

# 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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<b>MINUTES of Parish Council Meeting</b> <b>held on Tuesday 3<sup>rd</sup> September 2019 at 7.30pm in the Village Hall Boardroom</b>	
<b>Item</b>	<b>Subject</b>
<b>19/145</b>	<p><b>Those Present and Apologies for Absence</b></p> <p>In the chair: Cllr Mickelsen Present: Cllrs Bass, Bates (arr. 7.31pm), Jarvis, MacGregor, Nicholas and Wardrop; the Clerk. Apologies for absence for accepted from Cllrs Mundell and Williams. Two members of the public were present including the Tree Warden Mr Chris Cooke.</p>
<b>19/146</b>	<p><b>Declaration of Interests and Compliance with the Ethical Framework</b></p> <p>There were no Declarations of Interests.</p>
<b>19/147</b>	<p><b>Approval of Minutes</b></p> <p>Cllr Bates joined the meeting.</p> <p>Cllr Bass stated that he regarded minute ref. 19/134 from 2<sup>nd</sup> July 2019 [item 19/00038/FUL Wickham Place Farm Station Road] as not fully representative of his recollection and asked that this be noted. Following discussion, it was agreed by the Council to approve the minutes without amendment.</p> <p><b>Resolved:</b> that the minutes of the Parish Council meeting held on 2<sup>nd</sup> July 2019 be approved as a true record. Proposed Cllr MacGregor, seconded Cllr Mickelsen.</p> <p><b>Resolved:</b> that the minutes of the Planning Committee meeting held on 19<sup>th</sup> July 2019 be approved as a true record. Proposed Cllr Wardrop, seconded Cllr MacGregor.</p> <p><b>Resolved:</b> that the minutes of the Planning Committee meeting held on 16<sup>th</sup> August 2019 be approved as a true record. Proposed Cllr MacGregor, seconded Cllr Wardrop.</p>
<b>19/148</b>	<p><b>Chairman's Report</b></p> <p>The Chairman had attended the Thurstable Hundred Maldon District meeting in July, organised by the Essex Association of Local Councils (EALC). The elections of the EALC Executive and Standard Committee members were undertaken, and presentations given on policing, health &amp; wellbeing and grant funding. The EALC Chairman confirmed that parish Precepts would again be uncapped by central government.</p>
<b>19/149</b>	<p><b>Clerk's Report</b></p> <p>The updated Issues List had been circulated and the Clerk highlighted the recurrent fly-tipping and obstructed sightlines which had been reported to the relevant authorities. Further quotes were being sought for bench and finger post maintenance. The Clerk reported that Great Braxted Parish Council had appointed the Hatfield Peverel Clerk to the vacant clerk role.</p> <p>D/Cllr Jarvis stated that Maldon District Council (MDC) now required works by the Highways Rangers to be requested using Essex County Council's (ECC) Highways website.</p> <p>New fencing to the rear of houses backing onto Handleys Lane appeared to annexe part of the lane. <b>Action:</b> The Clerk to ask Moat Housing Association to review the fencing position and to trim its overgrown hedge on Kelvedon Road.</p> <p><b>Action:</b> Cllr Bass to attend the Braintree District Local Highways Panel (LHP) meeting to support the LHP request to extend the Maldon Road / Blue Mills Hill traffic light hours.</p>

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<b>19/150</b>	<p><b>Neighbourhood Plan</b> The Clerk stated that she had applied for the grant and hoped it would be approved prior to the next meeting, which would be held on 9<sup>th</sup> September.</p>
<b>19/151</b>	<p><b>Library Strategy Working Group</b> Cllr Jarvis reported that the Working Group felt the wording within ECC's latest Library Strategy suggested that the library was not immune from closure within five years, and recommended the Working Group continue to press ECC for a building valuation. To facilitate this, the Group recommended the (non-binding) Expression of Interest should not be withdrawn at present.</p> <p>The revised Strategy offered financial support to community libraries and a formal proposal to progress a community library would be required. The Working Group recommended that a formal (binding) proposal should not be made.</p> <p>A library open day was recommended, to showcase the availability of the library building for hosting community groups and clubs, and a micro-grant bid be made to fund tables, chairs and safety equipment.</p> <p>Cllr Jarvis explained that the Working Group had not considered further the question of how the building would be owned and managed; the valuation and condition report were needed first.</p>
