

# 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  
 S J Nicholas  
 Mrs R M Pink CBE  
 B F Sayers  
 I D Wardrop



*Parish Clerk:*

Mrs L J Rowland  
 Wickham Bishops Parish Council  
 The Village Hall  
 Church Road  
 Wickham Bishops  
 Essex  
 CM8 3JZ

07542 190176

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

[www.wickhambishopsparishcouncil.org](http://www.wickhambishopsparishcouncil.org)

<b>MINUTES</b>	
<b>Of Parish Council Meeting held on Tuesday 7<sup>th</sup> October at 7.30 pm in the Village Hall Boardroom</b>	
<b>Item</b>	<b>Subject</b>
<b>14/179</b>	<p><b>Those Present and Apologies for Absence</b></p> <p><b>In the chair:</b> Cllr MacGregor</p> <p><b>Present:</b> Cllrs Bates, Johnson, Mickelsen, Nicholas, Pink and Wardrop; the Clerk</p> <p><b>Apologies for absence accepted from:</b> Cllr Bass, Cllr Sayers</p> <p>Two members of the public were present.</p>
<b>14/180</b>	<p><b>Declaration of Interests and Compliance with the Ethical Framework</b></p> <p>Cllr Nicholas declared a Non-Pecuniary Interest in item 14/185 due to his work on the charity 'Essex Search and Rescue'.</p>
<b>14/181</b>	<p><b>Approval of Minutes</b></p> <p>The minutes of the Parish Council meeting held on 2<sup>nd</sup> September 2014 were approved as a true record. Proposed Cllr Mickelsen, seconded Cllr Wardrop.</p> <p>The minutes of the Finance Committee meeting held on 12<sup>th</sup> September 2014 were approved as a true record. Proposed Cllr Mickelsen, seconded Cllr Wardrop.</p> <p>The minutes of the Planning Committee meeting held on 12<sup>th</sup> September 2014 were approved as a true record. Proposed Cllr Mickelsen, seconded Cllr Wardrop.</p>
<b>14/182</b>	<p><b>Reports on Progress of Previous Minutes' Items</b></p> <p>14/158 It was noted that the Parish Council's submitted responses had been added to MDC's website. Item closed.</p> <p>14/109 Further highways works have been completed on Wickham Hall Lane.</p> <p>14/129 There has been a good response to the Salt Bag partnership with many of the bags pre-allocated.</p> <p><b>Action:</b> <i>The Clerk to map out the areas that will be salted under the scheme and to circulate to Councillors to identify any remaining priority areas.</i></p> <p>14/131 Work is still outstanding on The Mitre car park. The owners have been contacted and an update is overdue.</p> <p><b>Action:</b> <i>The Clerk to contact Hawthorne Leisure.</i></p>

<b>MINUTES</b> <b>Of Parish Council Meeting held on Tuesday 7<sup>th</sup> October at 7.30 pm in the Village Hall Boardroom</b>	
	<p>14/136 It is expected that the presentation on Heybridge Garden Suburb plans will be popular. <b>Action:</b> <i>The Chairman to arrange the small hall for the speaker at the November meeting and the Clerk to invite Great Braxted, Little Braxted and Great Totham parish councils to attend.</i></p> <p>14/141 There was no further update to The Old Rectory pond's overflow.</p> <p>14/153 It was noted that MDC had advised that direct neighbours of planning applications are notified via letter and site notice. The Parish Council does not therefore need to deliver cards to neighbours. Item closed.</p> <p>14/153 MDC has responded that no breach of planning regulations has occurred at the land between Mapstones and Ballingdon, Maypole Road. Item closed.</p> <p>14/165 No response has been received or is expected regarding the lead theft from the Village Hall roof. Item closed.</p>
<b>14/183</b>	<p><b>Chairman's Report</b> The Chairman gave an overview of his visit with Cllr Bass and Cllr Bates to local resident Mrs Cottiss, and the presentation of flowers and a specially-commissioned card on the occasion of her 100<sup>th</sup> birthday.</p>
<b>14/184</b>	<p><b>Clerk's Report</b> The Clerk reported that the External Auditor had approved and returned the Annual Accounts, which had then been displayed publicly for the requisite period and the process was now complete.</p> <p>The Clerk had received an acknowledgement to the July 14<sup>th</sup> VAT claim by HMRC.</p> <p>A resident had raised an issue with an overgrown hedge by the bus stop in Kelvedon Road, in response to the Parish Magazine request for Highways Rangers items. <b>Action:</b> <i>The Clerk to submit a request to the Highways Rangers to trim the hedge.</i></p> <p>The full funding request and the business case for peppercorn rent for the air raid shelter have been submitted to ECC.</p> <p>The Clerk read a brief statement introducing the Document Retention and Email Policies, prior to their timetabled discussion under item 14/200.</p>
<b>14/185</b>	<p><b>Correspondence Requiring Decisions:</b> <b>Resolved:</b> that, regretfully, the Parish Council was not in a position to make a donation towards the Essex Air Ambulance. Proposed Cllr Johnson, seconded Cllr Pink. Due to his declared conflict of interest Cllr Nicholas abstained from the decision.</p>
<b>14/186</b>	<p><b>General Correspondence to Note:</b> Letters from Mr. A. Calvert agreeing to present North Heybridge garden suburb plans, from the EALC suggesting all local councils adopt a policy on publishing of photographs, and the TPO No. 3/14 The Summer House, Back Lane made by MDC 24 September 2014 were all noted.</p> <p>A letter from local resident Master Telford regarding playground repairs was read out and noted. The letter has been passed to the BHSA for consideration.</p>

