

Wickham Bishops Parish Council

Parish Councillors:

I S F MacGregor (Chairman)
 Mrs A Mickelsen (Vice Chairman)
 H M Bass
 P J Bates
 Mrs R Johnson
 Mrs R M Pink CBE
 B F Sayers
 I D Wardrop



Parish Clerk:

Mrs L J Rowland
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MINUTES	
Of Parish Council Statutory Annual Meeting held Tuesday 6th May at 8.15pm in the Village Hall Boardroom	
Item	Subject
14/83	<p>Those Present and Apologies for Absence In the chair: Cllr MacGregor Present: Cllrs Bass, Bates, Johnson, Mickelsen, Pink, Sayers and Wardrop; the Clerk Apologies for absence: Mr. M. Letch, PC L. Keene, Mr. C. Hudson 3 members of the public were present.</p>
14/84	<p>Election of Chairman Resolved. Cllr MacGregor was re-elected to office. Proposed Cllr Mickelsen, seconded Cllr Pink and agreed unanimously by all present. The Chairman's declaration of acceptance of office was received.</p>
14/85	<p>Appoint Vice-Chairman Cllr Mickelsen was re-elected to office. Proposed Cllr Pink, seconded Cllr Johnson and agreed unanimously by all present.</p>
14/86	<p>Appointment of Committees and Members to Committees Committees and councillor roles were left unchanged pending the filling of the current council seat vacancy. In the interim the responsibility for Environment & Dog Fouling will be covered by Cllr Bass and Cllr Mickelsen will formally notify the BHSA that Cllr MacGregor will respond to BHSA matters. Action: Cllr Mickelsen to formally notify the BHSA.</p>
14/87	<p>Declaration of Interests and Compliance with the Ethical Framework There were no declarations of personal or personal and prejudicial interests.</p>
14/88	<p>Approval of Minutes Resolved. The minutes of the Parish Council meeting held on 1st April 2014 were approved as a true record. Proposed Cllr Pink, seconded Cllr Mickelsen. Resolved. The minutes of the Planning Committee meeting held on 11th April 2014 were received.</p>

14/89	<p>Matters Arising</p> <p>Cllr Johnson raised a question regarding management and local storage of previous minutes. The Clerk advised that a policy on document retention was needed and this would form part of a wider review. Cllr Bass proposed and Cllr Pink seconded that the Clerk look into this and report back at a future meeting.</p> <p>Action: <i>Clerk to progress document retention policy.</i></p> <p>Cllr Wardrop reported that at the recent village clear-up it was evident that a source of the litter was items for recycling that appear to be falling out of recycling bags when they are emptied. Cllr Bass will look into improving this.</p> <p>It was noted that that generally there were lower levels of litter this year and no bagged dog waste to be removed. A question was raised over publicity for the event as no members of the public had volunteered.</p> <p>It was reported that the surround to the notice board outside The Chequers has been painted and guidance as to suitable content been attached to the board.</p> <p>Action: <i>Cllr MacGregor to arrange for the pinning area of the board to be painted.</i></p>
14/90	<p>Chairman's Report</p> <p>Cllr MacGregor advised that the period for advertising the casual vacancy prior to a possible election has expired with no requests for election. The Council will now co-opt to the role.</p> <p>Action: <i>Clerk to progress seat vacancy advertisement.</i></p>
14/91	<p>Clerk's Report</p> <p>The Clerk reported that this first month has been a busy month with the Annual Return, Audit and Annual Assembly to organise as well as learning the ropes for business-as-usual. The accounts and invoices are now up-to-date and the Annual Return complete giving plenty of time to work with our internal auditor to meet the June deadline.</p> <p>A VAT claim for £593 will be made in the next month.</p> <p>Actions for the next month include identifying the training needed to get underway to achieve CiLCA qualification and eventually Quality Council status, and progressing the Annual Report.</p>
14/92	<p>Annual Audit Resolved. The annual return was accepted and signed. Proposed Cllr Mickelsen, seconded Cllr Wardrop.</p> <p>Action: <i>Clerk to progress with internal auditor.</i></p>
14/93	<p>Correspondence</p> <p>The Clerk has responded to the Consultation on a Transparency Code for Parish Councils stating that the Council is supportive of the proposed changes and suggests a lower limit of £50 per item to be detailed on the report.</p> <p>MDC requested two Emergency Planning Contacts in case of a local rest centre being needed. Cllrs MacGregor and Mickelsen's details sent.</p> <p>A parishioner has contacted the Clerk about potential river blockage and footpath access and this has been reported to the Environment Agency.</p> <p>Action: <i>Cllr MacGregor to follow up with parishioner to check progress.</i></p>

