

# Wickham Bishops Parish Council

## Parish Councillors

I D Wardrop (Chairman)  
Mrs A Mickelsen (Vice Chair)  
H M Bass  
P J Bates  
P D Layley  
S Morgan  
C Nappo  
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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## Minutes of Meeting of Wickham Bishops Parish Council held on Tuesday 3<sup>rd</sup> September 2024 at 7.30pm in the Village Hall Boardroom

Item	Subject
24/144	<p><b>Those Present and Apologies for Absence</b></p> <p>In the Chair: Cllr Wardrop. Present: Cllrs Bass, Bates, Layley, Mickelsen, Morgan, Nappo &amp; the Clerk. Apologies were received and accepted from Cllr Williams and County Cllr Durham. There were 8 members of the public present.</p>
24/145	<p><b>Declaration of Interests and Compliance with the Ethical Framework</b></p> <p>Cllr Morgan would not take part in voting on planning as he may be required to do so at MDC. Cllr Nappo declared a non-pecuniary interest as a neighbour to 24/00616/WPTO.</p>
24/146	<p><b>Approval of Minutes</b></p> <p>The Minutes of the Parish Council Meeting held on 2<sup>nd</sup> July 2024 were proposed as a true record by Cllr Wardrop, seconded by Cllr Bates, all in favour.</p>
24/147	<p><b>Chairman's Report</b></p> <p>Problems on two footpaths which formed part of the Six Walks booklet would be reported to ECC by the Clerk: a possible water leak past the bridge on Footpath 3 (Station Road behind Linton to Drumochter) and 5ft tall vegetation in the second field on Footpath 17, making the path impossible to walk.</p> <p>Enquiries from a street food van owner had been passed to BHSa for consideration.</p> <p>MDC's Neighbourhood Plan letter (just received) was noted. No action was thought necessary at this time.</p>
24/148	<p><b>Clerk's Report</b></p> <ul style="list-style-type: none"> <li>• It was noted that the damaged gate at Rectory/Glebe Field had been replaced.</li> <li>• Unfortunately, WB had not been successful in the Essex Village of the Year competition.</li> <li>• Gigaclear had finally agreed to undertake remedial works to Chantry Grove grass verges.</li> <li>• The Clerk had attended Data Protection training.</li> <li>• Following the PC's letter, the Great Totham Road resident had agreed to cut back vegetation encroaching on the pavement. It was noted that this had not yet been done.</li> <li>• One Stop were addressing staffing issues, following our letter expressing concerns over the Post Office counter not always being open. Members agreed to give them time and monitor the situation.</li> <li>• Since the PC's letter regarding Fern House, it seemed the surgery had plans to re-open.</li> </ul>

24/149	<p><b>Public Forum - a maximum of 15 minutes with no more than 3 minutes per person</b></p> <p>The Chairman suspended the meeting.</p> <p>The applicant for 24/00545/FUL spoke on his rationale for the proposals.</p> <p>4 residents expressed their concern and voiced objections to 24/00545/FUL.</p> <p>Another resident spoke about the proposed development at Crispins, Roots Lane (which had only just been published by MDC – to be formally considered at the October PC Meeting) and his and other residents support for permanent traffic lights on Blue Mills Bridge.</p> <p>Another resident came with concerns around 24/00606/FUL as the north face of the dwelling would overlook her property.</p>
24/150	<p><b>Planning Applications and Decisions</b></p> <p>Cllr Bass took the Chair for this item and explained that the Parish Council were merely consultees in the process, with MDC making the final decision.</p> <p><b>24/00558/VAR Wickham Art Barn, Station Road</b> Variation of condition 2 on approved planning permission 24/00211/HOUSE (Erection of outbuilding and addition of boundary treatments including concrete walls and gates). <b>Resolved:</b> Members agreed to recommend APPROVAL.</p> <p><b>24/00607/HOUSE Keris House, 18 Church Road</b> Demolish conservatory and bay window to rear to facilitate new single storey rear extension. New open porch. Alterations to fenestration including new windows and doors. <b>Resolved:</b> Members had no objection to the proposals and agreed to recommend APPROVAL.</p> <p><b>24/00616/WTPO 4 The Warrens</b> Oak tree – reduce back the north and east side of the canopy by 2m. <b>Resolved:</b> Members agreed to recommend APPROVAL (although it was noted MDC had already granted permission).</p> <p><b>24/00606/FUL Land adjacent 2 Grange Road</b> New building, part single, part two storey detached single family dwelling. This design was a complete departure from the previous application and was no longer at a height that it would be too obtrusive when viewed from the adjacent footpath. <b>Resolved:</b> WBPC recommended APPROVAL with the proviso that the western boundary hedge be retained, that consideration be given to altering the design so that the north face did not overlook the neighbour and that contractor vehicles, deliveries of materials etc were kept strictly within the boundaries of the development during construction. (Proposed Cllr Wardrop, unanimously in favour).</p> <p><b>24/00545/FUL Land at Woodlands, Witham Road</b> Demolition of existing garage and construction of 1 no. new dwelling together with access improvements and associated development. Whilst members would not normally oppose development within the village envelope, the plot size was limited, there would be an impact on the woodland and surrounding countryside as well as neighbours, insufficient car parking for visitors and it was out of keeping with the street scene, so on balance they were opposed. <b>Resolved:</b> After discussion, Cllr Wardrop proposed WBPC recommend REFUSAL, seconded Cllr Layley, 3 in favour (one opposed) on the grounds that the proposal represented overdevelopment on this cramped and narrow plot as above.</p> <p><u>The following delegated responses by the Clerk were noted:</u></p> <p><b>24/00554/WTPO 26 Blacksmiths Lane</b> TPO 7/98 Sycamore tree, crown reduction by 3m, crown lift by 2.5m and crown thin by 15%. Remove deadwood. No objection to the proposed works.</p>

