

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 Meeting of the Parish Council via Zoom and YouTube Broadcast held on Tuesday 1st September 2020 at 7.30pm

Item	Subject
20/165	<p>Those Present and Apologies for Absence</p> <p>In the Chair: Cllr Wardrop</p> <p>Present: Cllrs Bass, Bates, Jarvis, Layley, Mickelsen, Mundell, Nicholas and Williams, and the Clerk. No members of the public were present. There were no observers on the YouTube stream.</p>
20/166	<p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>There were none.</p>
20/167	<p>Approval of Minutes</p> <p>Resolved: The Minutes of the Online Parish Council Meeting held on 14th July 2020 were approved as a true record. Proposed Cllr Bates, seconded Cllr Bass, all in favour.</p> <p>Resolved: The Minutes of the Online Planning Committee Meeting held on 14th August 2020 were approved as a true record. Proposed Cllr Mundell, seconded Cllr Wardrop, all in favour.</p>
20/168	<p>Chairman's Report</p> <p>A 2.75% pay deal for Clerks had been agreed by NJC as from 1st April 2020, plus one extra days' leave. The Clerk would check her eligibility for this as she was still serving her probationary period.</p> <p>The Chairman reported that the keys and locking device for the PC Notice Board outside One Stop had become worn and could not be relied upon. The Chair and Clerk agreed to persevere but when the situation became unmanageable, a replacement Notice Board would have to be considered. It was noted that permission would be required from the property owner as the Notice Board was situated on the side of their building.</p>
20/169	<p>Clerk's Report</p> <p>The meeting noted the September Issues List.</p> <p>Vegetation encroaching on the footway from the property on the corner of Byron Drive/Blacksmiths Lane – there had been no change in the situation. Action: <i>The Clerk to chase ECC.</i></p> <p>Speeding, Church Road: A complaint had been received concerning speeding traffic at the Snows Corner end. After enquiring, it was established that MDC could only carry out speed checks at the already authorised sites.</p> <p>Tiptree Road Footway extension: It was noted that the vegetation had not been cut (as agreed at the meeting with Cllr Durham and Thomas Eng). Action: <i>Cllr Wardrop to email Thomas Eng.</i></p>
20/170	<p>Public Forum</p> <p>No questions had been received from the public or press prior to the meeting.</p>

20/171	<p>Traffic Calming</p> <p>The Chairman queried the LHP request for resurfacing at Handleys Lane. Action: <i>The Clerk to check progress.</i> Cllr Bass suggested whether Cllr Durham’s recent email about potholes might be an alternative way of dealing with this.</p> <p>It was noted that Speedwatch was still unable to resume due to the fact that many participants were classified as ‘vulnerable’ (in the context of Covid-19) and it was not felt safe for them to be carrying out these duties.</p> <p>Maldon Community Protection Team had been doing speed checks and the following numbers of drivers had been caught: May - 22, June – 14, July – 16. Mention of this would be made in the Parish Magazine and on the PC Notice Board.</p>
20/172	<p>Planning Applications and Decisions</p> <p><i>It was noted that all Applications were circulated to Councillors, prior to publication of the agenda, for study ahead of the meeting. District Councillor Jarvis would not take place in voting on planning applications as he may be required to do so at MDC.</i></p> <p>There were no Applications or Appeals from Maldon District Council.</p> <p>Land behind 9 Church Road: The meeting noted that only regular clearance and grass cutting had taken place.</p> <p>The following decisions made by Maldon District Council were noted:</p> <ul style="list-style-type: none"> - FUL/MAL/20/00557 & LBC/MAL/20/00558, Erect brick boundary wall - Goldfinches, Station Road, Wickham Bishops - APPROVED - HOUSE/MAL/20/00624, Single storey side extension - 4 Roots Lane, Wickham Bishops – APPROVED - HOUSE/MAL/20/00635, Erection of single storey with partial rear first floor extension and new front entrance canopy – 5 Church Road, Wickham Bishops - APPROVED <p>The withdrawal of the following Planning Application was noted:</p> <ul style="list-style-type: none"> - 20/00750/COUPA, Prior notification for change of use to Class A3 (restaurants & cafes) – 34 The Street, Wickham Bishops. It was understood that the withdrawal decision had been made by the landlord of the premises. <p>The following delegated response had been made by the Parish Clerk:</p> <ul style="list-style-type: none"> - 20/00695/WTPO, Remove deadwood from Beech tree, reduce height and sides by 1m, lift canopy over boundary fence to height of 4m, thin crown by 25% - 1 High Hall, Blacksmiths Lane, Wickham Bishops. After consultation with the Tree Warden, the Parish Council recommended APPROVAL. <p>Cllr Mickelsen had been approached by residents concerned about the height of buildings in the Pine Trees development. She had advised them to contact MDC directly.