

WICKHAM BISHOPS PARISH COUNCIL MINUTES OF THE MEETING ON 2nd April 2013

Present: Cllrs Johnson (vice Chair), Pink, Mickelsen, MacGregor, Bates, Sayers, Jacob, Cllr. Bass arrived at 9.20pm
Terri Ulrich (Clerk), PC Lea Keane, 3 members of the public.

1. **Apologies:** Cllr. Durham, Cllr. Bass, NHW Chris Hudson
2. **Appointment of chairman:** Cllr. Johnson led the election of the chairman. Cllr. MacGregor proposed Cllr. Johnson, Cllr. Pink seconded the proposal, all agreed and Cllr. Johnson accepted the post and asked the clerk to provide her with the appropriate forms to sign. **Action** the clerk to pass forms to Cllr. Johnson.
Cllr. Johnson led the election of the vice-chairman, Cllr. Pink proposed Cllr. MacGregor, Cllr. Mickelsen seconded the proposal, all agreed.
Action: Cllr. Bates to add the details to the website.
3. **Approval of minutes:** The minutes of the meeting of 5th March were approved.
4. **Matters arising from previous meeting:**

Cllr. Mickelsen to respond directly to the resident confirming the clarification of Handleys Lane. **Update**, the clerk is to complete this action, Cllr. Mickelsen confirmed that the central section of Handleys Lane has been clarified as a byway with a traffic prohibition. **Action:** the clerk to relay information to the resident.

Cllr. Jacob to check that the damaged dog bin in Grange Road has been replaced.
Action: carried forward.

Cllr. MacGregor to check that the potholes in The Street. **Update:** The potholes have not been repaired. **Action** Cllr. MacGregor to chase with Highways.

Cllr. Mickelsen to find out what could be submitted to the local press to publicise the minutes of parish council meetings. **Update:** Cllr. Mickelsen has spoken to the Maldon Standard, she will submit the same report to the Maldon Standard as is sent to the Parish Magazine. The content may be edited.

It was agreed by all the councillors that they will each have a Wickham Bishops Parish Council domain email account; this will cost £90 per annum for 9 email boxes.

The clerk confirmed that the declarations of interests have to be added to the website. **Action:** the clerk is to contact MDC to obtain copies.

The clerk has completed the FOI requests as agreed at the previous meetings.

The clerk completed the agenda as requested.

5. Discuss arrangements to fill the casual vacancy

The parish council must notify the parish, this will be done by placing a notice on the notice board for 2 weeks and by placing a quarter page notice in the parish magazine. Cllr. Johnson asked Cllr. Pink to confirm who applied last time so that they can be invited to apply again. **Action:** Cllr. Pink to confirm previous applicant, the

clerk to post the notice to the noticeboard and Cllr. Mickelsen to add a quarter page notice to the parish magazine.

6. Agree date and time of AGM: It was agreed that the Annual Parish Assembly will be held on 7th May at 7.30pm. This will be followed by the Annual Meeting of the Council at 8.15pm. Separate notices are required.

7. Chairmans Report: Cllr. Johnson suggested that responsibilities for each councillor be allocated in June, once the casual vacancy has been filled. All agreed to this proposal. Cllr. Johnson showed the parish council the impressive annual report documents that Danbury parish council produces and asked the clerk to start to prepare the annual report for Wickham Bishops. Cllr. Johnson suggested that each councillor give a 2 minute report of their responsibilities for the year for inclusion in the annual report. This was agreed, Cllr. Sayers is to submit a written report to the clerk as he will not be at the Annual Parish Assembly or the Annual Meeting of The Parish Council. Cllr. Johnson reminded everyone that the litter pick will start at 9am. Cllr. Johnson reported that LBPC had voted against the solar park planning application in Little Braxted.

8. The Clerks Report: March has been a busy month with the production of much governance that will enable the parish council to meet the standards required for the quality council status.

HM Revenue and Customs have a new process for reclaiming VAT, the clerk has now completed the new forms and the parish council should receive the VAT refund sometime in April.

The clerk has responded to the FOI requests discussed at the previous meeting and has received no further communications or requests.

The clerk has received the audit submission forms, she will prepare the audit for approval at the May meeting, which will allow lots of time to meet the June submission deadline.

The CiLCA course begins on the 18th April, which means the clerk will complete the qualification no later than 17th April 2014, at which point the parish council can apply for its quality council status.

9. Declaration of interests: None received

10. Police Report: The police report is included in the correspondence box. PC Lea Keane will arrange speed watch training on 19th April 2013 at 10am at South Woodham Ferrers. To carry out a speed watch there must be at least 3 participants.