<b>19/152</b>	<p><b>Public Forum</b> A member of the public introduced himself as a Library Strategy group member and supported the recommendations put forward by Cllr Jarvis, pointing out that volunteer-run libraries did not appear to be successful.</p> <p>The parishioner reported that recent changes to parking at One Stop and The Mitre appeared to have encouraged drivers to reverse onto The Street, causing a road hazard; changes to The Mitre's signage and/or the addition of an exit arrow on One Stop's surface were suggested.</p> <p>Councillors expressed sympathy for the parking observations however felt that the Parish Council could make no further helpful intervention in this private matter.</p> <p>The Tree Warden described specific locations where overgrown hedges were causing carriageway obstruction and safety issues.</p> <p><b>Action:</b> <i>Cllrs Bass and Wardrop to liaise with the Tree Warden and provide addresses to the Clerk, who would write to the responsible householders requesting the hedges be trimmed.</i></p>
<b>19/153</b>	<p><b>Community Library Group</b> There was no motion put forward to withdraw the Expression of Interest.</p> <p>There was no motion put forward to make a formal community library proposal.</p> <p><b>Resolved:</b> The Working Group would arrange a Library Open Day event with expenditure of up to £200 for room rental, printing and refreshments (<i>in accordance with the General Power of Competence, Localism Act 2011, s.1(1)</i>). Proposed Cllr Jarvis, seconded Cllr Nicholas.</p> <p><b>Resolved:</b> The Clerk would make a grant application of up to £500 to cover furniture and safety equipment for community use (<i>in accordance with the General Power of Competence, Localism Act 2011, s.1(1)</i>). Proposed Cllr Nicholas, seconded Cllr Wardrop.</p>
<b>19/154</b>	<p><b>Planning Applications and Decisions</b> D/Cllr Jarvis refrained from voting on the planning applications due to the possibility of his future involvement in deciding the submissions at Maldon District Council.</p> <p><u>Applications</u> <b>19/00885/HOUSE - Linden 8 School Road Wickham Bishops</b> A letter of support had been received from the applicant. The Chairman of the Planning Committee, Cllr MacGregor, explained that precedent for the proposal existed with two nearby dwellings having carried out similar alterations. Some concern was expressed that the remaining driveway would be short and narrow, and that parking during the improvement works would be difficult, however, this was not thought to affect the amenity of the neighbours or future occupiers sufficiently to justify refusal.</p> <p><b>Resolved:</b> The Parish Council recommended APPROVAL. Proposed Cllr MacGregor, seconded Cllr Wardrop.</p>

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	<p>There were no delegated responses made by the Parish Clerk or local decisions from the Planning Inspectorate to note. The decisions made by Maldon District Council were noted.</p> <p><b>Resolved:</b> The Parish Council agreed the actions recommended by the Planning Committee:</p> <ul style="list-style-type: none"> <li>(i) to ask MDC to add a statement to its standard planning application notification letter, informing residents that their Parish Council will be consulted;</li> <li>(ii) that D/Cllr Jarvis would inform the Planning Committee of any applications instigated by Planning Enforcement action;</li> <li>(iii) that the Planning Committee would continue to deliver neighbour notification cards at its discretion.</li> </ul> <p>Proposed Cllr Wardrop, seconded Cllr Mickelsen.</p> <p><b>Action:</b> <i>The Clerk to write to MDC accordingly regarding item (i).</i></p>
<b>19/155</b>	<p><b>Monthly Councillor Surgeries</b></p> <p>There were no issues raised at the 20<sup>th</sup> July Surgery. There were three visitors with six queries at the 17<sup>th</sup> August Surgery, reporting overgrown hedges and vegetation, dog fouling, obstruction of the Kelvedon Road bus stop by parked vehicles and a lack of access to the garden waste service. D/Cllr Jarvis had arranged for MDC to contact the resident unable to obtain a green bin.</p> <p><b>Action:</b> <i>Cllr Wardrop to approach the ECC Transport Representative to discuss bus cage markings.</i></p> <p>Attendees at the 21<sup>st</sup> September Surgery will be Cllrs MacGregor and Wardrop.</p>
<b>19/156</b>	<p><b>Neighbourhood Watch Report</b></p> <p>The Clerk reported, on behalf of the NHW Coordinator, that crime over the summer had been mainly limited to fly-tipping.</p>
<b>19/157</b>	<p><b>District Council Report</b></p> <p>District Councillor Jarvis was pleased to report that he had attended the mandatory planning training and had been able to vote on applications at the recent MDC Planning meeting, and advised that the five-year land supply target was still being met.</p> <p>A reorganisation of committees at MDC was underway; D/Cllr Jarvis had asked to be appointed to the Strategy &amp; Resources and Performance, Governance &amp; Audit committees, on hearing that MDC was behind with its accounting. The financial justification for relocating MDC's offices was unavailable.</p>