</p> <p>Cllr Jarvis queried the status of 20/00611/WTPO. It was understood the applicant had made amendments to the original Planning Application. Action: <i>The Clerk to establish the current position.</i></p> <p>Recent hard landscaping works to the rear of The Mitre had been noted. Action: <i>The Clerk was asked to raise our concerns with MDC in view of the close proximity to the Preserved tree and the Listed Building.</i></p> <p>Cllr Jarvis referred the meeting to the recent Planning Application at the Commodity Centre, Great Braxted. He had spoken to the ward member and asked them to call in the Application but they had chosen not to.</p>
20/173	<p>Planning for the Future, White Paper – Government Reform of Planning System</p> <p>The meeting noted this document and agreed to wait to hear Cllr Durham’s comments. He had been invited to attend our October Parish Council Meeting.</p>

20/174	<p>Review of Wickham Bishops Parish Council Code of Conduct Councillors noted the WBPC Code of Conduct was due for review on 4th September 2020 but agreed unanimously to defer until the outcome of the NALC's Model Code of Conduct Review was known.</p>																																																																																																																																																																								
20/175	<p>Neighbourhood Plan Resolved: To agree to submit the final draft plan of Wickham Bishops NHP and associated documents to Maldon District Council, proposed Cllr Williams, seconded by Cllr Wardrop, all in favour. Cllr Williams and the Clerk would liaise regarding a suitable formal letter to MDC.</p> <p>The meeting extended thanks to Cllr Williams and her helpers for all their hard work on this project and to Cllr Mundell for his earlier work with the Steering Group.</p>																																																																																																																																																																								
20/176	<p>Library Strategy Working Group Cllr Jarvis reported that he would write an article for the Parish Magazine. The Working Group were disappointed at ECC's response to the suggestion of the PC purchasing the building but would continue to engage and attempt to persuade them that the library would be used by many more local groups and clubs if the facilities and the building itself were improved. If the Parish Council owned the building, they would be better placed to apply for grants to enable improvements to be made to toilet and kitchen facilities, disabled access, for instance. ECC's response was awaited from the most recent letter.</p>																																																																																																																																																																								
20/177	<p>Finance To note the balances and agree the proposed list of payments for the month ahead Resolved: The following balances were noted and list of transactions agreed. Proposed Cllr Nicholas, seconded Cllr Wardrop, all in favour.</p> <table border="1" data-bbox="277 1048 1481 1989"> <thead> <tr> <th colspan="2">Status as at 27th August 2020</th> <th>Debit</th> <th>Credit</th> <th>Balances B/F</th> <th>Balances C/F</th> </tr> </thead> <tbody> <tr> <td colspan="2">Barclays Community Account</td> <td></td> <td></td> <td>366.03</td> <td></td> </tr> <tr> <td colspan="2">Barclays Business Premium Account</td> <td></td> <td></td> <td>21,375.57</td> <td></td> </tr> <tr> <td colspan="2">Unity Trust Current Account</td> <td></td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td colspan="2">Unity Trust Instant Access Account</td> <td></td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td colspan="2">Petty Cash Float</td> <td></td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td colspan="2">Unbanked Cash</td> <td></td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td colspan="2">Stamps</td> <td></td> <td></td> <td>0.00</td> <td></td> </tr> <tr> <td colspan="2">Total Funds Held 27/08/2020</td> <td></td> <td></td> <td>21,741.60</td> <td></td> </tr> <tr> <td colspan="6">Unity Trust Current Account Transactions September</td> </tr> <tr> <td>TRANSFER</td> <td>FROM BARCLAYS BUSINESS PREMIUM ACCOUNT TO UNITY TRUST CURRENT ACCOUNT</td> <td></td> <td>1,005.00</td> <td></td> <td></td> </tr> <tr> <td>IP0433</td> <td>SLCC, New Clerk Webinar</td> <td>12.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>IP0434</td> <td>SLCC, Annual Membership Fee</td> <td>126.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>IP0435</td> <td>J & M Payroll, Sept Payroll</td> <td>24.