

# 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

Mrs L A Bailey  
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## Minutes of Wickham Bishops Parish Council Meeting held on Tuesday 5<sup>th</sup> September 2023 at 7.30pm in the Boardroom, Wickham Bishops Village Hall

Item	Subject
23/156	<p><b>Those Present and Apologies for Absence</b> In the Chair: Cllr Wardrop. Present: Cllrs Bass, Bates, Layley, Mickelsen, Morgan, Nappo, Williams and the Clerk. There were 6 members of the public present including CCllr Durham.</p>
23/157	<p><b>Declaration of Interests and Compliance with the Ethical Framework</b> As a member of MDC's NW Area Committee, Cllr Morgan would not be taking part in discussion or voting on any items under 23/162 Planning.</p> <p>Cllr Williams declared a non-pecuniary interest in Planning Application 23/00786/HOUSE. Cllr Layley declared a non-pecuniary interest in 23/00758/HOUSE as a near neighbour of Ockleys.</p>
23/158	<p><b>Approval of Minutes</b> The Minutes of the Parish Council Meeting held on 4<sup>th</sup> July 2023 were approved as a true record, proposed by Cllr Mickelsen, seconded Cllr Wardrop, all in favour.</p> <p>The Minutes of the Planning Committee Meeting held on 4<sup>th</sup> August 2023 were noted.</p>
23/159	<p><b>Chairman's Report</b> A resident had enquired about the public telephone box outside One Stop. The Clerk reminded members that BT had disconnected the equipment following vandalism. A consultation prior to this had indicated very low usage. <b>Resolved:</b> Consideration to be given to its future use at the October PC Meeting.</p> <p>Members agreed not to accept the offer of 'Do Not Knock' door stickers from Able Community Care as it was believed these could in fact highlight elderly or vulnerable residents.</p> <p>The Chairman noted the recent death of Robin Bentley, a resident of Wickham Bishops for 80 years. The funeral would take place on 8<sup>th</sup> September at St Bartholomew's Church</p>
23/160	<p><b>Clerk's Report</b> The Clerk had arranged for Prof Jules Pretty to come to WB to talk about Climate Change on Thursday 26<sup>th</sup> October 7.30pm. The Annual Village Litterpick would take place on Saturday 16<sup>th</sup> September 11am, starting at the Library.</p>

23/161	<p><b>Public Forum - a maximum of 15 minutes with no more than 3 minutes per person</b>  The Chairman suspended the meeting and members of the public in attendance spoke on planning applications and concerns over land clearance in Tiptree Road.</p>
23/162	<p><b>Planning Applications and Decisions</b>  <i>It was noted that Cllr Morgan would not take part in voting on Planning Applications as he may be required to do so at MDC.</i></p> <p>As Planning Committee Chairman, Cllr Bass took the chair for this item.</p> <p><b>23/00754/HOUSE &amp; 23/00755PP High Hall Cottage, 30 Church Road</b> Proposed two storey side extension with internal alterations. <b>Resolved:</b> Members had no objection and recommended APPROVAL.</p> <p><b>23/00758/HOUSE Ockleys, Maypole Road</b> Proposed second floor extension, replace 2 triangular dormers with a single dormer, alterations to fenestration. <b>Resolved:</b> Members had no objection to the proposals and recommended APPROVAL. (Cllr Layley did not vote)</p> <p><b>23/00786/HOUSE Bryden House, Witham Road</b> Two storey rear and side extensions, single storey rear extension, roof and elevation alterations, fenestration alterations and porch. <b>Resolved:</b> Members had no objection and recommended APPROVAL. (Cllr Williams did not vote)</p> <p><u>The following decisions made by MDC were noted:</u></p> <p><b>FUL/MAL/23/00424 Little House 8 Witham Road</b> Demolition of existing dwelling, erection of a replacement detached three bedroomed bungalow &amp; detached two bedroomed bungalow both with associated access, parking and amenity. (Amendment to 22/00560/FUL). <b>APPROVED</b></p> <p><b>WTPO/MAL/23/00472 Ridge End 6 Church Road (TPO 09/78) T5 Plum - Crown reduction by a maximum of 3 metres, lift crown to 3 metres and the removal of dead wood. <b>APPROVED</b></b></p> <p><b>HOUSE/MAL/23/00582 2 Church Close</b> Single storey rear extension and porch. <b>APPROVED</b></p> <p><b>WTPO/MAL/23/00601 1 Paxwood Church Road</b> T3 Ash Tree (G1 on TPO 7/95) - Crown reduction by 3m. Remove all deadwood. Remove lower limb over driveway. <b>APPROVED</b></p> <p><b>FUL/MAL/23/00618 Long View 2 Grange Road</b> Replacement dwelling with detached double cart lodge. <b>APPROVED</b></p> <p><b>HOUSE/MAL/23/00638 19 Church Green</b> Two-storey side extension, part single and part two-storey rear extension, and a loft conversion. <b>REFUSED</b></p> <p><u>To note the following Appeal decision by the Secretary of State:</u></p> <p><b>APP/X1545/W/22/3308846 Land at Crabbs Farm, Back Lane</b> Erection of a detached dwelling, garaging, landscaping and associated works. <b>APPEAL DISMISSED</b></p>
23/163	<p><b>Land rear of 9 Church Road Planning Application update on MDC's actions</b>  The Chairman was pleased to note the continued support of Priti Patel MP but disappointed that the letter from Cllr Lee Scott indicated no grounds to suggest that the application should be refused from a Highway point of view.</p>