<b>MINUTES</b> <b>Of Parish Council Meeting held on Tuesday 7<sup>th</sup> October at 7.30 pm in the Village Hall Boardroom</b>	
<b>14/187</b>	<p><b>Police Report</b></p> <p><b>Resolved:</b> that the Parish Council would write to the local Police force requesting clarification of the new community policing plan and to thank PC Keene for her community policing efforts. Proposed Cllr Nicholas, seconded Cllr Wardrop.</p> <p><b>Action:</b> Cllr Nicholas to identify the addressee and the Clerk to write and send the letters.</p>
<b>14/188</b>	<p><b>Neighbourhood Watch Report</b></p> <p>No report received.</p>
<b>14/189</b>	<p><b>Public Forum</b></p> <p>A resident spoke in support of planning application HOUSE/MAL/14/00905.</p>
<b>14/190</b>	<p><b>Planning Applications and Decisions</b></p> <p>Applications:</p> <p><b>FUL/MAL/14/00685 Site Adjacent to Ashcroft, Kelvedon Road, Great Totham</b></p> <p><b>Resolved:</b> that the additional information does not alter the Parish Council's previous comments and so the Parish Council continues to recommend REFUSAL.</p> <p><b>FUL/MAL/14/00917 Bouncers Wickham Hall Lane Wickham Bishops</b></p> <p>Further time is needed to examine the proposal therefore the application will be discussed at the Planning Meeting on 17<sup>th</sup> October.</p> <p><b>HOUSE/MAL/14/00905 37 Holt Drive Wickham Bishops</b></p> <p><b>Resolved:</b> that the Parish Council recommends APPROVAL.</p> <p><b>FUL/MAL/14/00732 Mackmurdos Beacon Hill Wickham Bishops</b></p> <p><b>Resolved:</b> that the Parish Council recommends APPROVAL.</p> <p><b>HOUSE/MAL/14/00854 The Grange 16A Grange Road Wickham Bishops</b></p> <p><b>Resolved:</b> that the Parish Council recommends APPROVAL.</p> <p>Appeals:</p> <p><b>FUL/MAL/14/00441 Land between Mapstones and Ballingdon Maypole Rd Great Totham</b></p> <p><b>Resolved:</b> that the Parish Council has no additional comments to make.</p> <p>The weekly decision lists were noted.</p>
<b>14/191</b>	<p><b>District Council Report</b></p> <p>No report received.</p>
<b>14/192</b>	<p><b>EALC Report</b></p> <p>The EALC representative Cllr Mrs Pink gave details of upcoming training courses and a summary of the EALC AGM, in which Cllr Bass received the EALC nomination to attend a Buckingham Palace Garden Party in recognition of his lengthy service on behalf of Maldon residents.</p>
<b>14/193</b>	<p><b>Finance</b></p> <p>The balances were noted and the list of payments agreed.</p> <p>It was noted that two annual, budgeted items will be payable by the next meeting: the speedgun recalibration and the poppy wreaths for the Royal British Legion.</p>

