

Wickham Bishops Parish Council

Parish Councillors

I D Wardrop (Chairman)
H M Bass
P J Bates
K W Jarvis
P D Layley
M Mickelsen
R Mundell
C Nappo
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 Wickham Bishops Parish Council Meeting held on Tuesday 6th September 2022 at 7.30pm in Village Hall Boardroom

Item	Subject
22/126	<p>Those Present and Apologies for Absence</p> <p>In the Chair: Cllr Wardrop Present: Cllrs Bass, Bates, Jarvis, Layley, Mickelsen, Mundell, Nappo, County/District Cllr Durham. There were 2 members of the public present. Apologies were received from Cllr Williams. DCllr Morgan attended from 8.30pm.</p>
22/127	<p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>Cllr Jarvis declared a possible pecuniary interest in 22/132 Land adj 5 Grange Road Appeal. Cllr Nappo declared an interest as she knew the applicant.</p>
22/128	<p>Approval of Minutes</p> <p><u>Minutes of the Parish Council Meeting held on 5th July 2022</u> It was resolved that the Minutes be approved, proposed Cllr Layley, seconded Cllr Mickelsen, all in favour.</p> <p><u>Minutes of the Planning Committee Meeting held on 19th August 2022</u> Members noted the Minutes which would be formally approved at the next Planning Committee Meeting.</p>
22/129	<p>Chairman's Report</p> <p>The Chairman reported that the Clerk's CiLCA studies were progressing well and, on submission of Units One and Two she had received an exemplary submission award from the assessor.</p>
22/130	<p>Clerk's Report</p> <p>Following a complaint from a resident about cars parking at the junction of Wellands with Witham Road, the Clerk had notified the Police who offered to add this area to their patrols.</p> <p>Cllr Layley had undertaken a 6-monthly inspection of village benches and whilst they were all in good structural condition, he recommended they be sanded and given a coat of preservative. The Clerk to obtain quotes for consideration.</p>
22/131	<p>Public Forum</p> <p>Two residents asked about for an update on the Remembrance Day Service situation. The Chairman explained that discussion and a decision would take place at Item 22/136.</p>
22/132	<p>Planning Applications and Decisions</p> <p>Cllr Bass took the Chair for this item and reminded those present that WBPC were merely a consultee in the process and that the final decisions rested with MDC.</p>

	<p>22/00553/FUL Land south of Bouncers, Wickham Hall Lane. Erection of stable building and associated ancillary facilities and storage for hay and fee. Resolved: The Parish Council recommended REFUSAL on the grounds of the scale and bulk of the structure which would have a negative impact on the surrounding countryside, it was remote from and not linked to any other residential property, vehicular access was poor and it would generate an increase in traffic on this narrow country lane with no passing places.</p> <p>22/00912/HOUSE 3 Wickham Hall Cottages, Langford Road. Demolish existing conservatory and construct single storey rear extension and proposed open porch to front elevation. Resolved: The Parish Council had no objection to the proposals and recommended APPROVAL.</p> <p>Appeal Ref APP/X1545/W/22/3302136 Land adj 5 Grange Road, Outline planning application for residential development of land for one dwelling Resolved: After much consideration, it was agreed to write to the Planning Inspectorate confirming that WBPC's comments were as per those submitted to MDC in response to the Planning Application on 20th December 2021.</p> <p><u>To consider applying for TPOs for the two Oak trees on the Library triangle</u> A resident had written suggesting that WBPC apply for TPO's on these trees in order to preserve their importance to the setting of WB's historic library, to protect them for the benefit of future generations and for climate change and biodiversity reasons. Resolved: The Parish Council agreed unanimously to apply for Tree Preservation Orders on the two Oak trees. The Clerk to action.</p> <p>The following decisions made by MDC were noted:</p> <p>HOUSE/MAL/22/00687 1 Church Cottages, Church Road. Rear single storey flat roof extension. REFUSED.</p> <p>HOUSE/MAL/22/00203 2 Blue Mills Cottages, Blue Mills Hill. Part two storey part single storey rear extension, new canopy to side elevation and changes to fenestration. APPROVED.</p> <p>A resident had written to make the PC aware that surveyors had been seen on the land to the rear of 9 Church Road. Action: <i>The Clerk to ask District Councillor Morgan as to whether a 'pre-application' had been submitted to MDC.</i></p>
22/133	<p>Traffic Calming & Highway Matters <u>To note outcome of and any actions from 28th July Public Meeting</u> Arising from the public meeting, the following LHP Scheme submissions had been made and comments received from the Highways Liaison Officer:</p> <ul style="list-style-type: none"> • Pedestrian crossing request for The Street – Highways needed to know exactly where WBPC would like the crossing to be situated before carrying out a survey to see if the scheme met the criteria. • Build-outs on footway The Street to improve driver sightline at crossroads - Highways did not believe that a build-out would prevent parking and suggested approaching the North Essex Parking Partnership. • Resurfacing of Blacksmiths Lane footway – This scheme would be considered by Highways. • Reduction of speed limit from Blue Mills Bridge to Witham Road to 30mph – Highways agreed to carry out a speed survey to determine whether people are travelling at a suitable speed. • Improved HGV signage/SLOW road markings Blue Mills Hill/Witham Road – As this route is categorised as a Priority 2 route, Highways are restricted in what they can do and as it provides a direct link between Witham and Wickham Bishops, HGV restriction would not be feasible. Current guidance from the Department of Transport indicated that signage clutter should be removed, not added to. <p>Resolved: Following a lengthy discussion, it was resolved that a Working Group would be formed to consider and make recommendations on a pedestrian crossing site, school bus drop-off and pick-up points, parking in general in the village, HGVs using Blue Mills bridge exceeding the weight limit, and any other traffic issues.</p>