	<p><b>24/00593/LDP Pine Trees, The Street</b> Claim for lawful development certificate for replacement conservatory roof, including roof lights. No objection to the proposed works.</p> <p>The following decisions made by MDC were noted:</p> <p><b>WTPO/MAL/24/0044 Oakwood, 11 School Road</b> Sycamore tree – lateral reduction on one side by 2.5m and height reduction by 2m. Crown thin by 20%, removal of deadwood. <b>APPROVED</b></p> <p><b>HOUSE/MAL/24/00319 Holmeswood House, Back Lane</b> S73A Application for additional roof light of previously approved scheme VAR/MAL/23/00592 <b>APPROVED</b></p> <p><b>LBC/MAL/24/00427 &amp; HOUSE/MAL/24/00426 Goldfinches, Station Road</b> Reduction and repair of existing chimney. <b>APPROVED</b></p> <p><b>WTPO/MAL/24/00479 28 Tiptree Road</b> Ash tree – fell. <b>APPROVED</b></p> <p><b>HOUSE/MAL/24/00483 25 Wellands Close</b> Proposed new canopy porch. <b>APPROVED</b></p> <p><b>HOUSE/MAL/24/00453 Framdean, 15 Roots Lane</b> Demolition of existing annex, construction of two storey rear extension. Single storey side &amp; rear extension. <b>APPROVED</b></p> <p><b>FUL/MAL/24/00440 The Folly Mope Lane</b> Erection of a 5-bed dwelling &amp; detached 4 bay garage, change of use of land for residential curtilage, creation of wildlife pond. <b>APPROVED</b></p>
24/151	<p><b>Land rear of 9 Church Road – Planning Appeal – update if any</b></p> <p>Members acknowledged confirmation from ECC (as part of our Freedom of Information request) that Highways did not hold official supporting information to verify a site visit had been undertaken.</p> <p>Since the last meeting, the applicant had submitted further information to the Inspector, asking for comparisons to be made to a recent case in Latchingdon. It was noted that the Parish Council and the Action Group had both responded to this although it was thought that MDC had not.</p>
24/152	<p><b>Traffic Calming &amp; Highway Matters</b></p> <p>Review data from Birch Rise/Maypole Road 2022 traffic survey and consider <u>initiating another survey either through Highways or independently</u></p> <p>Members considered whether up to date information would bring any benefits. After discussion it was agreed to wait for the Heybridge housing development to fill up.</p> <p><u>Consider asking Highways to install permanent traffic lights on Blue Mills Bridge</u></p> <p>During recent remedial works, traffic lights had made the area safer, but members were not convinced permanent lights would be appropriate in this beauty spot and may encourage more motorists to travel through WB if it made their journey easier. It was agreed that if drivers were courteous and obeyed the signs, there would not be a problem although vegetation obscuring both signage and the view of the road ahead did not help. <b>Action:</b> The Clerk to report the overhanging tree on the other side of the bridge to Highways for clearance as a matter of safety.</p> <p>Rotation of Speed Indicator Devices – following response from ECC to our complaint, consider <u>next steps, possibly moving them ourselves</u></p> <p>ECC had written to say that there was no longer a revenue budget for the maintenance of Vehicle Activated Signs (VAS) and Speed Indicator Devices (SID). <b>Action:</b> As the SIDs were in the</p>