11. Neighbourhood Watch Report – None received but the weekly crime stats from MDC are included in the correspondence box.

12. Public Forum: A member of the public asked for an update on the Solar Park planning application in Little Braxted. Cllr. Johnson confirmed that the matter is on going and that details can be found on LBPC's website.

13. Planning:

HOUSE/MAL/13/00276 31 Wellands

Cllr. Sayers has received several emails from neighbours of the property who are objecting to the application. Although the applicant has reduced the height by 850mm it is still 5ft than the existing property. There are 5 dormers at the front of the planned

property. The application contravenes the VDS and PP. The proposed property would overlook neighbours and be out of keeping with the surrounding properties.

The parish council recommends refusal.

Terms of reference. The document was formally accepted by the Parish Council.

Cllr. Johnson asked Cllr. Mickelsen to join the planning committee. Cllr. Mickelsen agreed.

Action: Cllr. Sayers is to look into and report back about the regulations relating to running a business from the home.

Cllr. Sayers read out decisions from MDC which are available online.

14. Correspondence

The clerk highlighted the following items:

Item	From	To	Date	Regarding
1	ECC	The Clerk	25/03/2013	£22K allocated to Wickham Bishops for speed calming measures
2	Cllr. Bass	Essex Chronicle	14/03/2013	Correcting comments made in an article about Cllr. Bass
3	Lorna Setter	Cllr. Johnson	11/03/2013	Against the proposed Little Braxted Solar Park
4	ECC	The Clerk	20/03/2013	Interactive public rights of way map
5	Mr Baldwin	The Clerk	19/03/2013	Objection to location of recycling bin at One Stop
6	Ms Lyman	The Clerk	15/03/2013	Objection to location of recycling bin at One Stop
7	The Public Sector Show	The Clerk	18/03/2013	Flyer for public sector show
8	NALC	The Clerk	08/03/2013	Flyer for NALC London event
9	Tillingham PC	The Clerk	11/03/2013	Telephone scam

15. Adoption of FOI Legislation:

The Parish Council signed and approved the following governance:

- FOI scheme
- Standing Orders
- Complaints Procedures
- Training policy
- Staff Establishment, Filling of Vacancies and Recruitment and Employment of Ex-offenders Policy
- Investment Policy

Action: Cllr. Bates to add documents to the website.

The parish council discussed risk assessments Cllr. MacGregor will complete the annual risk assessment.

16. District Council report: Cllr. Bass reported that the problems in Mope Lane remain unresolved. The rubbish outside of the flats at the Mitre has been resolved. Concerns over the proposed solar park in Little Braxted are still been raised by the residents of Ishams Chase. Cllr. Bass is concerned how the cable from the solar park to the substation will be connected.

17. EALC Report: Cllr. Pink will attend the Localism agenda meeting on 01/05/2013.

18. Finance: The cheques and finance report for April 2013 were agreed and signed. It was agreed that a finance committee meeting would be scheduled, the agenda of which to include the role of internal audit. Cllr. MacGregor suggested 23/04/2013. A new finance signature is required following the sad passing of Cllr. Dennison. This action is carried forward. Cllr. Johnson stated that Cllr. Dennison had expressed a desire to have a memorial bench in his name. **Action:** allocate funds for a bench.

19. Committee reports:

- (a) BHSA: Quiz on 19/4/13, High Tea 2/6/13, Fete 22/6/13
- (b) Environment: Cllr. Bass confirmed Great Totham PC have approved the Back Lane dog bin.
- (c) PRow: Nothing to report
- (d) Amenities: Cllr. MacGregor asked if the village picnic would take place this year. It was agreed it would go ahead on 26/8/13. Cllr. Bass suggested the PC provide entertainment.
- (e) Highways: Cllr. Sayers reported that there is a blockage in Handleys Lane causing the flooding this is being addressed. Cllr. MacGregor reported that the Library Triangle will have granite appearance concrete kerbstones and that there is a proposed change of road layout, making Back Lane the main road. Cllr. Bass suggested that the PC object to this layout proposal. **Action** Cllr. MacGregor to raise object to the Highways Department.
- (f) Transport: Nothing to report
- (g) Emergency planning: Chelmsford is responsible for this function on behalf of MDC. **Action:** Cllr. Pink is to obtain Cllr. Dennison's keys.
- (h) Parish Plan: Nothing to report
- (i) Website: nothing to report

20. General village presentation: The recycling bin has been removed.

21. Close of meeting: the meeting closed at 10.10