	<p><u>To consider any follow up action in respect of speed survey findings, analysis of data and speed watch records, and road classification</u> The Chairman reported that a local resident had provided a summary from the data provided by Essex Highways showing the numbers of vehicles exceeding the speed limit. Members were grateful for this summary. The Chairman reported that Speedwatch volunteers continued to record high numbers of motorists exceeding the 30mph speed limit, with 25% of those captured doing over 40mph. Resolved: The Clerk to ask CCllr Durham to remind Cllr Scott of his commitment to provide extra traffic police speed enforcement in Wickham Bishops.</p> <p>Cllr Jarvis asked Cllr Durham to report that the ECC 'Track it' system was not being kept up to date making the system inefficient. (District Councillor Morgan joined the meeting at 8.30pm)</p>
22/134	<p>District Councillor Report District Councillor Morgan gave a brief verbal report.</p>
22/135	<p>County Councillor Report County Councillor Durham reported on the ECC budget gap which was bigger than first thought. Discussion continued on the subject of devolution.</p>
22/136	<p>Remembrance Day Road Closure</p> <p>Letters received following article published by LBPC & GBPC The meeting acknowledged letters of complaint received from residents of Wickham Bishops and Little Braxted following the article which wrongly gave the impression WBPC were suggesting the Remembrance Day Service would not go ahead. This had left WBPC in a difficult position. It was noted that numerous emails had been sent from LBPC Clerk to both WBPC Clerk and the Internal Auditor asking questions of our financial practices, and these along with the published article, were felt to be both critical and intimidating.</p> <p>To receive a verbal report of meeting held with Little Braxted & Great Braxted PCs In an attempt to discuss the matter amicably face to face, look at the options available and consider how the road closure costs might be apportioned more fairly in future, an informal meeting of representatives of the three parish councils had taken place on 22nd August. Neither LBPC nor GBPC were prepared to consider an alternative safer location for the Remembrance Day Service, nor were they prepared to consider apportioning the costs differently. It was agreed, however, that, for safety reasons the road closure be extended along Kelvedon Road to Prances Scout Hut and along Tiptree Road to Snows Corner, and the LBPC Clerk would obtain 3 quotes to ensure value for money, which would be provided to the three parishes before a contractor was selected.</p> <p>To reverse the decision recorded at item 22/091 of the meeting of 7 June 2022 to decline to fund the road closure in future, and consider confirming the intention to contribute towards the costs of the forthcoming Remembrance Day closure Members considered the situation fully. Resolved: Cllr Wardrop proposed, seconded by Cllr Bass, all in favour that the 22/091 decision should be reversed, and contribution made to the 2022 road closure as per LBPCs lowest quotation of £1040 +VAT.</p> <p>DCllr Morgan offered to set up a Working Group and act as Chair for the three parish councils (Councillors, not Clerks) to consider the possibility of organising the 2023 Remembrance Day Service road closure using volunteers and/or moving the service elsewhere. Resolved: Cllr Morgan's offer was accepted.</p> <p>A letter had been received from Priti Patel MP querying arrangements for the Remembrance Day Service, attaching a letter from MDC quoting information obtained from the LBPC Clerk. Resolved: The Clerk to respond saying that WB had met with the other two parishes, estimates had been properly obtained for the 2022 road closure, WBPC were satisfied with the additional safety measures, they would continue to fund for this year and look at volunteers and/or an alternative location for next year.</p> <p>Resolved: Members agreed the Clerk should ask Little Braxted Parish Council for details of quotes obtained and costs for the maintenance of the War Memorial.</p>
22/137	<p>Library Strategy Working Group Update (Cllr Jarvis)</p> <p>Cllr Jarvis provided a brief written report for which he was thanked. Members were delighted to hear that ECC Locality Fund had approved the grant application for the tables and chairs. The Clerk to place the order.</p>