	<p>Members noted the Officer’s Report, published today, recommending approval to the NW Area Planning Committee. Discussion took place as to Maldon’s affordable housing requirements, and why the officer was giving it consideration at this late stage of the process. It was agreed that Cllr Wardrop would register to speak at the 13<sup>th</sup> September meeting on behalf of the Parish Council and would prepare a 2-minute speech accordingly, liaising with WB Action Group who would also be speaking.</p> <p>The Chairman had drafted two documents – a one-page bullet point document for every member of the NW Area Planning and a letter to Devan Hearnah expressing disappointment at the process, the lack of response to WBPC’s request for a meeting and the similarities to this application and the one in Walden House Road, Great Totham which was recently refused.</p> <p><b>Resolved:</b> The bullet point document would be tweaked slightly to include reference to affordable housing which was felt would put more pressure on services, a copy of which would be sent to every member of the NW Area Planning Committee in good time for the meeting.</p> <p><b>Resolved:</b> Slight amendments to the letter to Devan Hearnah would be made to include mention of the recent refusal for 160 houses in Latchingdon.</p>
	Due to other commitments, Cllr Bass left the meeting at 8.40pm
<b>23/164</b>	<p><b>Tiptree Road Land Clearance – consideration of report to Essex Police of possible breach of Wildlife and Countryside Act</b></p> <p>Several residents had raised concerns with the Parish Council. Contact had been made with MDC and it seemed there were no statutory powers under which they could act. <b>Resolved:</b> After consideration, and taking into account the advice already received, the Clerk would contact a) Essex Police to report a possible breach of the Wildlife &amp; Countryside Act by the removal of hedgerows during bird nesting and b) MDC enforcement team to report the unofficial entrance onto the highway that had been created from the triangular piece of land.</p>
<b>23/165</b>	<p><b>Traffic Calming &amp; Highway Matters</b></p> <p><u>Update, if any, on request for a site meeting with a highways engineer</u> Despite chasing Cllr Scott, there had been no response. Cllr Durham agreed to push again for a site visit but indicated that there was no budget for works of this nature.</p> <p>Local Highways Panel – Update on outstanding requests and to consider asking for dropped <u>kerb outside One Stop to be pursued through the Panel</u></p> <p>There were no updates on WBPC’s LHP requests. The 2 requests relating to Witham Road, reduction of speed limit and increased signage had not yet been submitted to the Panel despite being sent over a year ago and chased by the Clerk. <b>Resolved:</b> The Clerk to write to One Stop advising that the PC felt that an extended dropped kerb across the property would help make parking easier for customers/residents and enable delivery vehicles safer access, urging them and/or the freeholder to consider this request.</p> <p>Notice from ECC Highways to implement 40mph speed limit on parts of Kelvedon Road, Maypole Road and Prince of Wales Road This was noted.</p>
<b>23/166</b>	<p><b>Remembrance Sunday Arrangements – Update on road closure arrangements and cost implications as put forward by the Three Parishes Remembrance Day Committee</b></p> <p>Cllr Morgan reported that the Remembrance Day event would go ahead and indicated that a local benefactor was willing to pay for the road closure/traffic control (which would cost around £1,000). Members were disappointed that the Committee had not been able to identify alternative arrangements using volunteers. After much consideration and bearing in mind WBPC</p>

