

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
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Wickham Bishops
Essex
CM8 3JZ
07542 190176

info@wickhambishopsparishcouncil.org

Minutes of Meeting of Wickham Bishops Parish Council held on Tuesday 3rd June 2025 at 7.30pm in the Village Hall Boardroom

Item	Subject
25/119	<p>Those Present and Apologies for Absence</p> <p>In the Chair: Cllr Wardrop. Present: Cllrs Bass, Bates, Layley, Mickelsen, Morgan, Nappo (from 7.50pm) and the Clerk. Apologies were received and accepted from Cllr Williams. There were 15 members of the public present.</p>
25/120	<p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>District Cllr Morgan declared a non-pecuniary interest in item 25/125 and would not take part in discussion or voting on specific planning matters as he may be required to do so at MDC.</p>
25/121	<p>Approval of Minutes</p> <p>The Minutes of the Annual Statutory Parish Council Meeting held on 6th May 2025 were approved as a true record, proposed Cllr Wardrop, seconded Cllr Mickelsen, all in favour.</p>
25/122	<p>Chairman's Report</p> <p>Following advice from MDC, the Chairman explained that consultation with residents over a possible Boundary Review was essential, and suggested this be put into abeyance until WBPC had more time to devote to it.</p>
25/123	<p>Clerk's Report</p> <p>Two abandoned vehicles parked in Kelvedon Road had been reported to MDC by the Clerk, following the May Surgery.</p> <p>Patten Homes had written to explain that they were responsible for some of the vehicles parked along Wellands while they carried out works to two properties in Witham Road, and they apologised for any inconvenience. They would ask contractors to park further away from the junction.</p>
25/124	<p>Public Forum</p> <p>The Chairman suspended the meeting and members of the public spoke on the following:</p> <p>Serious road traffic accidents on 6th and 9th May in Maypole Road. Whilst speed had not been identified as a contributing factor, members were urged to do all they could to get Highways to extend the 30mph speed limit to beyond the Five Corners junction before a fatality occurred.</p>

	<p>Concerns over traffic diverting through Wickham Bishops using unsuitable narrow roads during the road closures and diversions for Langford Road, Heybridge relief road works.</p> <p>Two residents spoke of their objections to 25/00491/FUL, construction of a new dwelling on land at 35 Church Road. The architect for 25/00491/FUL explained the changes made to the previous application.</p> <p>A potential candidate for the vacant role of councillor introduced herself.</p> <p>(Cllr Nappo arrived at 7.50pm and declared a non-pecuniary interest in item 25/128 as the owner of a property adjacent to one of the proposed mast sites)</p>
	<p>The Chairman resumed the meeting and members agreed to the following actions:</p> <p>Action: Members agreed to contact Highways and ask what could be done to get the 40mph proposal in Maypole Road reinstated as a matter of urgency.</p> <p>Action: WBPC to pursue Westcombe Park Project Team, Highways and the Vistry Group to clarify diversion routes, which appeared to have changed to what was agreed at meetings with the various affected parishes.</p>
25/125	<p>Planning Applications and Decisions Cllr Bass took the Chair for this item.</p> <p>25/00491/FUL Land at 35 Church Road Construction of a detached 2-storey 3-bed house. Resolved: Taking into account comments made by the neighbours and the architect, members acknowledged and appreciated the attempts to improve upon the previous application. However, they recommended REFUSAL on the grounds of over-development of the site. (Cllr Wardrop proposed, Cllr Bass seconded, all in favour).</p> <p>25/00421/FULM Rosedale, Lea Lane, Great Braxted S73A application for change of use to create 12 additional Gypsy Traveller pitches including erection of a shared day room, formation of hardstanding and erection of outbuilding. Although in Great Braxted, members felt this could have an impact on WB. Resolved: Members agreed to recommend REFUSAL due to over-development of the site. (Cllr Bass proposed, seconded by Cllr Wardrop, all in favour).</p> <p><u>The following decisions made by MDC were noted:</u></p> <p>25/00248/HOUSE 2 Wooldridge Place Single storey rear extension with flue pipe and addition of rooflight. APPROVED</p> <p>25/00211/FUL Land adj to Fieldway, Station Road Proposed yoga retreat within context of vineyard. APPROVED</p> <p>25/00171/HOUSE Elm Villas, 14 Church Road Single storey side extension with addition of 2 roof lights to rear. APPROVED</p> <p>Cllr Bass proposed we put forward Hillside Cottage in Station Road for the Maldon Conservation and Design Awards. Resolved: Cllr Bass to speak to the owner and first obtain his agreement.</p>
25/126	<p>Land rear of 9 Church Road</p> <p>It was noted that the land had been advertised for sale and members acknowledged MDC's agreement to encourage the developer to engage with the parish council.</p>