<b>19/158</b>	<p><b>Tommy Soldier Installation</b></p> <p><b>Resolved:</b> The Tommy soldier would be installed at Snows Corner over the Remembrance period, attached to the parish sign pole if suitable. Proposed Cllr Mickelsen, seconded Cllr Wardrop.</p> <p><b>Action:</b> <i>The Clerk to obtain sufficient quotes for a decision at the October meeting.</i></p>
<b>19/159</b>	<p><b>Finance</b></p> <p><b>Resolved:</b> The payments made between meetings were ratified, the balances were noted and the list of payments agreed. Proposed Cllr Bass, seconded Cllr Wardrop.</p> <p><b>Resolved:</b> The Parish Council agreed expenditure of £250 for the supply and fitting of two dog waste bins to Handleys Lane and near the library, by Maldon District Council (<i>in accordance with the General Power of Competence, Localism Act 2011, s.1(1)</i>). Proposed Cllr Bass, seconded Cllr Wardrop.</p> <p><b>Resolved:</b> The budget would be increased from £300 to £500, towards the road closure and marshalling costs of the Remembrance event (<i>in accordance with the General Power of Competence, Localism Act 2011, s.1(1)</i>). Proposed Cllr Mickelsen, seconded Cllr Bass.</p>
<b>19/160</b>	<p><b>Traffic Calming and Local Highways Panel Requests</b></p> <p>Cllr Wardrop reported that he had spoken to Cllr John Anderson, representative for parish councils on the Maldon LHP. Cllr Anderson had indicated a willingness to understand and support the Parish Council's requests, although no formal process existed for the representative to engage with parishes.</p> <p><b>Action:</b> <i>D/Cllr Jarvis to ask the Chairman of the Maldon LHP to reconsider the refusal to allow the public to attend the Maldon LHP meetings, and to ask for stronger parish representation.</i></p>

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	The list of outstanding LHP requests was reviewed and priorities agreed: <ol style="list-style-type: none"> <li>1. Linking footway along Tiptree Road to Snows Corner</li> <li>2. Witham Road additional signage and lining</li> <li>3. Creation of verge or footway between Holt Drive and Blacksmiths Lane</li> <li>4. Safety improvements to the Five Corners junction (to be requested by D/Cllr Richard Siddall)</li> <li>5. Resurfacing of the North East section of Handleys Lane</li> <li>6. Widening of Langford Road</li> </ol> Proposed Cllr Wardrop, seconded Cllr Jarvis.
<b>19/161</b>	<b>Beacon Hill Sports Association Trustee Representation</b> It was noted that BHSA Trustee meetings could be scheduled with short notice; Councillors were asked to consider attending should Cllr Williams be unable to be present.
<b>19/162</b>	<b>Correspondence</b> The query from the EALC regarding events to mark the 125 <sup>th</sup> anniversary of parish councils was noted. The parishioner query regarding the parish's street lighting policy was noted. <b>Action:</b> <i>A review of the strategic footway lighting policy would be scheduled for the next Parish Assembly.</i>
<b>19/163</b>	<b>Progress Reports from Councillors</b> Cllr Bass reported that the signs at the junction of Station Road with Maldon Road and Hatfield Road had been knocked down. <b>Action:</b> <i>D/Cllr Jarvis to arrange for MDC to re-erect the Maldon sign; the Wickham Bishops sign could then be re-attached.</i>  Cllr Bates advised that the loss of the website hosting service on 31 <sup>st</sup> March 2020 meant that the site migration would need to begin shortly. <b>Action:</b> <i>Cllr Bates to ask the EALC for its list of alternative providers.</i>  A resident had complained about cars at the corner of Arbour Lane by the Pine Trees site. The vehicles were thought to belong to builders from two locations and were parked entirely on the private verge. <b>Action:</b> <i>The Clerk to seek assurances that the verges would be fully reinstated if damaged.</i>
<b>19/164</b>	<b>General Village News to Note</b> The resurfacing and line painting of One Stop's carpark was noted.
<b>19/165</b>	<b>Dates of Next Meetings:</b> <ul style="list-style-type: none"> <li>- Friday 20<sup>th</sup> September 2019 Planning Committee Meeting at 11.30am <i>if required</i></li> <li>- Tuesday 1<sup>st</sup> October 2019 Meeting of the Parish Council at 7.30pm</li> </ul>
<b>19/166</b>	<b>Close of Meeting 10.08pm</b> Items for future agendas: <ul style="list-style-type: none"> <li>- Adoption of updated Financial Regulations (December)</li> <li>- Budget and precept approval (December)</li> </ul>