

# 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  
Wickham Bishops Parish Council  
The Village Hall  
Church Road  
Wickham Bishops  
Essex  
CM8 3JZ  
07542 190176

[info@wickhambishopsparishcouncil.org](mailto:info@wickhambishopsparishcouncil.org)

Minutes of Meeting of Wickham Bishops Parish Council held on Tuesday 4 <sup>th</sup> March 2025 at 7.30pm in the Village Hall Boardroom	
Item	Subject
25/043	<b>Those Present and Apologies for Absence</b> In the Chair: Cllr Wardrop Present: Cllrs Bates, Layley, Mickelsen, Morgan, Nappo, Williams and the Clerk Apologies for absence were accepted from Cllr Bass. County Cllr Durham was not present. 1 member of the public in attendance.
25/044	<b>Declaration of Interests and Compliance with the Ethical Framework</b> Cllr Morgan declared a non-pecuniary interest in Planning item 25/049 and would not take part in voting as he may be called upon to do so in his role on the NW Area Planning Committee.
25/045	<b>Approval of Minutes</b> The Minutes of the Parish Council Meeting held on 4 <sup>th</sup> February 2025 were agreed as a true record, proposed by Cllr Mickelsen, seconded by Cllr Morgan, all in favour.
25/046	<b>Chairman's Report</b> A resident had collected two sacks of discarded beer cans along Handleys Lane. The perpetrator was known but members were not sure anything could be done about the situation.  The Chairman had been approached regarding a property in The Street near the Arbour Lane junction with a very untidy frontage, which had recently been sold. This did not create a good impression of the village, and it was hoped that the new owner would clear the rubbish in time.  The Chairman had asked the Clerk to report two leaning footpath fingerpost signs on Grange Road to Highways for rectifying.  Whilst a BT engineer checked the phone kiosk outside One Stop, he had asked if the PC were interested in purchasing it. The Clerk reminded members that the freeholder had expressed an interest in the past and would write and see if this was still the case. <b>Action:</b> To be followed up on the April Agenda.
25/047	<b>Clerk's Report</b> MDC acknowledged Little Hill Farm, Mope Lane had breached planning conditions in relation to discharge of surface water from the development onto the highway and had opened an Enforcement Case. MDC to keep WBPC updated.

	<p>District Cllr Morgan would be raising the matter of 'H' bar markings in Great Totham Road at his next SEPP Meeting.</p> <p>An instance of antisocial behaviour in The Street where two youths had kicked a front door had been reported to the Parish Council who urged the resident to report it directly to the Police.</p> <p>Nitrous oxide gas canisters dumped on the Platinum Path had been cleared by the Clerk and then collected and disposed of by MDC. The Police had been notified and would add this location to their patrols.</p>
<b>25/048</b>	<p><b>Public Forum</b></p> <p>The member of public was in attendance to hear about 9 Church Road and road safety around One Stop in general.</p>
<b>25/049</b>	<p><b>Planning Applications and Decisions</b></p> <p>Cllr Wardrop chaired this item in the absence of Cllr Bass and reminded those present that the Parish Council were merely a consultee.</p> <p><b>25/00093/WTPO Mrs Salisburys, 2 The Street</b> Mulberry tree, crown reduction by 2.5m and clearance of loose branches underneath. Comments from the Tree Warden were noted. <b>Resolved:</b> Members had no objection to the works and recommended APPROVAL with the proviso that a qualified tree surgeon was used.</p> <p><b>25/00098/HOUSE 18 Grange Road</b> Single storey front and side extension. <b>Resolved:</b> Members recommended APPROVAL.</p> <p><b>25/00074/HOUSE Telpyns, Tiptree Road</b> Proposed single storey front extension to create new porch. <b>Resolved:</b> Members had no objection and recommended APPROVAL.</p> <p><u>The following decisions made by MDC were noted:</u></p> <p><b>24/00808/LBC Primrose Cottage 2A Arbour Lane</b> Proposed replacement of two front elevation windows. <b>GRANTED LISTED BUILDING CONSENT</b></p> <p><b>24/00953/HOUSE 20 Holt Drive</b> Replacement of existing conservatory with single storey rear extension with addition of rooflights. <b>APPROVED</b></p> <p><b>24/00748/HOUSE Fairview, Back Lane</b> Demolition of detached garage, two storey front and side link extension etc. <b>APPROVED</b></p> <p><u>The following Appeal decision was noted:</u></p> <p><b>23/00123/OUTM (Appeal Ref: APP/X1545/W/23/3333081) Land rear of 9 Church Road</b> Outline planning permission with the matters of access for consideration for the demolition of 9 Church Road, creation of new access and the development of up to 50 dwellings including associated car parking, open space and landscaping. <b>APPEAL ALLOWED</b></p>