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>IP0436</td> <td>L A Bailey, Clerk's Salary & Expenses (including £16.92 stamps, £14.39 Zoom Pro subs)</td> <td>713.68</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Transactions</td> <td>875.68</td> <td>1,005.00</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Unity Trust Current Account Balance</td> <td></td> <td>129.32</td> </tr> <tr> <td colspan="4">Barclays Community Account Balance</td> <td></td> <td>366.03</td> </tr> <tr> <td colspan="6">Barclays Business Premium Account Transactions September</td> </tr> <tr> <td>TRANSFER</td> <td>£1005.00 to Unity Trust Current Account</td> <td>1,005.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>1,005.00</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Barclays Business Premium Account Balance</td> <td></td> <td>20,370.57</td> </tr> <tr> <td colspan="6">Stamps September</td> </tr> <tr> <td colspan="2">Stamp Purchase</td> <td>16.92</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Stamp Use</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Transactions</td> <td>16.92</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Stamp Balance 01/09/2020</td> <td></td> <td></td> <td></td> <td>16.92</td> </tr> <tr> <td colspan="4">Total Funds Held 01/09/20 Including Stamps</td> <td></td> <td>20,882.84</td> </tr> </tbody> </table>	Status as at 27th August 2020		Debit	Credit	Balances B/F	Balances C/F	Barclays Community Account				366.03		Barclays Business Premium Account				21,375.57		Unity Trust Current Account				0.00		Unity Trust Instant Access Account				0.00		Petty Cash Float				0.00		Unbanked Cash				0.00		Stamps				0.00		Total Funds Held 27/08/2020				21,741.60		Unity Trust Current Account Transactions September						TRANSFER	FROM BARCLAYS BUSINESS PREMIUM ACCOUNT TO UNITY TRUST CURRENT ACCOUNT		1,005.00			IP0433	SLCC, New Clerk Webinar	12.00				IP0434	SLCC, Annual Membership Fee	126.00				IP0435	J & M Payroll, Sept Payroll	24.00				IP0436	L A Bailey, Clerk's Salary & Expenses (including £16.92 stamps, £14.39 Zoom Pro subs)	713.68				Total Transactions		875.68	1,005.00			Unity Trust Current Account Balance					129.32	Barclays Community Account Balance					366.03	Barclays Business Premium Account Transactions September						TRANSFER	£1005.00 to Unity Trust Current Account	1,005.00						1,005.00	0.00			Barclays Business Premium Account Balance					20,370.57	Stamps September						Stamp Purchase		16.92				Stamp Use		0.00				Total Transactions		16.92	0.00			Stamp Balance 01/09/2020					16.92	Total Funds Held 01/09/20 Including Stamps					20,882.84
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	<p>To acknowledge the opening of new Unity Trust Bank accounts and agree transfer of funds</p> <p>The meeting acknowledged the opening of a Current Account and an Instant Access Account with Unity Trust Bank. To test the process Cllr Nicholas had transferred £5 from Barclays into Unity and this was accounted for in the Finance Report. It was agreed unanimously that Cllr Nicholas should initially transfer £1,000 from Barclays to Unity to cover the monthly payments. If this worked successfully, the remainder of Parish Council funds would be transferred in their entirety to Unity Trust.</p>
20/178	<p>ECC Locality Fund</p> <p>The meeting agreed to submit the Application drafted by the Clerk, asking for £2,000 towards the Moody Homes footpath project. Cllr Bass was keen to look elsewhere for support and to this end Cllr Nicholas would contact ECC PROW, and the Clerk would email Jacky Longman at MDC with a view to arranging a site meeting. In the meantime, the Clerk would investigate additional possible grants.</p>
20/179	<p>Delegated Powers</p> <p>There was no motion to lift the extended delegated powers in respect of Covid-19.</p>
20/180	<p>Neighbourhood Watch Update</p> <p>The Clerk had been in touch with Mandy Chapman, Maldon & District NHW Chair who had offered to meet to discuss ways of recruiting a Wickham Bishops NHW Co-ordinator. Cllr Bass offered to speak to Mandy Chapman, and the Clerk would make contact with our local Community Safety Engagement Officer, PC Chris Major.</p>
20/181	<p>District Council Report</p> <p>District Cllr Jarvis reported that MDC had been busy considering Planning Applications at Bradwell Power Station (refused) and Wycke Hill Maldon (approved as assurances had been received regarding relief road funding). The response received from Michael Johnson at MDC regarding WBPC's concerns over poor WTPO drawings indicated that MDC were not adhering to their own rules and Cllr Jarvis would follow this up.</p> <p>The Planning White Paper and Unitary Authority draft documents were both matters that Cllr Durham was currently involved with and he would be best placed to explain these in more detail when he attended the meeting next month.</p> <p>Cllr Jarvis reported that an Annual Statutory Meeting would take place in early October at MDC and he sincerely hoped that a new leader and the future re-shaping of the Council would better serve the public.</p>
