

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
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CM8 3JZ
07542 190176

info@wickhambishopsparishcouncil.org

Minutes of Wickham Bishops Parish Council Meeting held on Tuesday 7th November 2023 at 7.30pm in the Boardroom, Wickham Bishops Village Hall

Item	Subject
23/197	<p>Those Present and Apologies for Absence</p> <p>In the Chair: Cllr Wardrop. Present: Cllrs Bass, Bates, Layley, Mickelsen, Morgan & the Clerk Apologies: Cllrs Nappo & Williams. There were 10 members of the public present.</p>
23/198	<p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>Cllr Bass declared a non-pecuniary interest in Planning Application 23/00894/FUL.</p>
23/199	<p>Approval of Minutes</p> <p>The Minutes of the Parish Council Meeting held on 3rd October 2023 were agreed as a true record, proposed by Cllr Wardrop, seconded Cllr Mickelsen, all in favour. The Minutes of the Planning Committee Meeting held on 20th October 2023 and the Minutes of the Finance Committee Meeting held on 27th October 2023 were noted.</p>
23/200	<p>Chairman's Report</p> <p>It was unanimously agreed that the December PC Meeting would start at the earlier time of 7pm, followed by the Annual Volunteer Thank You Event at Olios, from 9pm.</p>
23/201	<p>Clerk's Report</p> <ul style="list-style-type: none"> - Following a report of a possible breach of the Wildlife & Countryside Act by the removal of hedges on land on Tiptree Road, the Police advised that without clear video or photographic evidence of birds nesting, they would not be in a position to prosecute. MDC Enforcement Team had been chased concerning the possible change of entrance. - ECC had thanked everyone for their response to the recent bus survey. They would analyse the gathered data and expected to reach a conclusion in the New Year. - A resident complaining about noise nuisance from a party in Maypole Road had been referred to MDC. - BHSA had been reminded of their obligation to trim back the overgrown hedge on the border of the playing field along Great Totham Road which was encroaching on the pavement.
23/202	<p>Public Forum - a maximum of 15 minutes with no more than 3 minutes per person</p> <p>The Chairman suspended the meeting to allow members of the public to speak. One resident asked for help as his property at the bottom of Wickham Hall Lane had flooded again during the recent heavy rain. After discussion, the Chairman agreed to send photographs of the blocked drains/gulleys in Wickham Hall Lane to Cllr Durham for the jetting team. The agent for 23/00894/FUL gave a brief report in support of the application.</p>

23/203	<p>Planning Applications and Decisions</p> <p><i>It was noted that Cllr Morgan would not take part in voting on Planning Applications as he may be required to do so at MDC.</i> Cllr Bass took the Chair for this item.</p>
	<p>23/00894/FUL Land adjacent to Oaklands, Kelvedon Road, Great Totham Erection of four dwelling houses and associated garages and alterations and extension of the existing access and provision of parking spaces to Pippins. It was noted that WPBC had objected to the original application. Resolved: Members had no comment to make.</p> <p>23/00982/HOUSE 18 Blacksmiths Lane Single storey rear extension and first floor side extension over existing garage, incorporating front dormers. Resolved: Cllr Bass recommended APPROVAL, all in favour.</p> <p>23/01016/OUT Land rear of The Chantry, Tiptree Road Outline planning permission with all matters reserved for the development of existing garden with the erection of a detached dwelling. Members acknowledged that dwellings in gardens had been allowed by MDC in similar circumstances. Resolved: Whilst contrary to a number of policies in the WBPC Neighbourhood Plan, on balance Cllr Wardrop recommended APPROVAL, agreed by all.</p> <p>23/00930/WTPO The Briars, 3 Paxwood, Church Road Oak tree, crown thin by 30%, remove deadwood, crown lift lower branches over private driveway and highway by 2m to provide 3m clearance. The Tree Officer's opinion would be sought. Resolved: Cllr Bass recommended APPROVAL, all agreed.</p> <p><u>The following decisions made by MDC were noted:</u></p> <p>HOUSE/MAL/23/00786 Bryden House, Witham Road Two storey rear and side extensions, single storey rear extension, roof and elevation alterations and porch. APPROVED</p> <p>HOUSE/MAL/23/00797 14 Roots Lane Proposed two storey front, side and rear extension to dwelling house including building over existing single storey attached garage. Widening of existing vehicular drop kerb access. REFUSED</p> <p>VAR/MAL/23/00592 Land at The Summer House, Back Lane Variation of condition 2 and 3 on approved planning permission 20/00490/FUL (Erection of 1No. dwelling (amendment to planning permission ref. RES/MAL/16/01475)) APPROVED</p> <p><u>The following Application had been withdrawn:</u></p> <p>23/00802/FUL Tumbrils, 14 Tiptree Road Replacement dwelling & construction of an outbuilding.</p> <p><u>The following was noted for information only:</u></p> <p>NMA/MAL/23/00997 Ockleys Maypole Road Application for non-material amendment following grant of planning permission 23/00758/HOUSE (Proposed first floor extension, replace 2No. triangular dormers with a single dormer and alterations to fenestration.) Amendment sought: Extension of the dormer on the second floor 680mm past the existing roofline.</p> <p>Cllr Bass suggested that the PC consider amending the Planning Committee's Terms of Reference to include all applications for consideration with a view to making recommendations to the Full Council on those they were not able to deal with i.e. multiple dwelling proposals, commercial applications. It was agreed this would be useful and time-saving. Action: To be placed on the December Agenda for a formal decision.</p>