<b>25/050</b>	<p><b>Land rear of 9 Church Road – any further correspondence and possible action</b></p> <p>No response had been received from Matt Winslow to the PC's letter of 11<sup>th</sup> February. <b>Resolved:</b> The Clerk to send him a reminder.</p> <p>The Freedom of Information request submitted by the Action Group to MDC on 8<sup>th</sup> January had yet to receive a response, despite numerous reminders. An email received this evening from Michael Johnson indicated that unplanned sick leave and staff shortages had prevented MDC</p>

	<p>from responding, which members agreed was wholly unacceptable. A complaint had been submitted to the ICO by the Action Group.</p> <p>District Cllr Morgan had referred the matter of the way in which MDC had handled the Planning Inspector's request (on the NPPF) to the Overview &amp; Scrutiny Committee, with the first meeting of the Working Group scheduled to take place on 20<sup>th</sup> March.</p> <p>Members discussed the Appeal decision, the site visit by the Planning Inspector and then no decision for 4-5 months and felt generally hard done by. <b>Resolved:</b> There was nothing more that could be done now that the decision had been made and it was agreed unanimously that WBPC's focus should be on the Reserved Matters and Variation of Conditions that would inevitably be submitted by the developer. Cllr Williams indicated that she was making a list of items and would share these when finalised.</p>
<b>25/051</b>	<p><b>Housing Needs Survey - Consider and agree method of sharing survey findings</b></p> <p>Members hoped that WBPC would be given the opportunity to have their say on the affordable housing element in the Land rear of 9 Church Road development, taking into account the needs identified in the survey.</p> <p><b>Resolved:</b> After discussion, the Clerk would ask RCCE's advice on how best to publicise the results in view of the Church Road development.</p>
<b>25/052</b>	<p><b>Traffic Calming &amp; Highway Matters</b></p> <p>Report following meeting with Hatfield Peverel &amp; Langford and Ulting PCs to discuss closure of <u>B1018/19 for new roundabout etc Westcombe Park (Cllrs Bass, Layley &amp; Wardrop)</u></p> <p>The group met with the collective aim to avoid the diverted traffic using small roads and lanes in the villages instead of the official diversion. It was envisaged that a meeting would take place with Highways and the developer. In the meantime, Cllr Bass would be attending a meeting on 14<sup>th</sup> March of a North Heybridge Suburb group at which this topic would be aired.</p> <p><u>Request to Highways for improved signage at Blue Mills Bridge</u> Cllr Durham agreed to chase.</p> <p><u>One Stop pothole at entrance to the car park</u> <b>Action:</b> Cllr Nappo to contact One Stop Health &amp; Safety about the pothole which was worsening.</p> <p><u>Overflowing pond The Old Rectory</u> <b>Action:</b> Following discussion around the overflowing pond resulting in water laying on Station Road, unresolved despite numerous communications with Highways, the Clerk was asked to write to the owners, explain the history and see if they could find a solution.</p> <p><b>Action:</b> Following discussion around road safety in general, the Chairman agreed to look into the criteria for a 20mph speed limit, although Cllr Mickelsen recalled that due to its classification, The Street did not qualify.</p>
<b>25/053</b>	<p><b>District Councillor Report</b></p> <p>DCllr Morgan briefed the meeting on the matter of new unitary authorities being considered.</p>
