sup>nd</sup> April 2019 be approved as a true record. Proposed Cllr Mickelsen, seconded Cllr Wardrop. <b>Resolved:</b> that the minutes of the Planning Committee meeting held on 12 <sup>th</sup> April 2019 be approved as a true record. Proposed Cllr MacGregor, seconded Cllr Wardrop.
19/090	<b>Chairman's Report</b> The Chairman had nothing further to report.

**MINUTES of Statutory Annual Meeting of the Parish Council  
held on Tuesday 7<sup>th</sup> May 2019 at 7.00pm in the Village Hall Boardroom**

<b>19/091</b>	<p><b>Clerk's Report</b></p> <p>The Clerk updated the meeting on the parking issues by The Mitre. The proprietor of the Beacon Hill Car Sales had given robust assurances that no vehicles under his or his customers' control had been, or would be, parked near the junction or in the One Stop and Mitre carparks. One Stop's Estates Manager was looking at increasing spaces to the rear and at the front of the shop and marking out the spaces. The owner of The Mitre was reluctant to take more action until One Stop had made some progress.</p> <p>The Clerk was pleased to advise that the end of year audit documents had been sent off to the Internal Auditor, and the Council would be exempt from External Audit. A VAT claim for £680 would now be submitted and the Local Government Transparency Code documents compiled for the website.</p> <p>A resident of Chantry Grove had reported property damage caused by a falling tree from the buffer strip to the rear of his property. The resident had been referred to the District Council and management company.</p> <p>Cllr MacGregor would attend the next meeting of Great Totham Parish Council, at which a joint approach to the Local Highways Panel (LHP) to improve safety at the Five Corners junction would be discussed.</p>
<b>19/092</b>	<p><b>Public Forum - a maximum of 15 minutes with no more than 3 minutes per person</b></p> <p>A member of the public raised concerns over reported plans by Maldon Croquet Club to develop a large carpark and clear a hedgerow and vegetation to the rear of the Sports Fields, accessed off the Kelvedon Road end of Handley's Lane.</p> <p>A member of the public, identified as the Chairman of the Beacon Hill Sports Association, confirmed that the croquet club would be moving to the Sports Fields, but development was not planned and only the vegetation around the field access gate would be cleared. This would allow a small number of cars to deliver sports equipment to matches whilst all others would use the main carpark off Great Totham Road. The BHSA was keen to protect the wildlife and tranquillity of Handley's Lane.</p>
<b>19/093</b>	<p><b>Planning Applications and Decisions</b></p> <p><u>Applications</u></p> <p><b>19/00309/HOUSE - Chasefield Cottage 7 Kelvedon Road Wickham Bishops</b></p> <p>No letters of representation had been received. Councillors noted that the annexe would be connected directly to the main house and would share a common entrance.</p> <p><b>Resolved:</b> The Parish Council recommended APPROVAL. Proposed Cllr Wardrop, seconded Cllr Mickelsen.</p> <p><b>HOUSE/MAL/19/00461 - Willowcroft Kelvedon Road Great Totham</b></p> <p>No letters of representation had been received. Cllr MacGregor reported that the dwelling would not be overlooked at the rear and the extension was unlikely to affect neighbours.</p> <p><b>Resolved:</b> The Parish Council recommended APPROVAL. Proposed Cllr Wardrop, seconded Cllr MacGregor.</p> <p><b>Action:</b> <i>The Clerk to check that application 19/00345/OUT – Land Adjacent Little Hill Farm Mope Lane Wickham Bishops will be determined by committee.</i></p> <p>The decision made by Maldon District Council was noted. There were no delegated responses made by the Parish Clerk or appeal decisions made by the Planning Inspectorate, to note. An Appeal against Enforcement at <i>Benton Manor, Wickham Hall Lane</i> had been submitted to the Planning Inspectorate.</p>
<b>19/094</b>	<p><b>Finance</b></p> <p><b>Resolved:</b> The balances were noted and the list of payments agreed. Proposed Cllr Mickelsen, seconded Cllr Williams.</p> <p>The Clerk reported that a second insurance offer had been received but was more expensive than the Zurich policy whilst having arrived too late for a full comparison. The third company approached had declined to quote.</p> <p><b>Resolved:</b> The Parish Council selected Zurich's 3-year insurance proposal. Proposed Cllr MacGregor, seconded Cllr Wardrop.</p> <p><b>Resolved:</b> The Parish Council would employ Solopress to print the annual report at a maximum cost of £185, <i>in accordance with the General Power of Competence, Localism Act 2011 S.1(1)</i>. Proposed Cllr Mickelsen, seconded Cllr Wardrop.</p>