23/204	<p>Land rear of 9 Church Road Planning Application update</p> <p><u>To consider the draft response to Essex Highways' letter to MDC of 27th June 2023</u></p> <p>Essex Highways' letter to MDC in support of 23/00123/OUT had contained numerous flaws and inaccuracies and it was of concern that MDC had failed to check ECC's response. The Chairman had met with Trevor Sparkes who had assisted with the draft, and the Action Group had also discussed the matter. Resolved: After consideration, it was unanimously agreed that the letter be sent to the ECC Director of Highways & Transportation with copies to Matt Winslow MDC and the Action Group.</p> <p>In the meantime, members would gather their thoughts on MDC's handling of the whole process, the Officer's recommendation for approval considering all the evidence against it and consider what steps to take, if any.</p>
23/205	<p>Traffic Calming & Highway Matters</p> <p><u>Update, if any, on request for a site meeting with a highways engineer</u> Cllr Durham advised that due to changes to the Local Highways Panel, there would be no projects delivered this financial year. Members expressed their frustration and briefly discussed the possibility of employing an independent highways consultant. It was agreed that there was no guarantee that ECC would acknowledge any recommendations made or indeed take any action.</p> <p><u>One Stop/freeholders request for dropped kerb</u> It was noted that the freeholder had made contact with ECC.</p> <p><u>To note withdrawal of the proposed 40mph buffer zone in Maypole Road</u> ECC advised that several objections had been received meaning the scheme had fallen below the threshold to be funded from the casualty reduction budget. Members were understandably disappointed and expressed their dismay. Therefore, the scheme would not now happen although Cllr Durham was trying to find other ways to deliver this.</p>
23/206	<p>Remembrance Sunday Arrangements update</p> <p>Cllr Morgan reported that the road closure would start at 2pm, the Little Braxted PC Clerk had leafleted affected houses and volunteers had been identified for the outer cordon. Cllr Bates would lay the wreath on behalf of WBPC.</p>
23/207	<p>District Councillor Report</p> <p>District Councillor Morgan reported that MDC were looking into merging the area Planning Committees. Working Groups continued to review the LDP and budget. £600k savings were required, otherwise MDC's reserves would be used up in 2 years.</p>
23/208	<p>County Councillor Report</p> <p>County Councillor Durham gave a report on ECC matters which included a £30m gap in funding meaning pressures on the budget, not just in Essex but nationally. Devolution going forward would mean that the combined authorities of Essex, Thurrock and Southend would share responsibility for matters coming from central Government. Parish and District Councils would not be affected. A formal announcement would be made soon followed by a public consultation.</p>
23/209	<p>Climate Change</p> <p><u>Prof Jules Pretty Climate Change event 26.10.23</u> With over 30 residents in attendance, the evening had been well supported and Prof Pretty had delivered an excellent talk. Action: Claire Williamson of MDC had agreed to pass on contact details of other groups organising climate change/biodiversity projects to enable everyone to share information and avoid duplication.</p>