**MINUTES**

**Of Parish Council Meeting held on Tuesday 7<sup>th</sup> October at 7.30 pm in the Village Hall Boardroom**

	<p><b>Action:</b> <i>Cllr Wardrop to arrange speedgun servicing and the Clerk to arrange the cheque for the RBL.</i></p> <p>Cllr MacGregor reported that BHSa had written requesting funds towards maintaining the play-park equipment. It was agreed that a £1000 grant be considered at the November meeting.</p> <p>Cllr Johnson asked that in support of Great Totham Primary School's 7<sup>th</sup> November WW1 Centenary Year Remembrance Exhibition, the Parish Council help publicise the event and consider a donation to cover the cost of refreshments. It was agreed that a £100 grant be considered at the next meeting.</p> <p><b>Action:</b><i>Cllr Johnson to request the school design advertising posters for the Clerk to publicise on the parish noticeboards.</i></p> <p><b>Action:</b> <i>The Clerk to invite Little Braxted and Great Braxted Parish Councils to the exhibition.</i></p> <p><b>Resolved:</b> the Annual Return and Annual Report will be posted on the website and old information removed. Proposed Cllr Johnson, seconded Cllr Wardrop.</p> <p><b>Action:</b><i>The Clerk to provide the documents to Cllr Bates for uploading.</i></p>
<p><b>14/194</b></p>	<p><b>Monthly Councillor Surgeries</b> The September 20<sup>th</sup> surgery report was noted.</p> <p>Attendees for surgery on Saturday 18<sup>th</sup> October 11.00am to noon are Cllrs Mickelsen and Wardrop. The dates of future surgeries were noted:</p> <ul style="list-style-type: none"> <li>- 15th November</li> </ul>
<p><b>14/195</b></p>	<p><b>Emergency Planning Survey</b> Following discussion, Councillors were asked to consider and submit ideas to the Chairman for further consideration at the November meeting. Concerns were raised relating to possible Data Protection Act obligations.</p> <p><b>Action:</b><i>The Clerk to research and advise on meeting DPA requirements.</i></p>
<p><b>14/196</b></p>	<p><b>Traffic Calming</b> Cllr Wardrop gave an update on the progress by ECC in establishing the remaining balance and availability of of last year's funds, for completing the outstanding traffic calming measures.</p> <p>Cllrs MacGregor and Wardrop are planning a joint working group with Great Totham Parish Council to consider traffic calming measures affecting both villages.</p>
<p><b>14/197</b></p>	<p><b>Progress Reports from Committees and Councillors</b> Inspectors have reviewed all local footpaths and made their recommendations: FP4 should not be used until attended to; a boardwalk and steps-replacement project is suggested for FP3. The inspectors will be requesting funding from the LHP.</p> <p>Cllr Johnson gave an update on progress and an example of the Chairmen's Board.</p>
<p><b>14/198</b></p>	<p><b>General Village News</b> The BHSa Christmas Fayre will be held November 28<sup>th</sup> 5pm – 9pm in the Village Hall.</p> <p>The new vicar for St. Bartholemew's church has been chosen and will be arriving in February.</p>
<p><b>14/199</b></p>	<p><b>Exclusion of Press and Public</b></p>

<b>MINUTES</b>	
<b>Of Parish Council Meeting held on Tuesday 7<sup>th</sup> October at 7.30 pm in the Village Hall Boardroom</b>	
	Due to time constraints, the vote to exclude was not taken and remaining items will be carried over to a future meeting.
<b>14/200</b>	<b>Document Retention and Email Management Policies</b> To be discussed at a future meeting.
<b>14/201</b>	<b>Dates of Next Meetings</b> Friday 17 <sup>th</sup> October 2014 Planning Committee Meeting at 11.30am Tuesday 4 <sup>th</sup> November 2014 Full Council Meeting at 7.30pm
<b>14/202</b>	<b>Close of Meeting 10.06pm</b> Items for November agenda: <ul style="list-style-type: none"> <li>- North Heybridge Garden Suburb presentation</li> <li>- Publication of photographs policy</li> <li>- Play-park repairs and GTPS Remembrance Exhibition funding</li> <li>- Emergency Planning survey</li> <li>- Any further agenda items for consideration to the Chairman and Clerk by Friday 24<sup>th</sup> October.</li> </ul>

Notice is hereby given that, should there be plans to discuss, a Planning Meeting will be heard on **Friday 17<sup>th</sup> October 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 noticeboard (outside One Stop) prior to the meeting.