

Wickham Bishops Parish Council

Parish Councillors

Mrs A Mickelsen (Chairman)
 I D Wardrop (Vice-Chairman)
 H M Bass
 P J Bates
 Mrs J Elliston
 I S F MacGregor
 R Mundell
 S J Nicholas
 J Williams



Winner Best Kept Village 2009, 2015
 3rd Place Essex Village of the Year 2015
www.wickhambishopsparishcouncil.org

Parish Clerk

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MINUTES of Parish Council Meeting held on Tuesday 5th June 2018 at 7.30pm in the Village Hall Boardroom	
Item	Subject
18/108	<p>Those Present and Apologies for Absence</p> <p>In the chair: Cllr Mickelsen Present: Cllrs Bates, Elliston, MacGregor, Mundell, Nicholas, Wardrop and Williams; the Clerk. Apologies for lateness due to council business were accepted from Cllr Bass (arr.9.10pm). Three members of the public, including the Tree Warden Mr Chris Cooke and a member of the Beacon Hill Sports Association Mr Alec Frazer, were present.</p>
18/109	<p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>Cllr Mickelsen declared non-pecuniary interests in applications 18/00600/FUL and 18/00601/FUL under item 18/144, due to her membership of the Tennis Club.</p>
18/110	<p>Approval of Minutes</p> <p>Resolved: that the minutes of the Statutory Parish Council meeting held on 1st May 2018 be approved as a true record. Proposed Cllr Wardrop, seconded Cllr Williams. Resolved: that the minutes of the Extraordinary Parish Council meeting held on 18th May 2018 be approved as a true record. Proposed Cllr Bates, seconded Cllr Mundell.</p>
18/111	<p>Public Forum</p> <p>There were no comments from the public.</p>
18/112	<p>Chairman's Report</p> <p>The Chairman had no items to report.</p>
18/113	<p>Clerk's Report</p> <p>The Clerk reported that she had been asked by the proprietor of The Mulberry Tree to advise the Parish Council that repairs to the car park were planned.</p> <p>Despite reporting the blocked view over Blue Mills bridge as a serious safety concern to Essex Highways' Emergency Response team, Essex County Council (ECC) had not taken action. A resident had therefore undertaken some strimming and removed the temporary sign.</p>
18/129	<p>Mobile Phone Reception and Effectiveness of the New Mast</p> <p>Noting that Mr Alec Frazer of the Beacon Hill Sports Association was present, the Chairman invited him to report on the status of the new mast and brought forward item 18/129.</p> <p>Mr Frazer gave an interesting explanation of some of the issues that had arisen since the mast was switched on in February 2018. Additional tuning of the direction and strength of the O2 transmitter points was expected on 11th June, and it was hoped that Vodafone would follow suit. Due to a restriction in the BHSA's lease agreement, other network operators could only be added to the mast with planning approval; attendees were urged to contact their providers asking them to look into this.</p> <p>A member of the public left the meeting.</p>