<b>25/054</b>	<p><b>County Councillor Report</b> County Councillor Durham was not present.</p>

25/055	<p><b>ECC Consultation – Establishing a Mayoral Combined County Authority in Greater Essex</b></p> <p>The Clerk had attended an EALC briefing but little was known or had been decided at this stage. Cllr Wardrop agreed to look at the questionnaire. <b>Action:</b> To be added to the April Agenda for a decision (deadline 13<sup>th</sup> April 2025).</p>																																																																																																																
25/056	<p><b>Consider approaching bus company to extend No 90 into Wellands and Blacksmiths Lane</b></p> <p>Cllr Bates was concerned that a large section of the village did not have easy access to a bus service. <b>Action:</b> After discussion, the Clerk to write to Stephensons to ask the viability of the No. 90 diverting from Witham Road into Wellands, then into Church Road/Blacksmiths Lane and then straight across into Great Totham Road.</p>																																																																																																																
25/057	<p><b>Parish Paths Partnership – consider organisation of WB working party</b></p> <p>Members were pleased to hear that three new volunteers had come forward. <b>Resolved:</b> Cllr Williams to write to the new volunteers and the existing ones with a view to organising and delegating the workload, based on the works list provided by the two retired helpers.</p>																																																																																																																
25/058	<p><b>Annual Parish Assembly – consider and agree arrangements</b></p> <p>It was understood that BHSA were considering a meeting to promote the activities and groups meeting in the Village Hall. <b>Resolved:</b> The Clerk to write to the BHSA Chair suggesting the idea of BHSA and WBPC joining forces.</p> <p>Cllr Williams noted that the playing field was in need of a litter pick. <b>Resolved:</b> The Clerk to advise BHSA of the 26<sup>th</sup> April litterpick and suggest that the playing field be included, with the possibility of tea/cake in the pavilion afterwards for helpers.</p>																																																																																																																
25/059	<p><b>Finance</b></p> <p>The following balances as at 28<sup>th</sup> February 2025 were noted:</p> <table><tr><td>Unity Trust Current Account</td><td>28/02/2025</td><td>4,470.35</td><td></td></tr><tr><td>Unity Trust Instant Access</td><td>28/02/2025</td><td>10,520.21</td><td></td></tr><tr><td>Debit Card</td><td>28/02/2025</td><td>126.15</td><td></td></tr><tr><td></td><td></td><td></td><td><b>15,116.71</b></td></tr></table> <p><b>Resolved:</b> The following payments were approved, proposed Cllr Wardrop, seconded Cllr Williams, all in favour:</p> <p><b>PAYMENTS LIST</b></p> <table><tr><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>90</td><td>28/02/2025</td><td>Unity Trust Current Account</td><td>Unity Bank charges</td><td>Unity Bank</td><td>6.00</td><td></td><td>6.00</td></tr><tr><td>91</td><td>04/03/2025</td><td>Unity Trust Current Account</td><td>New litter bin Grange Rd</td><td>Maldon District Council</td><td>430.91</td><td>86.18</td><td>517.09</td></tr><tr><td>92</td><td>04/03/2025</td><td>Unity Trust Current Account</td><td>Housing Needs Survey</td><td>RCCE</td><td>718.00</td><td>143.60</td><td>861.60</td></tr><tr><td>93</td><td>04/03/2025</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>93</td><td>04/03/2025</td><td>Unity Trust Current Account</td><td>WFH allowance</td><td>Mrs L A Bailey</td><td>25.00</td><td></td><td>25.00</td></tr><tr><td>94</td><td>04/03/2025</td><td>Unity Trust Current Account</td><td>Payroll Services</td><td>J&amp;M Payroll Services</td><td>27.50</td><td>5.50</td><td>33.00</td></tr><tr><td>95</td><td>04/03/2025</td><td>Unity Trust Current Account</td><td>Vodafone top-up</td><td>Mrs L A Bailey</td><td>10.00</td><td></td><td>10.00</td></tr><tr><td>95</td><td>04/03/2025</td><td>Unity Trust Current Account</td><td>Postage Stamps</td><td>Mrs L A