14/94	<p>Police Report The Clerk read out an update from PC Keene on reported incidents in the village and an annual report from Inspector Killgallen.</p>
14/95	<p>Neighbourhood Watch Report The Clerk read out a report from the NHW co-ordinator Mr. Hudson.</p>
14/96	<p>Public Forum No questions received.</p>
14/97	<p>Planning New e-proforma adopted pending provision of planning policy numbers and recommendation guidance lists. Action: <i>the Clerk to obtain policy numbers and guidance lists.</i></p> <p>Cllr Bass abstained from voting on the following planning applications due to the potential for him to vote at the District Council planning meeting.</p> <p>WTPO/MAL/14/00336 Tors Wood Chantry Wood Witham Road Resolved. The council recommends approval with the condition that a qualified tree surgeon carry out the work. Carried with one abstention.</p> <p>HOUSE/MAL/14/00250 Bishops Place Kelvedon Road Resolved. The council recommends approval with the condition that use of the new accommodation is restricted to being ancillary to the main dwelling house. Carried with one abstention.</p> <p>The weekly decision lists were noted.</p> <p>Lamber Leys Scheme 1 and 8 Wooldridge Place will be determined at the MDC planning Meeting on 12th May. The Snows Corner planning application is expected to go to MDC on 2nd June.</p>
14/98	<p>District Council Report The District Councillor has asked the Conservation officer to consider the air-raid shelter in the library car park. MOAT Housing has yet to respond to the issues at Church Green.</p> <p>The Local Development Plan has been submitted to the Secretary of State for Examination-in-Public.</p> <p>MDC is launching a new management structure shortly. Action: <i>the District Councillor to report the new structure at the next meeting.</i></p>
14/99	<p>EALC Report Cllr Pink reported that there will be a general meeting in mid-October open to all Parish Councillors and Clerks and invitations to will be issued shortly.</p>
14/100	<p>Finance Resolved. The council would note the balances and agree the cheque list for payment. Proposed Cllr Johnson, seconded Cllr MacGregor. The budget set in January 2014 for April 2014 – March 2015 was formally noted.</p> <p>It was proposed that an A-board be procured to aid in advertising events such as the monthly Councillor Surgery and Village Clear-up. Proposed Cllr Wardrop, seconded Cllr Bass and agreed</p>

	<p>unanimously by all present. Action: <i>the Clerk and Cllr MacGregor to agree a suitable purchase.</i></p> <p>The Parish Council unanimously agreed to donate a sum of £820 as 50% contribution to the BHSA's planned purchase of a public-access defibrillator. Installation, ownership and maintenance will be the responsibility of BHSA. Invoice required for payment. Action: <i>Cllr MacGregor to liaise with BHSA.</i></p> <p>The A&J Lighting Solutions street-lighting contract has been reviewed and LED replacement is not considered financially viable. A 3-year contract was agreed by all present. Action: <i>the Clerk to progress contract and payment.</i></p> <p>The newly-grassed area by the library will need to be maintained. The grass-cutting contract will be reviewed to ensure all necessary areas are covered. Action: <i>Cllr Johnson to initiate contact with Goodlife Countryside Services and pass to the Clerk for review.</i></p> <p>The Clerk updated the Council on the repeal of Section 150(5) Cheque Signing and advised that Barclays suggest that the two-signatory control method is available within their internet banking. Suitable controls will need to be embedded in the Standing Orders and Financial Regulations of the Parish Council before internet banking can be adopted. Action: <i>the Clerk to gather further information; Cllr Bass to provide information on a separate pre-loaded charge card scheme for Clerk expenses.</i></p>
14/101	<p>Monthly Councillor Surgeries The April 26th Surgery was not well attended; although poor weather played a part, greater advertising will be deployed for 17th May Surgery. Cllr Mickelsen and Cllr Johnson will attend.</p>
14/102	<p>Reports from Committees and Councillors – Immediate or Urgent Decisions Only No progress reported on the pond overflow channel at the old rectory. Action: <i>Clerk to write to owners.</i> No progress reported on Handley's Lane.</p>
14/103	<p>General Village News The Horticultural Club will be planting bulbs to the north and south-west points of the Library triangle. Additionally 3 trees, chosen so as not to cast dense shadows and obscure sight lines, will be planted to the south-western corner.</p> <p>It was noted that weeds are becoming unsightly at Bishops Court. Action: <i>Cllr Bass to contact MOAT Housing.</i></p> <p>Concern was expressed regarding the continuing deterioration of the Mitre car-park despite previous parish Council communications to the owners. It was noted this is privately-owned by Greene King but a public right-of-access remains. Action: <i>the Clerk to write to Greene King's Company Secretary re-iterating the Parish Council's concerns.</i></p> <p>A Summer Fair will be held at the Village Hall on 21st June between 2pm and 5.30pm.</p>

14/104	Dates of Next Meetings Friday 16 th May 2014 Planning Meeting at 11.30am Tuesday 3 rd June 2014 General Meeting at 7.30pm
14/105	Close of meeting 22.07 Items for June agenda: <ul style="list-style-type: none"> - Annual report; - Document retention policy update; - Casual Vacancy progress; - Church Green; - District Council management structure; - Traffic calming; - Trestle bridge maintenance and signage progress; - Air-raid shelter listing update; - Handley's Lane; - Honour board update; - Grass-cutting contract review Items for July agenda: <ul style="list-style-type: none"> - Website refresh; - Internet banking;

Notice is hereby given that, should there be plans to discuss, a Planning Meeting will be heard on **Friday 16th May 2014** at 11.30am in the Village Hall Boardroom. Members of the public are welcome to attend.

Please Note any plans to be discussed will be listed on the Parish Council notice board (outside One Stop) at least three clear days prior to the meeting.