	<p><u>Give consideration to supporting the Climate & Ecology Bill</u> Resolved: Members agreed to wait until Cllr Williams, who was more knowledgeable on these matters, was in attendance before making a decision.</p>																																																																																																																																																																																			
23/210	<p>Finance</p> <p>The following bank balances as at 31st October 2023 were noted: Unity Trust Current Account £20,236.14, Unity Trust Instant Access Account £10,166.95 and Equals Debit Card £41.44.</p> <p>Resolved: Cllr Bass proposed the following payments be approved, seconded by Cllr Wardrop, all in favour.</p> <table><tr><th colspan="11">PAYMENTS LIST</th></tr><tr><th>Voucher</th><th>Code</th><th>Date</th><th>Minute</th><th>Bank</th><th>Cheque No</th><th>Description</th><th>Supplier</th><th>VAT Type</th><th>Net</th><th>VAT</th><th>Total</th></tr><tr><td>64</td><td>Unity Bank charges</td><td>03/10/2023</td><td></td><td>Unity Trust Current Ac</td><td></td><td>Unity Bank charges</td><td>Unity Bank</td><td>E</td><td>18.00</td><td></td><td>18.00</td></tr><tr><td>65</td><td>Expenses</td><td>26/10/2023</td><td></td><td>Debit Card</td><td></td><td>Meeting refreshments</td><td>Asda</td><td>Z</td><td>10.21</td><td></td><td>10.21</td></tr><tr><td>66</td><td>Remembrance Event</td><td>09/10/2023</td><td></td><td>Debit Card</td><td></td><td>Poppy Wreath</td><td>Royal British Legion</td><td>S</td><td>36.67</td><td>3.33</td><td>40.00</td></tr><tr><td>67</td><td>Membership Subs</td><td>10/10/2023</td><td></td><td>Debit Card</td><td></td><td>ICO Subscription</td><td>Information Commissioner's</td><td>Z</td><td>40.00</td><td></td><td>40.00</td></tr><tr><td>68</td><td>Outsourced Payroll</td><td>07/11/2023</td><td></td><td>Unity Trust Current Ac</td><td></td><td>Payroll Services Sept 23</td><td>J&M Payroll Services</td><td>S</td><td>27.50</td><td>5.50</td><td>33.00</td></tr><tr><td>69</td><td>Outsourced Payroll</td><td>07/11/2023</td><td></td><td>Unity Trust Current Ac</td><td></td><td>Payroll Services Oct 23</td><td>J&M Payroll Services</td><td>S</td><td>27.50</td><td>5.50</td><td>33.00</td></tr><tr><td>70</td><td>Streethgh Elec</td><td>07/11/2023</td><td></td><td>Unity Trust Current Ac</td><td></td><td>Streethlighting Electricity Jul 23</td><td>NPower</td><td>L</td><td>48.57</td><td>2.43</td><td>51.00</td></tr><tr><td>71</td><td>Grasscutting</td><td>07/11/2023</td><td></td><td>Unity Trust Current Ac</td><td></td><td>Grasscutting</td><td>D W Maintenance</td><td>X</td><td>85.00</td><td></td><td>85.00</td></tr><tr><td>72</td><td>Speedwatch & Trucam</td><td>07/11/2023</td><td></td><td>Unity Trust Current Ac</td><td></td><td>Trucam Services July - Sept</td><td>Maldon District Council</td><td>S</td><td>547.17</td><td>109.43</td><td>656.60</td></tr><tr><td>73</td><td>Clerk's Salary</td><td>07/11/2023</td><td></td><td>Unity Trust Current Ac</td><td></td><td>Clerks Salary & WFH allowance</td><td>Mrs L A Bailey</td><td>X</td><td>786.00</td><td></td><td>786.00</td></tr><tr><td>73</td><td>PC Office Allowance</td><td>07/11/2023</td><td></td><td>Unity Trust Current Ac</td><td></td><td>Clerks Salary & WFH allowance</td><td>Mrs L A Bailey</td><td>X</td><td>25.00</td><td></td><td>25.00</td></tr><tr><td>74</td><td>Printing & Postage</td><td>07/11/2023</td><td></td><td>Unity Trust Current Ac</td><td></td><td>HP Instant Ink</td><td>Mrs L A Bailey</td><td>S</td><td>8.32</td><td>1.67</td><td>9.99</td></tr><tr><td colspan="9">Total</td><td>1,659.94</td><td>127.86</td><td>1,787.80</td></tr></table> <p>The following recommendations made by the Finance Committee were agreed unanimously:</p> <p>Resolved: To adopt the updated Risk Assessment & Management Policy and Asset Register.