Bailey</td><td>13.60</td><td></td><td>13.60</td></tr><tr><td>95</td><td>04/03/2025</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>95</td><td>04/03/2025</td><td>Unity Trust Current Account</td><td>Scratch remover for noticeboard</td><td>Mrs L A Bailey</td><td>11.35</td><td></td><td>11.35</td></tr><tr><td></td><td></td><td></td><td><b>Total</b></td><td></td><td><b>2,124.89</b></td><td><b>237.28</b></td><td><b>2,362.17</b></td></tr></table> <p><b>Resolved:</b> Members agreed unanimously to adopt the amended Asset Register (to include Grange Road Litter Bin)</p>	Unity Trust Current Account	28/02/2025	4,470.35		Unity Trust Instant Access	28/02/2025	10,520.21		Debit Card	28/02/2025	126.15					<b>15,116.71</b>	Code	Date	Bank	Description	Supplier	Net	VAT	Total	90	28/02/2025	Unity Trust Current Account	Unity Bank charges	Unity Bank	6.00		6.00	91	04/03/2025	Unity Trust Current Account	New litter bin Grange Rd	Maldon District Council	430.91	86.18	517.09	92	04/03/2025	Unity Trust Current Account	Housing Needs Survey	RCCE	718.00	143.60	861.60	93	04/03/2025	Unity Trust Current Account	Clerk's salary	Mrs L A Bailey	872.54		872.54	93	04/03/2025	Unity Trust Current Account	WFH allowance	Mrs L A Bailey	25.00		25.00	94	04/03/2025	Unity Trust Current Account	Payroll Services	J&M Payroll Services	27.50	5.50	33.00	95	04/03/2025	Unity Trust Current Account	Vodafone top-up	Mrs L A Bailey	10.00		10.00	95	04/03/2025	Unity Trust Current Account	Postage Stamps	Mrs L A Bailey	13.60		13.60	95	04/03/2025	Unity Trust Current Account	HP Instant Ink	Mrs L A Bailey	9.99	2.00	11.99	95	04/03/2025	Unity Trust Current Account	Scratch remover for noticeboard	Mrs L A Bailey	11.35		11.35				<b>Total</b>		<b>2,124.89</b>	<b>237.28</b>	<b>2,362.17</b>
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<b>25/060</b>	<p><b>To review and re-adopt the following Policies:</b></p> <p><b>Resolved:</b> Cllr Wardrop proposed, seconded by Cllr Mickelsen to re-adopt the following Policies, all in favour:</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Health &amp; Safety Policy</li> </ul>
<b>25/061</b>	<p><b>Progress Reports from Councillors – <i>no decisions required</i></b></p> <p><u>Footpath Booklet</u> Cllr Williams reported that she had met recently with the Clerk and the booklet was close to being completed. <b>Action:</b> The final draft to be shared with members for checking.</p> <p>It was noted that a Church Wildlife Trail had recently been created. <b>Action:</b> The Clerk to add mention of this in the Walks Booklet and publicise on FB.</p> <p><u>Noticeboard outside Olios</u> The Clerk reported that the preferred supplier had gone into liquidation and therefore an alternative would be sought. <b>Action:</b> In the meantime, Cllr Williams to talk to the owner of Aquarius about the notice board on the side of their building and ask about the possibility of it being used by the parish council.</p>
<b>25/062</b>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• Forestry Commission – Eight toothed Spruce bark beetle. This had been cascaded to various local groups for information.</li> <li>• RCCE Membership Event – 25<sup>th</sup> March 7.30pm. Noted.</li> <li>• Boundary Review Update – an email just received from MDC to be considered fully at the April Meeting.</li> <li>• Village Hall Closure – notification of works to the floor of the main hall would mean closure of the Hall from 28<sup>th</sup> July – 4<sup>th</sup> August.</li> <li>• FOI request, Dangerous Wild Animals Act 1976 – the Clerk had responded.</li> <li>• EALC proposed changes – Noted. The Clerk to complete the feedback survey.</li> </ul>
<b>25/063</b>	<p><b>Parish Council Surgeries</b></p> <p>There had been no visitors to the February surgery. Cllrs Morgan and Wardrop to attend the Saturday 15<sup>th</sup> March surgery.</p>
<b>25/064</b>	<b>General Village News and Events to Note</b>
<b>25/065</b>	<p><b>Date of Next Meetings:</b></p> <p>Parish Council Meeting, Tuesday 1<sup>st</sup> April 2025, 7.30pm, Village Hall Boardroom</p> <p>Statutory Annual PC Meeting, Tuesday 6<sup>th</sup> May 2025, 7.30pm, Village Hall Boardroom</p>
<b>25/066</b>	<p><b>Close of Meeting</b> There being no further business, the meeting closed at 9.35pm.</p>