	<p>had set aside only £250 in the budget, Cllr Wardrop proposed we accept the offer. There were no seconders. Members felt that whilst the offer appeared generous, it could compromise the parish council. <b>Resolved:</b> A counter-proposal from Cllr Morgan suggested WBPC contribute towards the cost of the road closure/traffic control on the same basis as in previous years i.e. 78.5% with Little Braxted paying 7.3% and Great Braxted 14.2%, and make a concerted effort to reduce costs in 2024 using the services of a local special constable that Cllr Nappo had made contact with. Seconded by Cllr Wardrop, 3 in favour, 2 abstained.</p> <p>A recent letter from NALC encouraging council leaders to continue enabling local communities to hold commemoration events was noted. <b>Resolved:</b> The Clerk to write to MDC asking them to consider waiving the road closure fee.</p>																																																																						
<b>23/167</b>	<p><b>Bus Network Consultation</b></p> <p>Possible changes to Service 90 to combine it with Service 40 were noted. <b>Resolved:</b> The Clerk to respond formally to the consultation explaining that WBPC would like to see the frequency of No. 90 and the route remain the same.</p>																																																																						
<b>23/168</b>	<p><b>District Councillor Report</b></p> <p>District Councillor Morgan spoke on MDC's efforts to get the LDP in order, wrestling with the budget and his involvement with the SE Parking Partnership.</p>																																																																						
<b>23/169</b>	<p><b>County Councillor Report</b></p> <p>County Councillor Durham reported that, like many local authorities, Essex was struggling with budgets. He explained that reports in the media that Essex seemed to have the largest proportion of schools affected by RAAC (reinforced autoclaved aerated concrete) was misleading and was in fact due to the number of schools who had diligently returned their questionnaires.</p> <p>Cllr Durham suggested that WB invite neighbouring parishes to the Climate Change talk by Prof Jules Pretty. <b>Action:</b> The Clerk to make contact with Great Braxted, Little Braxted, Little Totham and Great Totham PCs.</p>																																																																						
<b>23/170</b>	<p><b>Bench at Roots Lane/Grange Road – Further consideration of site of the proposed bench</b></p> <p>The Chairman explained that a resident had made an application to ECC and as part of this the question had arisen as to whether the PC supported it. <b>Resolved:</b> The Clerk to respond explaining that the PC was not opposed in principle, but reservations had been expressed by residents about the location.</p>																																																																						
<b>23/171</b>	<p><b>Finance</b></p> <p>The following payments made in the absence of an August PC Meeting were formally approved, proposed Cllr Mickelsen, seconded Cllr Williams, all in favour:</p> <table border="1"> <thead> <tr> <th>Voucher</th> <th>Cheque</th> <th>Name</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>39</td> <td></td> <td>Post Office</td> <td>Postage stamps</td> <td>14.80</td> </tr> <tr> <td>40</td> <td></td> <td>Ebay</td> <td>Laminating pouches</td> <td>9.95</td> </tr> <tr> <td>41</td> <td></td> <td>Vodafone</td> <td>Mobile Phone</td> <td>20.00</td> </tr> <tr> <td>42</td> <td></td> <td>J&amp;M Payroll Services</td> <td>Payroll Services</td> <td>33.00</td> </tr> <tr> <td>43</td> <td></td> <td>J&amp;M Payroll Services</td> <td>Payroll Services</td> <td>33.00</td> </tr> <tr> <td>44</td> <td></td> <td>Maldon District Council</td> <td>Trucam Services April - June</td> <td>571.49</td> </tr> <tr> <td>45</td> <td></td> <td>Mrs L A Bailey</td> <td>Clerks Salary</td> <td>811.00</td> </tr> <tr> <td>46</td> <td></td> <td>RCCE</td> <td>RCCE Subscription</td> <td>72.60</td> </tr> <tr> <td>47</td> <td></td> <td>D W Maintenance</td> <td>Grasscutting</td> <td>85.00</td> </tr> <tr> <td>48</td> <td></td> <td>NPower</td> <td>Streetlighting Electricity</td> <td>48.63</td> </tr> <tr> <td>49</td> <td></td> <td>Cllr Jane Williams</td> <td>Cllr Williams Mileage reimbursement</td> <td>26.10</td> </tr> <tr> <td>50</td> <td></td> <td>HP Instant Ink</td> <td>Clerk Reimbursement</td> <td>9.99</td> </tr> <tr> <td colspan="4" style="text-align: right;"><b>TOTAL</b></td> <td><b>1,735.56</b></td> </tr> </tbody> </table>	Voucher	Cheque	Name	Description	Amount	39		Post Office	Postage stamps	14.80	40		Ebay	Laminating pouches	9.95	41		Vodafone	Mobile Phone	20.00	42		J&M Payroll Services	Payroll Services	33.00	43		J&M Payroll Services	Payroll Services	33.00	44		Maldon District Council	Trucam Services April - June	571.49	45		Mrs L A Bailey	Clerks Salary	811.00	46		RCCE	RCCE Subscription	72.60	47		D W Maintenance	Grasscutting	85.00	48		NPower	Streetlighting Electricity	48.63	49		Cllr Jane Williams	Cllr Williams Mileage reimbursement	26.10	50		HP Instant Ink	Clerk Reimbursement	9.99	<b>TOTAL</b>				<b>1,735.56</b>
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The following bank balances at 31<sup>st</sup> August 2023 were noted: Unity Trust Current Account £23,133.67, Unity Trust Instant Access Account £10,098.36, Equals Debit Card £54.14, making a total of £33,286.17.

