

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
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 Meeting of Wickham Bishops Parish Council held on Tuesday 1st April 2025 at 7.30pm in the Village Hall Boardroom

Item	Subject
25/067	<p>Those Present and Apologies for Absence</p> <p>In the Chair: Cllr Wardrop Present: Cllrs Bass, Bates, Layley, Mickelsen, Williams and the Clerk Apologies for absence were accepted from Cllrs Morgan & Nappo. County Cllr Durham was not present. There were 11 members of the public in attendance including two Police officers.</p>
25/068	<p>Declaration of Interests and Compliance with the Ethical Framework There were none.</p>
25/069	<p>Approval of Minutes</p> <p>The Minutes of the Parish Council Meeting held on 4th March 2025 were agreed as a true record, proposed by Cllr Wardrop, seconded by Cllr Mickelsen, all in favour.</p>
25/070	<p>Chairman's Report</p> <p>The Chairman acknowledged and congratulated Cllr Richard Collins (Great Braxted PC) who had recently being awarded Councillor of the Year. Action: The Clerk to write to Cllr Collins.</p> <p>Cars parking across dropped kerbs and close to the junction in the vicinity of Snows Corner had been drawn to the Chairman's attention. This made it difficult for wheelchair users and prams, and he would write an article for the Parish Magazine.</p>
25/071	<p>Clerk's Report</p> <p>Blue Mills Boardwalk deterioration – Highways had carried out a risk assessment and determined that it did not need immediate action. They would continue to monitor, and if the issue further deteriorated, they would consider including it in any future works.</p> <p>Leaning fingerpost signs FP17, Grange Road – Highways advised that both fingerposts seemed to be 'reasonably stable'. They would add them to their works schedule for replacement later in the year.</p> <p>Broken manhole cover outside Church Cottages – This had now been replaced.</p>

25/072	<p>Public Forum - a maximum of 15 minutes with no more than 3 minutes per person</p> <p>The Chairman suspended the meeting.</p> <p>One resident spoke of two instances of antisocial behaviour which had resulted in damage to his front door. The matter had been reported to the Police and CCTV installed. The Police offered to advise on CCTV settings.</p> <p>The architect spoke on proposals for a new dwelling in the garden of 35 Church Road and the applicant's son explained the opportunity this offered him to remain in the village.</p> <p>4 residents raised their objections to the new dwelling at 35 Church Road.</p> <p>Members were made aware that another Planning Application on Crispins, Roots Lane seemed imminent, this time for 5 bungalows instead of 6.</p>
25/073	<p>Planning Applications and Decisions</p> <p>Cllr Bass took the Chair for this item. He explained that the Parish Council were not the determining authority, and that MDC would make the final decision.</p> <p>25/00141/FUL Land at 35 Church Road Construction of a detached 2 storey 4-bed house. Resolved: Taking into account views expressed by the residents present, the Parish Council recommended REFUSAL on the grounds of over-development of the site to the detriment of neighbouring properties.</p> <p>25/00171/HOUSE Elm Villas, 14 Church Road Single storey side extension with 2 roof lights. Resolved: Members had no objection to the proposals and recommended APPROVAL.</p> <p><u>The following Claim for Lawful Development Certificate was noted:</u> 25/00217/LDP Ravello, Maypole Road, Great Totham Proposed single storey side extension.</p> <p><u>The following decisions made by MDC were noted:</u> 24/00744/FUL Land adj Fieldway, Station Road Vineyard building with 1st floor offices. APPROVED</p> <p>24/00994/NMA Little Hill Farm, Mope Lane Amendment to first floor windows 21/01327/FUL APPROVED</p> <p>25/00034/HOUSE 27 Holt Drive Two storey front extension, single storey rear extension and alterations to fenestration. APPROVED</p> <p>25/00035/LDP 7 Arbour Lane Claim for Lawful Development for proposed single storey rear extension. REFUSED</p>
	<p>The following item was brought forward to enable the Police Officers present to leave.</p>
25/078	<p>Community Speed Watch - recent developments affecting continuation</p> <p>Cllr Wardrop reminded members that he had queried the policy of Essex Police not to send warning letters to those caught speeding if the vehicle was registered outside of Essex. He had recently received a letter from Adam Pipe, Head of Roads Policing, the tone of which was disturbing, talking about unacceptable behaviour, but it was difficult to discern to whom or to what he was referring. One of the CSW team had also taken the matter up with Roger Hirst PFCC and Dame Priti Patel MP, but this had led the Speed Watch team as a whole to seriously consider whether they wished to continue. Members unanimously agreed that the sterling efforts of the team should not be undermined by this, they should most certainly continue with their work,</p>

	assured that the Parish Council were behind them and would support them to resolve the situation. This was reiterated by the Police Officers present. Cllr Wardrop would await a reply before doing anything further.