	<p>ownership of ECC, the Clerk to ask permission to move them, and make enquiries through suitable contractors as to the cost and practicalities of rotating them ourselves.</p> <p><u>Suggestion from resident re parking along Great Totham Road</u> An email from a resident suggesting that 2 areas for passing places be marked out to improve the flow of traffic was considered. Another email just received expressed concern about the speed of motorists running the gauntlet along the line of parked cars.</p> <p><u>Five Corners junction, proposed 40mph limit – update on current position</u> An email from a concerned resident had reminded members that the proposal had not been implemented. <b>Action:</b> CClr Durham would be asked for an update.</p> <p><u>Pedestrian crossing and The Mitre junction – update on current position</u> During August CClr Durham had offered to set up a site meeting with a Highways engineer to look at the possibility of a pedestrian crossing (to be funded from the new chairman's panel) with a view to solving both the safety issues and to help reduce speeding.</p> <p><b>Resolved:</b> Members agreed that the Chairman should write to CClr Durham to push for a site meeting with the Highways engineer (as suggested by him) to not only look at the possibility of a pedestrian crossing but also the problem of vehicles parking along Great Totham Road and the lack of signage approaching and overgrown vegetation around Blue Mills Bridge.</p> <p><b>Action:</b> The Clerk to contact the One Stop freeholder who had made a commitment to apply for a dropped kerb along the whole shop frontage.</p>
<b>24/153</b>	<b>District Councillor Report</b> District Councillor Morgan gave a brief report on the new Chief Executive, Doug Wilkinson, an increase in housing requirement numbers for Maldon district and the review of the NPPF. DCllr Morgan was asked to chase progress on the Planning Contravention Notice served at Magellans Rest.
<b>24/154</b>	<b>County Councillor Report</b> County Councillor Durham was not present.
<b>24/155</b>	<b>Housing Needs Survey</b> Members agreed to hand deliver the survey as per the list of roads drawn up by the Chairman. RCCE indicated the envelopes would be ready for distribution around mid September.
<b>24/156</b>	<b>Asset of Community Value Nomination – Olio at The Chequers</b> MDC advised that the property has been sold. However, it would remain on the Asset Register for 5 years so if it came back on the market, the parish council would have the opportunity to consider purchase. MDC recommended looking into funding etc and getting things in place in the meantime.  <b>Action:</b> The Clerk was asked to enquire about the status of the Library on the ACV Register and whether it could be 'rolled over'.
<b>24/157</b>	<b>Village Notice Board o/s Olio – Consider replacement</b> The Clerk had obtained quotes and passed these to BHSa for consideration, as they would be sharing the cost. A letter had been sent to Olios asking for their continued permission to site the new noticeboard on their boundary, but no response had been received to date. <b>Resolved:</b> To be considered at the October PC Meeting.

24/158

**Finance**To formally approve payments in absence of August PC Meeting

Cllr Wardrop proposed, seconded by Cllr Mickelsen, all in favour that the payments made in August be ratified, as below.

Voucher	Code	Date	Bank	Description	Supplier			Total
39	Mobile Phone costs	25/07/2024	Debit Card	Mobile Phone	Vodafone		10.00	10.00
40	Streetligh Elec	06/08/2024	Unity Trust Current Account	Streetlighting Electricity Apr 24 - June 24	NPower	66.95	3.35	70.30
41	Speedwatch & Trucam	06/08/2024	Unity Trust Current Account	Trucam Services April - June	Maldon District Council	573.36	114.67	688.03
42	Outsourced Payroll	06/08/2024	Unity Trust Current Account	Payroll services June 24	J&M Payroll Services	27.50	5.50	33.00
43	Clerk's Salary	06/08/2024	Unity Trust Current Account	Clerk's salary	Mrs L A Bailey	842.18		842.18
43	PC Office Allowance	06/08/2024	Unity Trust Current Account	Working from home allowance	Mrs L A Bailey	25.00		25.00
44	Printing & Postage	06/08/2024	Unity Trust Current Account	HP Instant Ink	Mrs L A Bailey	9.99	2.00	11.99
<b>Total</b>						<b>1,554.98</b>	<b>125.52</b>	<b>1,680.50</b>

The following bank balances were noted. Cllr Wardrop proposed seconded by Cllr Bates that the following payments be authorised:

Unity Trust Current Account	29/08/2024	16,510.96
Unity Trust Instant Access	29/08/2024	10,378.28
Debit Card	29/08/2024	86.15
		<b>26,975.39</b>

Cllr Wardrop proposed, seconded Cllr Bates that the following payments be authorised:

Voucher	Code	Date	Bank	Description	Supplier	Net	VAT	Total
45	Printing & Postage	06/08/2024	Debit Card	Postage stamps	One Stop	12.20		12.20
46	Amenity Fund	03/09/2024	Unity Trust Current Account	S137 Grant for Under 9s kit	Beacon Hill Rovers FC	500.00		500.00
47	Grasscutting	03/09/2024	Unity Trust Current Account	Grasscutting	D W Maintenance	170.00		170.00
48	Outsourced Payroll	03/09/2024	Unity Trust Current Account	Payroll Services July 24	J&M Payroll Services	27.50	5.50	33.00
49	Clerk's Salary	03/09/2024	Unity Trust Current Account	Clerk's salary	Mrs L A Bailey	842.18		842.18
49	PC Office Allowance	03/09/2024	Unity Trust Current Account	PC Office Allowance	Mrs L A Bailey	25.00		25.00
50	Grasscutting	03/09/2024	Unity Trust Current Account	Brushcutter repairs (Ernest Doe)	Colin Carruth	57.16	11.43	68.59
50	Grasscutting	03/09/2024	Unity Trust Current Account	Replacement blade (Ernest Doe)	Colin Carruth	14.92	2.98	17.90
51	Outsourced Payroll	03/09/2024	Unity Trust Current Account	Payroll Services Aug 24	J&M Payroll Services	27.50	5.50	33.00
<b>Total</b>						<b>1,676.46</b>	<b>25.41</b>	<b>1,701.87</b>

Additional litter bin in Grange Road near FP16/FP17

The Chairman had been approached by a resident with a request for a litter bin. **Resolved:** The Clerk to obtain the cost from MDC with a view to consideration at the November Finance Meeting.

24/159

**Progress Reports from Councillors – no decisions required**

Footpath Walks booklet The Clerk was in the process of re-typing the booklet which unfortunately had suffered a corruption. The walks, descriptions and maps would need thorough checking before going to print.

Email/website changeover to gov.uk No further progress to report to date.

24/160

**Correspondence**

Email from resident concerned with dog fouling in Little Braxted This had been passed to Little Braxted PC Clerk for action and the request for a general mention about clearing up after your dog in the WB Parish Magazine noted.

Copy email exchange between resident and Gigaclear re noisy box Snows Corner Noted.

Plymouth Brethren Christian Church A request to meet to discuss the needs of the parish and land/building opportunities had been received. **Action:** The Clerk to explain that they were welcome to attend a PC Meeting, but the PC did not own any land or buildings.

	<p><u>Conifers overhanging Platinum Footpath</u> An email from a resident with a quote to trim the conifers was considered. <b>Action:</b> The Clerk to ask what the £400 included and to clarify that the trees were the responsibility of the owner.</p> <p><u>Grasscuttings from Rosina Place</u> During August, the PC had been made aware of grass cuttings being thrown over the fence onto the Platinum Path from a property in Rosina Place. <b>Action:</b> The Clerk to write to the resident asking them to refrain from doing so.</p>
<b>24/161</b>	<p><b>Parish Council Surgeries</b></p> <p><u>Note July/August surgery requests and consider action if required</u> A section of overgrown FP12 had been raised at the July surgery and this had now been cut by the footpath volunteers.</p> <p>There were no attendees in August.</p> <p>Cllrs Nappo and Wardrop agreed to attend the 21<sup>st</sup> September surgery.</p>
<b>24/162</b>	<p><b>General Village News and Events to Note</b></p> <p>It was noted that the Trestle Bridge was in the process of being repaired.</p> <p>As Cadent were scheduled to work in Mope Lane, Cllr Bass asked if they could reinstate the damaged bank/verge.</p>
<b>24/163</b>	<p><b>Date of Next Meetings:</b></p> <p>Parish Council Meeting, Tuesday 1<sup>st</sup> October 2024, 7.30pm, Village Hall Boardroom</p> <p>Parish Council Meeting, Tuesday 5<sup>th</sup> November 2024, 7.30pm, Village Hall Boardroom</p>
<b>24/164</b>	<p><b>Close of Meeting</b> There being no further business, the meeting closed at 10pm.</p>