**Resolved:** Cllr Wardrop proposed the following payments be authorised, seconded by Cllr Mickelsen, all in favour.

**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Date	Description	Supplier	VAT Type	Net	VAT	Total
51	05/09/2023	Payroll Services	J&M Payroll Services	S	27.50	5.50	33.00
52	05/09/2023	Grant to Scrabble Club	Essex County Council	X	126.40		126.40
53	05/09/2023	Grasscutting	D W Maintenance	X	85.00		85.00
54	05/09/2023	Clerks Salary	Mrs L A Bailey	X	786.00		786.00
54	05/09/2023	WFH Allowance	Mrs L A Bailey	X	25.00		25.00
<b>Total</b>					<b>1,049.90</b>	<b>5.50</b>	<b>1,055.40</b>

To note and agree to pay Local Government Pension Scheme Termination liability

Cllr Mickelsen reported that Essex Pension Fund had calculated a termination liability of £5,000. During the August recess, Cllrs Wardrop, Mickelsen and Nappo had considered the options which included spreading the payments over 3 years. This would mean added interest, WBPC would continue to remain members of the scheme and be subject to additional valuations (and costs) that the Fund may require. The situation was regrettable to say the least. Members were keen to be released as soon as possible, noting that this particular pension fund was wholly unsuitable for small councils and EALC had been made aware of this. **Resolved:** Councillors agreed to pay the £5,000 along with the £1806 Actuary fee. It was noted that this would have implications for the budget and annual audit arrangements. **Action:** The Clerk to arrange for an earlier than usual Budget Meeting with members of the Finance Committee and to query the current £25k limit with the auditors, as this figure had been in place for many years.

Additional dog waste bin (far end of Rainbow Field) This request had been made at a recent PC surgery. **Resolved:** Cllr Williams agreed to ask BHSA to consider.

**23/172 Progress Reports from Councillors – no decisions required**

Biodiversity Group inc. Hedgehog Highway Cllr Williams gave a brief report on the work of the group which included recently liaising with WB Horticultural Club. Cllr Bates gave details of a talk by Maypole Forest Garden at 7.30pm on 21<sup>st</sup> September at the Church Hall. Details of a Hedgehog Highway project had been received. The Clerk would register our interest.

*Due to other commitments, Cllr Williams left the meeting at 9.45pm.*

Cllr Wardrop reported that 9 Speedwatch sessions had been held during August, with 106 vehicles reported speeding. In the same period Trucam had caught 88 vehicles.

**23/173 Parish Council Surgeries**

At the July Surgery Cllr Bates had received reports of overgrown hedges. The Clerk had written to the The Old Rectory in respect of overhang along Station Road and Great Totham PC regarding two sites (junction of Kelvedon Road/Walden House Road and the footpath from Kelvedon Road to Goat Lodge Lane) that were in their remit. It was also heard that numerous nitrous oxide canisters (laughing gas) were being found around the area. Problems of motorists parking across driveways in Great Totham Road would be looked into by DCllr Morgan as part of his membership of the South Essex Parking Partnership.

	Saturday 16 <sup>th</sup> September surgery – Cllrs Wardrop & Nappo agreed to attend and combine this with the litterpick which was on the same day.
<b>23/174</b>	<b>General Village News and Events to Note</b> A resident wishing to complain about very loud music in the village which had continued until 1.30am had been directed by the Clerk to MDC's Environmental Health team for them to investigate.
<b>23/175</b>	<b>Date of Next Meetings:</b> Planning Committee Meeting (if required) – date to be confirmed Parish Council Meeting – Tuesday 3 <sup>rd</sup> October 2023, 7.30pm, Village Hall Boardroom Climate Change Talk with Prof Jules Pretty – 26 <sup>th</sup> October 2023, 7.30pm, Village Hall Small Hall Parish Council Meeting – Tuesday 7 <sup>th</sup> November 2023, 7.30pm, Village Hall Boardroom
<b>23/176</b>	<b>Close of Meeting</b> There being no further business, the meeting closed at 9.55pm.