25/127	<p>Traffic Calming & Highway Matters</p> <p>Road traffic accidents, Maypole Road – correspondence from concerned resident. Action: As above in 25/124.</p> <p>Cllr Wardrop reported that Speedwatch had resumed. During May, 6 sessions had taken place with 47 vehicles recorded speeding.</p> <p>Grass verge, corner of Church Close. Action: Following request from a resident to tidy the area for the Garden Festival on 8th June, Cllr Nappo volunteered to arrange for a one-off trim. Cllr Bass suggested this be added to our grass cutting schedule in future.</p>
25/128	<p>Essex and Suffolk Water Masts Proposals</p> <p>Update and report back on meeting with ESW representatives. A very useful meeting had been held that morning with ESW and Connexin, at which it had been established that the poles were in fact communication masts which would be used for other services in the future, rather than merely for smart water meter purposes, as we had been led to believe. Members also learned that alternative locations could be, for example, the roof of the Village Hall, the playing field, BT (but not electricity) poles, Church roof etc.</p> <p>ESW had agreed to pause any works until the end of June, while less obtrusive, alternative locations for the poles were investigated. Several Councillors and members of the Action Group had walked around the village after the meeting to look at each site. It was agreed that it was good to have the involvement of neighbouring parishes at the meeting (Little Braxted, Great Braxted, Little Totham and Great Totham) and this should be continued.</p> <p>The Action Group were thanked for all their hard work in raising awareness and rallying the community. They had prepared a piece for the Parish Magazine as it was evident a large part of the village was unaware of the proposals and not everyone was a member of Facebook.</p> <p>Resolved: Mark Roberts of the Action Group to let the Chairman have a summary of the points agreed at the morning's meeting which would form the basis of a letter from the Chairman to ESW, to include their confirmation that there would be no spades in the ground until alternatives had been thoroughly investigated. A request would be made for a map showing their proposed locations.</p> <p>Resolved: The Clerk to write to BHSA and the Church to explain the above and ask them to consider the use of their building/roof as a potential site for a pole/mast.</p>
25/129	<p>District Councillor Report</p> <p>District Councillor Morgan gave a brief report including mention that the Oversight & Scrutiny Committee were due to meet on 19th June at which consideration would be given to the handling of the 9 Church Road Appeal.</p>
25/130	<p>County Councillor Report Councillor Durham was not present.</p>
25/131	<p>Co-option to fill current vacancy for Councillor</p> <p>Resolved: Members considered the application received from Rhian Clarke and agreed to co-opt her to the vacant Councillor position. Proposed Cllr Wardrop, seconded Cllr Morgan, all in favour. Rhian Clarke to sign and return a Declaration of Acceptance of Office Form as soon as possible.</p> <p>Action: Cllr Bates agreed to organise a Parish Council email address.</p>