25/074	Mature Oak tree in Grange Road – consider suggestion of applying for TPO Resolved: Councillors agreed that, due to the possibility of future development, this tree was worthy of saving. The Clerk to make the application.
25/075	Land rear of 9 Church Road – any further correspondence and possible action Matt Winslow of MDC had responded to the PC's letter of 11 th February and the contents were noted. Members discussed raising their concerns with the Planning Department <i>before</i> a formal application was submitted. Action: As development on this site would have an enormous impact on our small village, the Chairman to write to Matt Winslow asking if the PC could express their views before receipt of the formal submission.
25/076	Housing Needs Survey - Consider and agree method of sharing survey findings After discussion, it was agreed not to share the findings for the time being but to use the information as and when needed, if necessary.
25/077	Traffic Calming & Highway Matters <u>Report following meeting with Westcombe Park developers to discuss closure of B1018/19 for new roundabout etc.</u> Cllr Bass explained that there would be traffic lights from 2 nd – 22 nd July and a complete road closure from 23 rd July – 29 th August. He had suggested a sign saying 'No Through Route for Diverted Traffic' for the following roads – Ulting Lane, Spring Lane, Wickham Hall Lane, Station Road upper section, Wellands, Church Road, Arbour Lane, School Road and Back Lane, which Highways were considering. <u>Consideration of 20mph limit through the village</u> Cllr Wardrop had read through the literature and confirmed that The Street did not meet the criteria. <u>Pothole on dropped kerb to One Stop</u> Cllr Durham had been reminded that this had worsened and had escalated it. <u>To note review of LHP system and that no current schemes will be progressed</u> Noted.
25/079	Boundary Review – consider whether there is a need for a community governance review Resolved: Members agreed to advise MDC that Wickham Bishops would like to be included in the Review in order to adjust the anomalies between Wickham Bishops and Great Totham.
25/080	ECC Consultation – Establishing a Mayoral Combined County Authority in Greater Essex Resolved: Following discussion, members agreed it was impossible to answer the consultation questions without knowledge of the proposals and agreed not to respond. The EALC Devolution & LGR Webinar taking place on 3 rd April at 3pm was noted.
25/081	District Councillor Report District Councillor Morgan was not present.
25/082	County Councillor Report The written report from County Councillor Durham was noted.