<b>MINUTES of Statutory Annual Meeting of the Parish Council held on Tuesday 7<sup>th</sup> May 2019 at 7.00pm in the Village Hall Boardroom</b>	
<b>19/095</b>	<b>Confirmation of Exemption from a Limited Assurance Review for Year Ended 31<sup>st</sup> March 2019</b> <b>Resolved:</b> The Parish Council confirmed it met the conditions for exemption from the assurance review. Proposed Cllr Mickelsen, seconded Cllr MacGregor. The Chairman signed the Certificate of Exemption.
<b>19/096</b>	<b>Approval of Annual Governance Statement</b> <b>Resolved:</b> The Parish Council approved the annual governance statement. Proposed Cllr Wardrop, seconded Cllr Mickelsen. The Chairman and the Clerk signed Section 1 of the Annual Return.
<b>19/097</b>	<b>Approval of Annual Accounting Statements</b> <b>Resolved:</b> The Parish Council approved the annual accounting statements. Proposed Cllr Mickelsen, seconded Cllr Wardrop. The Chairman signed Section 2 of the Annual Return.
<b>19/098</b>	<b>Monthly Councillor Surgeries</b> There were no visitors to the 13 <sup>th</sup> April Surgery. Attendees at the 18 <sup>th</sup> May surgery would be Cllrs Mickelsen and MacGregor.
<b>19/099</b>	<b>Neighbourhood Watch Report</b> A message from the NHW Coordinator stated that no official reports of crime had been received but that the Coordinator was aware of several mentions on social media.
<b>19/100</b>	<b>Correspondence</b> The request from Little Braxted Parish Council for a Councillor to organise road closures for the 2019 Remembrance event was discussed. Whilst keen to support the event, Councillors expressed hope that the current, extremely effective, system could be continued. <b>Action:</b> <i>The Clerk to respond appropriately.</i>
<b>19/101</b>	<b>Progress Reports from Councillors</b> Two members of the public joined the meeting.  Cllr Bates updated the meeting on the progress of the Library Working Group. Group members had met with the Rt Hon Member for Witham, Priti Patel MP, who had explained that she did not support the library closures. Team members had also met with County Councillor Susan Barker. Both were keen to support the developing business plan and would pressure the County Council to provide building and running costs. Publication of the outcomes of Essex County Council's (ECC's) consultation was delayed to July 2019. Cllr Bates appealed for more volunteers to set up and run groups and clubs at the library. <b>Action:</b> <i>Cllr Bates to forward the draft plan to Councillors and the Clerk, prior to sending it to Priti Patel MP.</i>  Councillors noted the "Village Welcome" event to be held at St Bartholomew's Church on 20 <sup>th</sup> June. <b>Action:</b> <i>The Library and Neighbourhood Plan teams to consider publicising their projects at the event.</i>  Cllr Nicholas had walked the footpaths and identified clearing works for the Parish Paths Partnership team. More strimmer training would be required to ensure a trained volunteer was available when needed. <b>Action:</b> <i>Cllr Nicholas to contact ECC's Public Rights of Way department to authorise training.</i> <b>Action:</b> <i>Cllr Bass to chase the Maldon LHP over the six-month delay to the chippings for Handley's Lane.</i>  Cllr Bass had attended the Braintree LHP meeting and reported that Officers had initially raised objections to the extension of the traffic lights' hours at the Blue Mills Hill junction with Maldon Road. Cllr Bass had since been told that extension of the hours to 6am – 9pm daily had been agreed for this financial year. <b>Action:</b> <i>The Clerk to write to Cllr Derrick Louis CC to request written confirmation of the decision.</i>
<b>19/102</b>	<b>Dates of Next Meetings:</b> - Friday 17 <sup>th</sup> May 2019 Planning Committee Meeting at 11.30am <i>if required</i> - Tuesday 4 <sup>th</sup> June 2019 Parish Council Meeting at 7.30pm
<b>19/103</b>	<b>Close of Meeting 8.22pm</b> Items for future agendas: - Review and acceptance of internal audit report (June) - Review and adoption of the library business plan proposal (June)