25/132	<div>Finance</div> <div>The following bank balances were noted:</div> <table><tr><td>Unity Trust Current Account</td><td>31/05/2025</td><td>10,653.37</td><td></td></tr><tr><td>Unity Trust Instant Access</td><td>31/05/2025</td><td>23,586.44</td><td></td></tr><tr><td>Debit Card</td><td>31/05/2025</td><td>120.90</td><td></td></tr><tr><td colspan="3"></td><td>34,360.71</td></tr></table> <div>Cllr Wardrop proposed the following payments and receipts be accepted, seconded Cllr Bates, all in favour:</div> <div>PAYMENTS LIST</div> <table><tr><th>Voucher</th><th>Code</th><th>Date</th><th>Bank</th><th>Description</th><th>Supplier</th><th>Net</th><th>VAT</th><th>Total</th></tr><tr><td>18</td><td>Printing & Postage</td><td>29/05/2025</td><td>Debit Card</td><td>Stationery (folder dividers)</td><td>Polly Packaging</td><td>4.38</td><td>0.87</td><td>5.25</td></tr><tr><td>19</td><td>Unity Bank charges</td><td>31/05/2025</td><td>Unity Trust Current Account</td><td>Bank charge</td><td>Unity Bank</td><td>6.00</td><td></td><td>6.00</td></tr><tr><td>20</td><td>Grasscutting</td><td>03/06/2025</td><td>Unity Trust Current Account</td><td>Grasscutting</td><td>Wallace Arboriculture & Groundcare</td><td>85.00</td><td></td><td>85.00</td></tr><tr><td>21</td><td>Grasscutting</td><td>03/06/2025</td><td>Unity Trust Current Account</td><td>Footpath aggregate FP3</td><td>Richard Sceats (Jewsons)</td><td>52.00</td><td>10.40</td><td>62.40</td></tr><tr><td>22</td><td>Clerk's Salary</td><td>03/06/2025</td><td>Unity Trust Current Account</td><td>Clerk's Salary</td><td>Mrs L A Bailey</td><td>872.54</td><td></td><td>872.54</td></tr><tr><td>22</td><td>PC Office Allowance</td><td>03/06/2025</td><td>Unity Trust Current Account</td><td>Working from home allowar</td><td>Mrs L A Bailey</td><td>25.00</td><td></td><td>25.00</td></tr><tr><td>23</td><td>Printing & Postage</td><td>03/06/2025</td><td>Unity Trust Current Account</td><td>HP Instant Ink</td><td>Mrs L A Bailey</td><td>9.99</td><td>2.00</td><td>11.99</td></tr><tr><td>24</td><td>Outsourced Payroll</td><td>03/06/2025</td><td>Unity Trust Current Account</td><td>Payroll services</td><td>J&M Payroll Services</td><td>27.50</td><td>5.50</td><td>33.00</td></tr><tr><td colspan="7">Total</td><td>18.77</td><td>1,101.18</td></tr></table> <div>RECEIPTS LIST</div> <table><tr><th>Voucher</th><th>Code</th><th>Date</th><th>Bank</th><th>Description</th><th>Supplier</th><th></th><th>Total</th></tr><tr><td>2</td><td>VAT Reclaim</td><td>16/05/2025</td><td>Unity Trust Current Account</td><td>VAT Reclaim</td><td>HMRC VAT</td><td>1,708.93</td><td>1,708.93</td></tr></table>	Unity Trust Current Account	31/05/2025	10,653.37		Unity Trust Instant Access	31/05/2025	23,586.44		Debit Card	31/05/2025	120.90					34,360.71	Voucher	Code	Date	Bank	Description	Supplier	Net	VAT	Total	18	Printing & Postage	29/05/2025	Debit Card	Stationery (folder dividers)	Polly Packaging	4.38	0.87	5.25	19	Unity Bank charges	31/05/2025	Unity Trust Current Account	Bank charge	Unity Bank	6.00		6.00	20	Grasscutting	03/06/2025	Unity Trust Current Account	Grasscutting	Wallace Arboriculture & Groundcare	85.00		85.00	21	Grasscutting	03/06/2025	Unity Trust Current Account	Footpath aggregate FP3	Richard Sceats (Jewsons)	52.00	10.40	62.40	22	Clerk's Salary	03/06/2025	Unity Trust Current Account	Clerk's Salary	Mrs L A Bailey	872.54		872.54	22	PC Office Allowance	03/06/2025	Unity Trust Current Account	Working from home allowar	Mrs L A Bailey	25.00		25.00	23	Printing & Postage	03/06/2025	Unity Trust Current Account	HP Instant Ink	Mrs L A Bailey	9.99	2.00	11.99	24	Outsourced Payroll	03/06/2025	Unity Trust Current Account	Payroll services	J&M Payroll Services	27.50	5.50	33.00	Total							18.77	1,101.18	Voucher	Code	Date	Bank	Description	Supplier		Total	2	VAT Reclaim	16/05/2025	Unity Trust Current Account	VAT Reclaim	HMRC VAT	1,708.93	1,708.93
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25/133	<div>Replacement Noticeboard</div> <div>Consider offer from Aquarius to use their noticeboard and possible alternatives. Cllr Williams had been in touch with Aquarius who had offered the use of their noticeboard at a cost of £130 for refurbishment and replacement of the Perspex. Members considered the offer and noted that works had already begun. Discussion took place as to the loss of the open part of the old noticeboard for use by residents. Action: After consideration, members agreed they would prefer to share a noticeboard with BHSA installed somewhere along the front hedge of the Village Hall car park but would wait until Cllr Williams return to progress matters.</div>																																																																																																																										
25/134	<div>Governance</div> <div>Resolved: Members reviewed and unanimously agreed to formally re-adopt the Code of Conduct.</div>																																																																																																																										
25/135	<div>Progress Reports from Councillors</div> <div><ul style="list-style-type: none">Six Walks Footpath Booklet – Cllr Wardrop had identified some queries and would liaise with Cllr Williams and the Clerk.Meeting of Footpath Volunteers – to take place on Friday 6th June at 11am, to welcome the new volunteers and agree the distribution of tasks. Cllr Wardrop and the Clerk to attend.</div> <div>Action: On the subject of footpaths, the Clerk was asked to write to Benton Manor and Fairplay asking them to cut back eye-height vegetation along FP22.</div>																																																																																																																										
25/136	<div>Correspondence</div> <div>Gigaclear’s intention to connect broadband to 22 homes in Station Road was noted. Their offer to meet was not thought to be necessary so long as they liaised with the residents concerned and/or affected.</div>																																																																																																																										
25/137	<div>Parish Council Surgeries</div> <div>17th May surgery: The 2 abandoned cars in Kelvedon Road had been reported to MDC.</div> <div>Action: With regard to the hedge encroaching on the pavement at the Kelvedon Road bus stop, the Clerk to identify ownership with the help of Cllr Bass and write a letter to the householder.</div>																																																																																																																										

	Saturday 21 st June Surgery – Cllrs Wardrop and Morgan to attend.
25/138	General Village News and Events to Note None.
25/139	Date of Next Meetings: Parish Council Meeting, Tuesday 1 st July 2025, 7.30pm, Village Hall Boardroom Parish Council Meeting, Tuesday 2 nd September 7.30pm, Village Hall Boardroom
25/140	Close of Meeting There being no further business, the meeting closed at 9.55pm.