25/083	Suggestion to BHSA of joint annual meeting/parish assembly & litter pick – consider response Cllr Williams reported that BHSA proposed to hold an Open Day on Saturday 13 th September to which the Parish Council would be invited to participate. It was understood that a football club event on the playing field had been suggested for Saturday 31 st May. Resolved: Bearing in mind

	the PC’s initial idea was an Annual Assembly style meeting, Cllr Williams would liaise with BHSA and advise that the PC did not wish to participate in either of the events.																																																																																																																																																																																																																																						
25/084	Parish Council Annual Report – discuss alternative methods of circulating Resolved: Members agreed to accept the Clerk’s suggestion of producing the Annual Report digitally, with a few paper copies available for collection in the library and possibly a village shop, with a view to making cost savings and reducing the environmental impact. Councillors to submit the usual articles to the Clerk.																																																																																																																																																																																																																																						
25/085	Finance The following balances were noted as at 31 st March 2025: <table><tr><td>Unity Trust Current Account</td><td>31/03/2025</td><td>2,108.18</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Unity Trust Instant Access</td><td>31/03/2025</td><td>10,586.44</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Debit Card</td><td>31/03/2025</td><td>126.15</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="8"></td><td></td><td>12,820.77</td><td></td></tr></table> Resolved: The following payments and receipts were approved, proposed Cllr Williams, seconded Cllr Mickelsen, all in favour: 2024/25 Payments <table><tr><td>96</td><td>Unity Bank charges</td><td>31/03/2025</td><td>Unity Trust Current Account</td><td>Unity Bank charges</td><td>Unity Bank</td><td></td><td>6.00</td><td></td><td></td><td>6.00</td></tr><tr><td colspan="7"></td><td>Total</td><td>6.00</td><td></td><td>6.00</td></tr></table> 2024/25 Receipts <table><tr><td>10</td><td>Bank Interest</td><td>31/03/2025</td><td>Unity Trust Instant A</td><td>Bank Interest</td><td>Unity Bank</td><td>E</td><td>66.23</td><td></td><td></td><td>66.23</td></tr><tr><td colspan="7"></td><td>Total</td><td>66.23</td><td></td><td>66.23</td></tr></table> 2025/26 Payments <table><tr><td>1</td><td>Membership Subs</td><td>01/04/2025</td><td>Unity Trust Current Account</td><td>RCCE Annual Subscription</td><td>RCCE</td><td>S</td><td>70.00</td><td>14.00</td><td></td><td>84.00</td></tr><tr><td>2</td><td>HMRC NIC & Tax</td><td>01/04/2025</td><td>Unity Trust Current Account</td><td>National Insurance</td><td>HMRC</td><td>X</td><td>50.55</td><td></td><td></td><td>50.55</td></tr><tr><td>2</td><td>HMRC NIC & Tax</td><td>01/04/2025</td><td>Unity Trust Current Account</td><td>Tax</td><td>HMRC</td><td>X</td><td>22.60</td><td></td><td></td><td>22.60</td></tr><tr><td colspan="7"></td><td></td><td></td><td></td><td>73.15</td></tr><tr><td>3</td><td>Clerk’s Salary</td><td>01/04/2025</td><td>Unity Trust Current Account</td><td>Clerk’s Salary</td><td>Mrs L A Bailey</td><td>X</td><td>872.74</td><td></td><td></td><td>872.74</td></tr><tr><td>3</td><td>PC Office Allowance</td><td>01/04/2025</td><td>Unity Trust Current Account</td><td>Working from home allowance</td><td>Mrs L A Bailey</td><td>X</td><td>25.00</td><td></td><td></td><td>25.00</td></tr><tr><td colspan="7"></td><td></td><td></td><td></td><td>897.74</td></tr><tr><td>4</td><td>Clerk’s Mileage/Travel</td><td>01/04/2025</td><td>Unity Trust Current Account</td><td>Car Park fee - PC Engagement Forum</td><td>Mrs L A Bailey</td><td>E</td><td>4.50</td><td></td><td></td><td>4.50</td></tr><tr><td>4</td><td>Mobile Phone costs</td><td>01/04/2025</td><td>Unity Trust Current Account</td><td>Vodafone top-up</td><td>Mrs L A Bailey</td><td>E</td><td>20.00</td><td></td><td></td><td>20.00</td></tr><tr><td>4</td><td>Printing & Postage</td><td>01/04/2025</td><td>Unity Trust Current Account</td><td>HP Instant Ink</td><td>Mrs L A Bailey</td><td>S</td><td>9.99</td><td>2.00</td><td></td><td>11.99</td></tr><tr><td colspan="7"></td><td></td><td></td><td></td><td>36.49</td></tr><tr><td