</p> <p>Resolved: To change auditor to Heelis & Lodge.</p> <p>Budget & Precept for 2024/25 As Chair of the Finance Committee, Cllr Mickelsen advised two minor changes to the 2024/25 budget – Bench Maintenance £450 and Biodiversity Projects £500. Members noted that £900 had been included for Remembrance Day costs as it seemed there was no other option. It was acknowledged that Cllr Nappo had made contact with a special constable who it was hoped would be able to co-ordinate proceedings next year without the cost of traffic management. Action: This would be placed on the Agenda early in 2024 to progress swiftly.</p> <p>Resolved: Cllr Wardrop proposed the budget be agreed at £22,530, seconded by Cllr Bates, all in favour. The Clerk would submit the Precept request to MDC.</p>	PAYMENTS LIST											Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	64	Unity Bank charges	03/10/2023		Unity Trust Current Ac		Unity Bank charges	Unity Bank	E	18.00		18.00	65	Expenses	26/10/2023		Debit Card		Meeting refreshments	Asda	Z	10.21		10.21	66	Remembrance Event	09/10/2023		Debit Card		Poppy Wreath	Royal British Legion	S	36.67	3.33	40.00	67	Membership Subs	10/10/2023		Debit Card		ICO Subscription	Information Commissioner's	Z	40.00		40.00	68	Outsourced Payroll	07/11/2023		Unity Trust Current Ac		Payroll Services Sept 23	J&M Payroll Services	S	27.50	5.50	33.00	69	Outsourced Payroll	07/11/2023		Unity Trust Current Ac		Payroll Services Oct 23	J&M Payroll Services	S	27.50	5.50	33.00	70	Streethgh Elec	07/11/2023		Unity Trust Current Ac		Streethlighting Electricity Jul 23	NPower	L	48.57	2.43	51.00	71	Grasscutting	07/11/2023		Unity Trust Current Ac		Grasscutting	D W Maintenance	X	85.00		85.00	72	Speedwatch & Trucam	07/11/2023		Unity Trust Current Ac		Trucam Services July - Sept	Maldon District Council	S	547.17	109.43	656.60	73	Clerk's Salary	07/11/2023		Unity Trust Current Ac		Clerks Salary & WFH allowance	Mrs L A Bailey	X	786.00		786.00	73	PC Office Allowance	07/11/2023		Unity Trust Current Ac		Clerks Salary & WFH allowance	Mrs L A Bailey	X	25.00		25.00	74	Printing & Postage	07/11/2023		Unity Trust Current Ac		HP Instant Ink	Mrs L A Bailey	S	8.32	1.67	9.99	Total									1,659.94	127.86	1,787.80
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23/211	<p>Progress Reports from Councillors</p> <p>Cllr Bass reported that he had attended the MDC Community Hub. Cllr Wardrop reported that last month 11 Speedwatch sessions had taken place and 120 vehicles had been caught speeding.</p>																																																																																																																																																																																			
23/212	<p>Correspondence There was none.</p>																																																																																																																																																																																			
23/213	<p>Parish Council Surgeries</p> <p>At the October Surgery a complaint had been received concerning a hedgerow removed in Tiptree Road. Action: Cllr Morgan to forward the information and photographs to the Clerk. Saturday 18th November Surgery volunteers – Cllrs Layley, Mickelsen & DCllr Morgan.</p>																																																																																																																																																																																			
23/214	<p>General Village News and Events to Note</p> <p>It was noted that a new estate agent had opened in the village with an invitation to welcome drinks and nibbles on 21st November 4pm – 9pm.</p>																																																																																																																																																																																			