<p>18/114</p>	<p>Planning Applications and Decisions Cllr Mickelsen explained that, whilst the Parish Council is consulted on all applications, Maldon District Council (MDC) will make the final decision.</p> <p><u>Applications</u></p> <p>18/00553/HOUSE - Menmuir 18 Witham Road Wickham Bishops One letter of objection had been received. Councillors considered that any loss of light would be minimal due to the sun direction. Resolved: The Parish Council recommended APPROVAL. Proposed Cllr Mundell, seconded Cllr Wardrop. Cllr Williams requested her vote against the motion be recorded.</p> <p>18/00600/FUL & 18/00601/FUL - Beacon Hill Sports Association Tennis Courts Great Totham Road No letters of representation had been received. The Parish Council recommended APPROVAL. Proposed Cllr MacGregor, seconded Cllr Mundell.</p> <p>18/00436/FUL - Land at Benton Manor Wickham Hall Lane Wickham Bishops No further letters of representation had been received. Councillors considered that the gate and hardstanding constituted development in an area outside of the development boundary and for this reason was contrary to the Local Development Plan (LDP). It was reported that the appearance of the gate and hardstanding had an urbanising effect on the locality, which had a negative impact on the character of the green and leafy rural lane. Councillors noted that no reason had been given for the addition of the access and the harm to the character of the area was therefore not offset, contrary to the LDP. The Parish Council therefore recommended REFUSAL. Proposed Cllr Nicholas, seconded Cllr Williams.</p> <p><u>News</u></p> <p>FUL/MAL/16/01495 – Land Opposite 18 Handleys Lane Wickham Bishops The chairman of the Planning Committee, Cllr MacGregor, reported that he and Cllr Bates had visited the Handleys Lane appeal site with the Rt Hon Priti Patel MP and Cllr Bass. The Witham MP was sympathetic to the arguments put forward by residents and the Parish Council and would be working to prevent this inappropriate development. Councillors expressed their gratitude to Cllr Bass for arranging the visit.</p> <p>Removal of Parish Trigger Cllr Mundell reported on a meeting at Maldon Town Council’s offices, to discuss the loss of the Parish Trigger. Representatives of twelve local councils attended. A group letter to Maldon District Council, MPs and the local press was proposed. The draft letter is expected to be circulated for approval. Action: <i>The Clerk to provide the existing data on planning application decisions to Cllr Mundell for analysis.</i></p> <p><u>Decisions</u> The delegated decision made by the Parish Clerk, and the decisions made by Maldon District Council were noted. There were no local appeal decisions to note. Action: <i>The Clerk to write to MDC expressing the Parish Council’s surprise at the contradictory nature of the decisions for HOUSE/MAL/18/00334 - 13 Wellands Wickham Bishops (REFUSED) and 18/00326/HOUSE - 10 Holt Drive Wickham Bishops (APPROVED).</i></p>
<p>18/115</p>	<p>Neighbourhood Plan Report Cllr Williams reported that a District Council employee would examine the draft Neighbourhood Plan to advise on amendments. This may eliminate the need to employ a planning consultant to refine the draft policies. The next meeting will be on 31st July.</p>
<p>18/116</p>	<p>Monthly Councillor Surgeries The difficult junction by the war memorial was discussed at the 19th May Surgery. Action: <i>The Clerk to contact the Little Braxted Parish Clerk to establish support for a Local Highways Panel request to improve the sightlines.</i></p> <p>Attendees at the 16th June Surgery will be Cllrs Bates and Wardrop; Cllr Mundell will attend on 21st July.</p>
<p>18/117</p>	<p>District Council Report District Councillor Bass was not present to make a report.</p>

18/118	<p>Neighbourhood Watch Report</p> <p>The Clerk read out the Neighbourhood Watch Co-ordinator's report. A house in Station Road was broken into in April and two planters were stolen from the front of a property in The Street.</p>
18/119	<p>Governance: Adoption of General Privacy Notice and Staff/Councillor/Role Holder Privacy Notice</p> <p>Resolved: The Parish Council adopted the privacy notices. Proposed Cllr Williams, seconded Cllr Mundell.</p>
18/120	<p>Finance</p> <p>Resolved: The balances were noted, the list of payments agreed and the payment made between meetings was ratified. Proposed Cllr Mickelsen, seconded Cllr MacGregor.</p>
18/121	<p>Acceptance of the Annual Internal Audit Report</p> <p>Resolved: The Parish Council reviewed and accepted the annual internal audit, noting that there were no actions recommended for improvement by the internal auditor or the Responsible Financial Officer. The internal controls were reviewed and agreed as adequate and effective. Proposed Cllr Mundell, seconded Cllr Nicholas.</p>
18/122	<p>Confirmation of Exemption from a Limited Assurance Review for Year Ended 31st March 2018</p> <p>Resolved: The Parish Council confirmed it met the conditions for exemption from the assurance review. Proposed Cllr Mundell, seconded Cllr Williams. The Chairman signed the Certificate of Exemption.</p>
18/123	<p>Approval of Annual Governance Statement</p> <p>Resolved: The Parish Council approved the annual governance statements. Proposed Cllr Wardrop, seconded Cllr Mundell. The Chairman and the Clerk signed Section 1 of the Annual Return.</p>
18/124	<p>Approval of Annual Accounting Statements</p> <p>Resolved: The Parish Council approved the annual accounting statements. Proposed Cllr Mickelsen, seconded Cllr Wardrop. The Chairman signed Section 2 of the Annual Return.</p>
18/125	<p>Maldon Community Protection Team TRUCam Service Level Agreement</p> <p>The Chairman postponed the item to the following meeting as the Agreement had not been received. Cllr Bass joined the meeting.</p>
18/126	<p>Road Resurfacing and Traffic Management</p> <p>Whilst appreciative of the works that had been done, Councillors expressed the concerns they and residents had regarding the May road resurfacing. The poor placement of temporary signs, insufficient diversion signage, traffic management and road sweeping had caused significant safety risks to road users and pedestrians. The Clerk reported that a resident had asked that the Parish Council pay for some road sweeping to clear up the loose gravel left behind, however no legal power existed to enable this.</p> <p>Action: <i>The Clerk to write to County Highways highlighting the concerns.</i></p>
18/127	<p>Correspondence</p> <p>The delay to the A12 widening scheme, and a request from a resident that the Parish Council lobby for trees to be planted as a noise baffle during the widening, were noted.</p>
18/128	<p>Village Tidiness</p> <p>To maintain the tidiness achieved in April, Councillors agreed to hold a litter pick in September and urge able residents to maintain the areas outside their houses.</p> <p>Action: <i>Cllr Bates to write an article for the parish magazine asking residents to consider cutting verges, removing weeds and litter picking.</i></p> <p>Action: <i>The Clerk to investigate obtaining litter picks and additional high-visibility vests.</i></p> <p>Action: <i>The Clerk to write to Moat Housing Association requesting the litter be removed from the rear of their properties backing onto Handleys Lane.</i></p>
18/130	<p>Progress Reports from Councillors and Committees</p> <p>Cllr Nicholas reported excellent Public Rights of Way (PRoW) work during the month, which had led ECC to commit to providing a strimmer and training. ECC would also provide road planings to be spread along the muddy section of the Handleys Lane byway if sufficient volunteers were available.</p> <p>Action: <i>The Clerk to contact Mr Jason Botelho of ECC regarding an insurance policy to cover the use of the volunteers' vehicles when undertaking PRoW work.</i></p>