colspan="7"></td><td>Total</td><td>1,075.38</td><td>16.00</td><td></td><td>1,091.38</td></tr></table> A transfer of £2,000 from the Instant Access Account to the Current Account was approved, mindful of the Precept from MDC being paid in on the last working day of April										Unity Trust Current Account	31/03/2025	2,108.18									Unity Trust Instant Access	31/03/2025	10,586.44									Debit Card	31/03/2025	126.15																		12,820.77		96	Unity Bank charges	31/03/2025	Unity Trust Current Account	Unity Bank charges	Unity Bank		6.00			6.00								Total	6.00		6.00	10	Bank Interest	31/03/2025	Unity Trust Instant A	Bank Interest	Unity Bank	E	66.23			66.23								Total	66.23		66.23	1	Membership Subs	01/04/2025	Unity Trust Current Account	RCCE Annual Subscription	RCCE	S	70.00	14.00		84.00	2	HMRC NIC & Tax	01/04/2025	Unity Trust Current Account	National Insurance	HMRC	X	50.55			50.55	2	HMRC NIC & Tax	01/04/2025	Unity Trust Current Account	Tax	HMRC	X	22.60			22.60											73.15	3	Clerk’s Salary	01/04/2025	Unity Trust Current Account	Clerk’s Salary	Mrs L A Bailey	X	872.74			872.74	3	PC Office Allowance	01/04/2025	Unity Trust Current Account	Working from home allowance	Mrs L A Bailey	X	25.00			25.00											897.74	4	Clerk’s Mileage/Travel	01/04/2025	Unity Trust Current Account	Car Park fee - PC Engagement Forum	Mrs L A Bailey	E	4.50			4.50	4	Mobile Phone costs	01/04/2025	Unity Trust Current Account	Vodafone top-up	Mrs L A Bailey	E	20.00			20.00	4	Printing & Postage	01/04/2025	Unity Trust Current Account	HP Instant Ink	Mrs L A Bailey	S	9.99	2.00		11.99											36.49								Total	1,075.38	16.00		1,091.38
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25/086	Tree Warden standing down – consider replacement Members acknowledged this and wished to formally thank Chris Cooke for all his work over the years. Resolved: The Clerk to advertise for a replacement Tree Warden on FB.																																																																																																																																																																																																																																						
25/087	Progress Reports from Councillors – no decisions required <ul style="list-style-type: none">Pant & Blackwater Restoration Plan – public consultation due, update circulated (Cllr Bass)Six Walks Footpath Booklet – It was noted that several amendments were required and that it would be useful for someone to walk Shut Heath Wood Walk and check the route instructions – Cllr Mickelsen volunteered.																																																																																																																																																																																																																																						

25/088	Correspondence <ul style="list-style-type: none"> Recruitment of a Team Vicar for WB, Little Braxted, Great & Little Totham & Goldhanger. This was noted, along with the fact that the new vicar would reside in the vicarage at Great Totham. Suggestion from resident regarding defibrillators, location, basic training etc. BHSA confirmed that, if you called 999 in an emergency, they would give you the location of the nearest defibrillator and the code to open it. No training was required as once switched on, the defib talked you through exactly what to do. Resolved: The Clerk to publicise the sites of local defibrillators. Land encroachment rear of Finch's and Handleys Lane. The Clerk had notified Moat Homes of the situation. Email from The Bear regarding noticeboard location. It was noted that the new owners did not support the installation of the noticeboard outside their property. BHSA would be asked to suggest an alternative location, possibly on their land. Cllr Williams reported that she had been in touch with Aquarius regarding the possibility of using the noticeboard on the side of their building. MDC request re brownfield sites in the village. The Clerk to respond that there are none.
25/089	Parish Council Surgeries There had been no visitors to the March surgery. Cllrs Mickelsen and Williams agreed to attend the Saturday 19 th April surgery.
25/090	General Village News and Events to Note None.
25/091	Date of Next Meetings: Village Litter Pick Saturday 26 th April 2025, 11am at the Library Statutory Annual PC Meeting, Tuesday 6 th May 2025, 7.30pm, Village Hall Boardroom Parish Council Meeting, Tuesday 3 rd June 2025, 7.30pm, Village Hall Boardroom
25/092	Close of Meeting There being no further business, the meeting closed at 10pm.