22/138	<p>The Platinum Path</p> <p>A resident had written asking for fencing along the boundary of the path where vegetation had been removed. This was considered but members did not agree to this and would remind the resident that they had offered to trim back their Leylandii which was encroaching on the path.</p> <p>In the meantime, the Clerk would ask the grass cutting contractor to strim along the overgrown section of the path. Once the path was opened, it was hoped that the PROW team would be able to carry out small trimming jobs, as necessary.</p>																																																																																																																																																																																																																																																																								
22/139	<p>Finance</p> <p>The meeting formally ratified the following payments and receipts in the absence of an August PC Meeting (proposed Cllr Wardrop, seconded Cllr Mickelsen, all in favour):</p> <p style="text-align: right;">3 August 2022 (2022 - 2023)</p> <p style="text-align: center;">Wickham Bishops Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Voucher</th> <th>Code</th> <th>Date</th> <th>Description</th> <th>Supplier</th> <th>VAT Type</th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>54</td> <td>Speedwatch & Trucam</td> <td>03/08/2022</td> <td>Trucam Services April - June</td> <td>Maldon District Council</td> <td>S</td> <td>485.19</td> <td>97.04</td> <td>582.23</td> </tr> <tr> <td>55</td> <td>Grasscutting</td> <td>03/08/2022</td> <td>Grasscutting</td> <td>D W Maintenance</td> <td>Z</td> <td>85.00</td> <td></td> <td>85.00</td> </tr> <tr> <td>56</td> <td>Streetlighting Electricity</td> <td>03/08/2022</td> <td>Streetlighting Electricity</td> <td>NPower</td> <td>L</td> <td>45.90</td> <td>2.30</td> <td>48.20</td> </tr> <tr> <td>57</td> <td>Outsourced Payroll Costs</td> <td>03/08/2022</td> <td>Payroll Services</td> <td>J&M Payroll Services</td> <td>S</td> <td>20.00</td> <td>4.00</td> <td>24.00</td> </tr> <tr> <td>58</td> <td>Outsourced Payroll Costs</td> <td>03/08/2022</td> <td>Payroll Services</td> <td>J&M Payroll Services</td> <td>S</td> <td>20.00</td> <td>4.00</td> <td>24.00</td> </tr> <tr> <td>59</td> <td>Clerk's Salary</td> <td>03/08/2022</td> <td>Clerks Salary</td> <td>Mrs L A Bailey</td> <td>Z</td> <td>715.35</td> <td></td> <td>715.35</td> </tr> <tr> <td>60</td> <td>PC Office Running Allow</td> <td>03/08/2022</td> <td>WFH allowance</td> <td>Mrs L A Bailey</td> <td>Z</td> <td>25.00</td> <td></td> <td>25.00</td> </tr> <tr> <td>61</td> <td>Donations and Awards</td> <td>03/08/2022</td> <td>Annual Report distribution</td> <td>WB & LB PCC</td> <td>Z</td> <td>100.00</td> <td></td> <td>100.00</td> </tr> <tr> <td>62</td> <td>Printing & Postage</td> <td>03/08/2022</td> <td>HP Instant Ink</td> <td>Mrs L A Bailey</td> <td>S</td> <td>8.32</td> <td>1.67</td> <td>9.99</td> </tr> <tr> <td>63</td> <td>Printing & Postage</td> <td>03/08/2022</td> <td>Adhesive letters for Chairmen Board</td> <td>Mrs L A Bailey</td> <td>Z</td> <td>9.65</td> <td></td> <td>9.65</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total</td> <td>1,514.41</td> <td>109.01</td> <td>1,623.42</td> </tr> </tbody> </table> <p style="text-align: right;">3 August 2022 (2022 - 2023)</p> <p style="text-align: center;">Wickham Bishops Parish Council RECEIPTS LIST</p> <table border="1" style="width: 100%; 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Members noted the internal scrutiny carried out by Cllr Jarvis, which was found to be satisfactory.</p>	Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total	54	Speedwatch & Trucam	03/08/2022	Trucam Services April - June	Maldon District Council	S	485.19	97.04	582.23	55	Grasscutting	03/08/2022	Grasscutting	D W Maintenance	Z	85.00		85.00	56	Streetlighting Electricity	03/08/2022	Streetlighting Electricity	NPower	L	45.90	2.30	48.20	57	Outsourced Payroll Costs	03/08/2022	Payroll Services	J&M Payroll Services	S	20.00	4.00	24.00	58	Outsourced Payroll Costs	03/08/2022	Payroll Services	J&M Payroll Services	S	20.00	4.00	24.00	59	Clerk's Salary	03/08/2022	Clerks Salary	Mrs L A Bailey	Z	715.35		715.35	60	PC Office Running Allow	03/08/2022	WFH allowance	Mrs L A Bailey	Z	25.00		25.00	61	Donations and Awards	03/08/2022	Annual Report distribution	WB & LB PCC	Z	100.00		100.00	62	Printing & Postage	03/08/2022	HP Instant Ink	Mrs L A Bailey	S	8.32	1.67	9.99	63	Printing & Postage	03/08/2022	Adhesive letters for Chairmen Board	Mrs L A Bailey	Z	9.65		9.65	Total						1,514.41	109.01	1,623.42	Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total	3	Training	19/07/2022		Unity Trust Current Ac		Clerks Bursary Scheme	EALC	Z	176.25		176.25	Total									176.25		176.25	Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	64	Platinum footpath	05/09/2022		Unity Trust Current Account		Clearing Platinum Path	Just Trees	S	850.00	170.00	1,020.00	65	Audit	05/09/2022		Unity Trust Current Account		Internal Audit	Letchwood	E	125.00		125.00	66	Outsourced Payroll Costs	05/09/2022		Unity Trust Current Account		Payroll Services	J&M Payroll Services	S	20.00	4.00	24.00	67	Clerk's Salary	05/09/2022		Unity Trust Current Account		Clerks Salary	Mrs L A Bailey	Z	715.35		715.35	68	Clerk's Salary	05/09/2022		Unity Trust Current Account		WFH allowance	Mrs L A Bailey	Z	25.00		25.00	69	Printing & Postage	05/09/2022		Unity Trust Current Account		Clerk Reimbursements	HP Instant Ink	S	8.32	1.67	9.99	70	Printing & Postage	05/09/2022		Unity Trust Current Account		Postage stamps	Post Office	X	13.04		13.04	71	Printing & Postage	05/09/2022		Unity Trust Current Account		A4 White Paper	Sainsbury's	X	6.50		6.50	Total									1,763.21	175.67	1,938.88
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22/140	<p>Governance</p> <p>The meeting resolved to formally adopt the Health and Safety Policy and Equality and Diversity Policy.</p>																																																																																																																																																																																																																																																																								
22/141	<p>Parish Council Monthly Surgeries</p> <p>The August Surgery had been well attended. The resident of Pondhead Cottage, Wickham Hall Lane continued to suffer flooding to his garden during rainfall and communication had taken place between the Chairman and Cllr Scott, who explained that engineers felt that the kerbing outside the cottage was adequate. However, the gullies in Wickham Hall Lane would be cleared and a recommendation made for MDC to clear/scrape vegetation/silt from the centre of the carriageway to assist the situation. Resolved: The Clerk to report to MDC/Cllr Durham.</p>																																																																																																																																																																																																																																																																								