20/182	<p>Annual Litter Pick</p> <p>Councillors noted an increase in the amount of litter since lockdown. However, after much discussion it was agreed that, due to Covid-19 and the associated risks, it would not be prudent to organise a litter pick at this time. Action: Cllr Bates to place an article in the Parish Magazine explaining the situation and encouraging residents to keep the frontage and boundaries of their own property tidy. Cllr Mundell would publicise the same on the WBPC Facebook page.</p>
20/183	<p>Monthly Parish Council Surgeries</p> <p>The Chairman was keen to resume monthly surgeries. ECC had written to explain that the Library could not be used for surgeries at this time and Councillors considered the possibility of The Mitre coffee shop as a possible venue, although it had not yet opened.</p> <p>After discussion, it was agreed that it was not feasible to hold surgeries at present. Action: The Clerk to reproduce and publicise a 'How to Contact your Council' document, explaining the roles of individual Councillors and reiterating the ways in which residents could contact the Parish Council.</p> <p>On the topic of Councillor responsibilities, the Chairman advised that Cllr Layley was happy to take on Amenities and Public Transport. With regard to the streets covered by individual Councillors, and since Cllr Layley had joined, the Chairman was currently working on a fairer and more practical distribution.</p>

20/184	<p>Parish Council Committees</p> <p>The Chairman sought clarification on communication between Councillors, in particular between those on Committees and those not on Committees. The meeting acknowledged the MDC Monitoring Officer's email and a NALC Legal Note and whilst WBPC were in no way acting illegally, it would be helpful to clarify the situation.</p> <p>In debate, two important issues were raised: predetermination and transparency. Whilst discussion could take place before a Committee meeting and non-Committee members were entitled to express their view, it was not best practice because it might give the appearance of predetermination or lack of transparency in the final decision making. Members of the public should clearly be able to see how a decision had been reached at a meeting. Whilst predisposition was permitted, predetermination was not. After debate, it was considered that non-Committee members should only introduce facts or local knowledge and not seek to influence or persuade Committee members. Should non-Committee Councillors feel strongly on a matter to be discussed at a Committee meeting, they could join the meeting and, with the permission of the Chairman, speak as would a member of the public or they could send an email or letter to be read out in the same way as other communications received from the public. It was agreed there was no need to amend the Terms of Reference for the Planning Committee.</p>
20/185	<p>Remembrance Day</p> <p>The provisional arrangements made by Little Braxted Parish Council were noted. Action: <i>The Clerk to purchase a wreath from the Royal British Legion as in previous years. To be laid by Cllr Wardrop.</i></p>
20/186	<p>Progress Reports from Councillors – no decisions required</p> <p>Cllr Layley reported that the Rainbow Field kissing gate was in the process of being replaced. The apple tree on the verge near the Library was causing a nuisance with falling apples and wasps. Cllr Layley would suggest that the Library ladies speak to their superior as the verge and tree was understood to be in the ownership of ECC.</p> <p>Cllr Bass had noted the laying of new pavements in Great Totham and was dismayed at the poor surface of pavements in Wickham Bishops, in particular Blacksmiths Lane and Roots Lane. Councillors would identify other areas requiring improvement and these would be considered on the October Agenda.</p> <p>The Clerk was asked to send the standard letter to residents asking them to trim back overhanging vegetation in various locations in the village. Action: <i>Councillors to identify the address and advise the Clerk accordingly.</i></p>
20/187	<p>Correspondence</p> <p>A request had been received for a memorial bench in the village to commemorate a recently deceased relative. The Clerk would initially respond to the applicant asking for more information. It was noted that to date, memorial benches in Wickham Bishops had only been considered when the resident had contributed to something worthwhile in the village</p>
20/188	<p>General Village News and Events to Note</p> <p>There were none.</p>
20/189	<p>Date of Next Meeting: Tuesday 6th October 2020, 7.30pm</p>
20/190	<p>Close of Meeting: 9.36pm</p> <p>Items for October Agenda:</p> <ul style="list-style-type: none"> - Local Government Reform (County Cllr Durham to speak) - Planning White Paper (County Cllr Durham to speak) - Standing item to consider whether the delegated powers in respect of Covid-19 can be lifted