	<p>Cllr Wardrop and the Clerk had received no response from Maldon Local Highways Panel's Liaison Officer Mr Jon Simmons regarding the outstanding feasibility study into build-outs in The Street.</p> <p>Action: <i>Cllrs Bass, Mundell or Wardrop to attend the Braintree LHP meeting on 21st June 2018 to further the request to extend the hours of the traffic lights at the junction of Blue Mills Hill and Maldon Road.</i></p> <p>Action: <i>Councillors to consider asking Cllr Elliston to support their projects with a view to sharing some of the workload.</i></p> <p>The air raid shelter internal painting was rescheduled to 10.30am 23rd June, assuming suitable weather.</p> <p>Action: <i>The Clerk to publicise the event and ask for volunteers on the Facebook page.</i></p> <p>Action: <i>Cllr Bass to arrange for the Highways Rangers to trim the overgrown hedge at the junction of Byron Drive and Blacksmiths Lane.</i></p> <p>Cllr Mundell led the Councillors in expressing their appreciation to the Clerk for the excellent writing and format of the annual report, which had been distributed to residents with the parish magazine.</p>
18/131	<p>General Village News</p> <p>There were no items of general village news.</p>
18/132	<p>Exclusion of Press and Public</p> <p>Resolved: <i>That, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, publicity of the following item would be prejudicial to the public interest in view of the commercial nature of the business to be discussed, and that the press and public should be excluded. Proposed Cllr Nicholas, seconded Cllr Mundell.</i></p> <p>Two members of the public left the meeting.</p>
18/133	<p>Village Sign</p> <p>Resolved: <i>Steve Miller would be offered the contract to maintain the village sign on the proviso that there would be a separate charge for safely lowering the sign and pole, with no commitment to progress or incur additional costs until the sign had been inspected and concluded salvageable. Proposed Cllr Mickelsen, seconded Cllr Mundell. Cllr Nicholas requested his vote against the motion be recorded.</i></p>
18/134	<p>Dates of Next Meetings</p> <ul style="list-style-type: none"> - Friday 22nd June 2018 Planning Committee Meeting at 11.30am <i>if required</i> - Tuesday 3rd July Parish Council Meeting at 7.30pm
18/135	<p>Close of Meeting 10.20pm</p> <p>Items for future agendas:</p> <ul style="list-style-type: none"> - Adoption of Data Breach policy (July)