23/215	Date of Next Meetings: Parish Council Meeting – Tuesday 5 th December 2023, 7pm, Village Hall Boardroom Parish Council Meeting – Tuesday 2 nd January 2024, 7.30pm Village Hall Boardroom. Resolved: As this date was close to Christmas/New Year, and there were no time-sensitive decisions required, members agreed not to hold a January PC Meeting.
23/216	Close of Meeting There being no further business, the meeting closed at 9.40pm.

	WICKHAM BISHOPS PARISH COUNCIL				
	Precept and Budget Proposal 2024-25	2023/24	2024/25 Agreed	Allocate from Reserves	Notes
1.	Clerks Salary	£9,591.00	£10,267.00		Suggest 5% increase - unions have yet to decide on 23/24
2.	LGPS				
3.	HMRC NIC & Tax	£22.68	£80.00		Employers NI estimate
4.	Office Running Costs	£300.00	£300.00		Remain £25 per month
5.	Outsourced Payroll	£315.00	£330.00		£27.50 x 12
6.	Clerk's Mileage and Travel	£70.00	£45.00		
7.	Mobile Phone Costs	£70.00	£75.00		
8.	Computer Expenses (incl Scribe Accounts package plus any unforeseen computer related expenses)	£420.00	£457.00		£357 (3rd year of 3-year Scribe contract) + incidentals
9.	Unity Bank Charges	£72.00	£72.00		£18 per quarter
10.	Expenses	£100.00	£125.00		
11.	Membership Subscriptions (SLCC, EALC, NALC, ICO)	£850.00	£850.00		
12.	Training	£500.00	£200.00		For possible new councillor training
13.	Chairman's Allowance	£285.00	£285.00		
14.	Election Expenses			£2,000.00	As recommended by Auditor
15.	Printing & Postage	£600.00	£500.00		Enquire into inclusion of Annual Report in Parish Mag.
16.	Neighbourhood Watch	£0.00	£0.00		Remove for 2023/24
17.	Venue Hire	£475.00	£692.00		BHSA indicate £692 for 2024/25 (payable July 2024)
18.	Streetlight Electricity	£400.00	£254.00		Latest invoice £51 for one quarter = £204 + £50 for possible future increases
19.	Streetlight Maintenance	£210.00	£210.00		Year 3 of a 5-year contract. No change to the £120 per year + extra for unknown
20.	Village Signs / Noticeboard	£50.00	£50.00		Small sum for possible repairs
21.	War Memorial	£339.00	£355.00		Notification not yet received from Little Braxted PC
22.	Remembrance Event	£250.00	£900.00		Committee looking into training special constable for future road closures
23.	Speedwatch & Trucam	£2,105.00	£2,264.00		4.5 hours pm @ £41 ph=£2214 + £50 for Speedwatch/extra for poss MDC increas
24.	Email & Website Subscription	£592.00	£621.00		
25.	Audit.	£125.00	£560.00		Internal Audit £210 + External Audit £340 (if 23/24 goes over £25k)
26.	Insurance	£430.00	£473.00		
27.	Grasscutting	£765.00	£665.00		£85 x 7 cuts = £595 + occasional branch trimming.
28.	Bench Maintenance	£200.00	£450.00		Need varnishing as per Cllr Layleys inspection.
29.	Contingency	£100.00	£125.00		
30.	Amenity Fund for voluntary groups	£250.00	£300.00		Grants to local groups
33.	Neighbourhood Plan	£0.00	£0.00		
34.	Planning Appeal Representation			£1,000.00	
35.	Platinum Footpath	£2,000.00	£450.00		Possible strimming/maintenance
37.	Additional Benches	£0.00	£0.00		
38.	Illustrated Village Map			£2,000.00	
41.	General Reserves			£10,000.00	
43.	Equals Bank charges		£0.00		No charges expected after initial set up cost.
47.	King Charles III Coronation	£1,000.00	£0.00		
48.	Air Raid Shelter	£50.00	£75.00		Minor works - mesh to windows to stop leaves blowing in
49.	Biodiversity projects/climate change		£500.00		
	TOTAL	£22,536.68	£22,530.00	£15,000.00	

Approved at the Parish Council Meeting on 7th November 2023

Proposed _____ Cllr Wardrop

Seconded _____ Cllr Bates