22/142	<p>Consider organising Annual Village Litter Pick Members agreed to a Village Litter Pick on Saturday 8th October 2022, 11am start at the Library. Action: <i>The Clerk to advertise and ask MDC for litterpickers, bags etc.</i></p>
22/143	<p>Correspondence None.</p>
22/144	<p>Progress Reports from Councillors The Chairman reported that during 8 sessions of Speedwatch concentrating on Maypole Road and Witham Road, 135 speeding vehicles had been captured.</p> <p>In Cllr Williams absence, the Clerk reported that, as part of the Biodiversity Project, WBPC had joined the Essex Wildlife Trust Wilder Villages Scheme and she would be meeting up with the co-ordinator on 30th September.</p>
22/145	<p>General Village News and Events to Note Councillor Mundell advised that he would be handing in his resignation, as work and family commitments meant he could not devote as much time as he would like to Parish Council duties. He was thanked for his contribution over the last 6 years, especially his technical assistance during the pandemic, which had enabled WBPC to meet online.</p>
22/146	<p>Date of Next Meetings: Parish Council Meeting - Tuesday 4th October 2022, 7.30pm, Village Hall Boardroom Planning Committee Meeting (if required) – date to be confirmed</p>
22/147	<p>Close of Meeting There being no further business, the meeting closed at 10.05pm.</p>