

Wickham Bishops Parish Council

Parish Councillors

I D Wardrop (Chairman)
Mrs A Mickelsen (Vice Chair)
H M Bass
P J Bates
R Clarke
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
Essex
CM8 3JZ
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info@wickhambishopsparishcouncil.org

Minutes of Meeting of Wickham Bishops Parish Council held on Tuesday 1 st July 2025 at 7.30pm in the Village Hall Boardroom	
Item	Subject
25/141	<p>Those Present and Apologies for Absence</p> <p>In the Chair: Cllr Wardrop. Present: Cllrs Bass, Bates, Clarke, Layley, Mickelsen, Morgan, Nappo, Williams and the Clerk. There was one member of the public present.</p> <p>The Chairman took the opportunity to welcome our new Cllr Rhian Clarke to her first meeting.</p>
25/142	<p>Declaration of Interests and Compliance with the Ethical Framework</p> <p>District Councillor Morgan declared a non-pecuniary interest in 25/147 and would not take part in discussion or voting as he may be required to do so in his role at MDC.</p>
25/143	<p>Approval of Minutes</p> <p>The Minutes of the Parish Council Meeting held on 3rd June 2025 were accepted as a true record, proposed Cllr Wardrop, seconded Cllr Nappo, all in favour.</p> <p>The Minutes of the Planning Committee Meeting held on 24th June 2025 were noted.</p>
25/144	<p>Chairman's Report Nothing to report.</p>
25/145	<p>Clerk's Report</p> <p>Fly tipping on Wickham Hall Lane had been reported to MDC with a request that resurrection of the stolen CCTV be considered.</p> <p>A training session for the new footpath volunteers had been organised to take place on Thursday 10th July from 9am – 12 noon, location to be confirmed.</p>
25/146	<p>Public Forum</p> <p>A resident and member of the E&SW mast Action Group was in attendance in order to listen to 25/150 discussion on the proposed masts.</p>
25/147	<p>Planning Applications and Decisions Cllr Bass took the Chair for this item.</p> <p>25/00561/HOUSE 19 Roots Lane First floor rear extension with Juliet balcony to mirror existing first floor rear extension. Resolved: Members had no objection to the proposals and recommended APPROVAL, proposed Cllr Bass, seconded Cllr Mickelsen, all in favour.</p>

25/148	<p>Land rear of 9 Church Road – to note further developments, if any</p> <p>The deadline had passed for bids, and it was not yet known whether the land had been sold. Members noted that the grass had been cut.</p> <p>District Cllr Morgan reported that a recent meeting of the Overview & Scrutiny Committee had delegated the matter of the handling of the Planning Appeal to a working party due to meet on 17th July. Cllr Bass had attended the Committee Meeting in his own right.</p> <p>Members reiterated the importance of ensuring liaison with MDC as soon as a developer was identified to enable WBPC to influence the development, i.e. no street lighting etc.</p>
25/149	<p>Traffic Calming & Highway Matters</p> <p><u>Road traffic accidents, Maypole Road – update, if any, regarding speed limit reduction</u></p> <p>Further correspondence between a resident and Priti Patel MP was noted. The Chairman had written twice to County Cllr Durham but had not received a reply one way or the other. It was noted that another accident had occurred in the last few days. Resolved: The Chair to write again. The Clerk to liaise with Great Totham PC and ask for their support.</p> <p><u>Westcombe Park roadworks/diversion routes – update</u></p> <p>The diversion route recently published in the M&B Standard did not correspond with what was agreed at the meeting with the developer, Highways and several neighbouring parishes and Cllr Bass had taken this up with Cllr Durham. Drivers would try and cut through narrow roads such as Station Road and Wickham Hall Lane, causing chaos. Action: The Clerk to publish the details and explain that WBPC had tried its best to influence the outcome, to no avail.</p> <p><u>Speedwatch & TruCam – update on correspondence with Essex Police and MDC</u></p> <p>The Chairman reported that Essex Police had not yet responded to his further letter about speedwatch "out of county" vehicles and allegations concerning the speedwatch team. He will write again. With regard to TruCam, the number of processed captures provided to MDC by Essex Police for 2024/25 did not match the monthly returns from MDC; there was a discrepancy of around 20%. The Chairman had raised this with MDC who had ascertained from Essex Police that the difference arose mainly from delays in information reaching Essex Police. A Notice of Intended Prosecution must be sent to registered keepers within 14 days of the incident. Members were surprised to hear that, in some instances, MDC had not managed to pass the information (believed to be memory sticks) to Police in time and hence no enforcement action could be taken. MDC had undertaken to look into the matter. Resolved: Members to wait to hear from MDC. The Clerk to approach other parishes to see what their experiences were.</p>
25/150	<p>Essex and Suffolk Water Masts Proposals</p> <p><u>To note the record of the Meeting held on 3rd June 2025 with E&SW and Connexin</u></p> <p>Grateful thanks were passed to Mark Roberts for producing the notes.</p> <p><u>Update and report on any progress following the meeting</u></p> <p>E&SW and Connexin had been looking into alternative sites, and a meeting was scheduled to take place on Tuesday 15th July at 4.30pm in the Village Hall Boardroom involving the parish council and Action Group. Action: It was agreed that the Clerk would write to neighbouring parishes who were welcome to attend, although discussion would mostly be about WB sites.</p> <p>Liaison with BHSA around a mast on the playing field and a receiver on the roof of the Village Hall seemed positive. Action: Cllr Williams to email the BHSA Chair and ask for a firm decision.</p>

	Cllr Bass had attended the E&SW community engagement bus recently in Langford which mostly centred on the topic of water-saving with no mention of leakage on their side nor proposed masts.																																																																																																																																														
25/151	District Councillor Report District Councillor Morgan reported on the Extraordinary Meeting held on 17 th June at which local government organisation had been discussed, and the Local Development Plan agreed.																																																																																																																																														
25/152	County Councillor Report County Councillor Durham was not present.																																																																																																																																														
25/153	Finance <u>Quarterly Finance Report</u> Members noted the Quarterly Finance Report prepared by the Clerk. The following bank balances were noted: <table><tr><td>Unity Trust Current Account</td><td>30/06/2025</td><td>9,563.44</td><td></td></tr><tr><td>Unity Trust Instant Access</td><td>30/06/2025</td><td>23,586.44</td><td></td></tr><tr><td>Debit Card</td><td>30/06/2025</td><td>11.20</td><td></td></tr><tr><td></td><td></td><td></td><td>33,161.08</td></tr></table> Resolved: Cllr Mickelsen proposed the following list of payments for the month be authorised, seconded by Cllr Wardrop, all in favour: <table><tr><td>25</td><td>Chairman's Allowance</td><td>06/06/2025</td><td>Debit Card</td><td>Refreshments, Footpath Volunteers</td><td>Mrs Salisbury's</td><td>20.85</td><td></td><td>20.85</td></tr><tr><td>26</td><td>Mobile Phone costs</td><td>10/06/2025</td><td>Debit Card</td><td>Mobile phone top-up</td><td>Vodafone</td><td>20.00</td><td></td><td>20.00</td></tr><tr><td>27</td><td>Printing & Postage</td><td>06/06/2025</td><td>Debit Card</td><td>Annual Report display stand</td><td>Wholesale POS</td><td>9.74</td><td>1.95</td><td>11.69</td></tr><tr><td>28</td><td>Parish Paths Partnership</td><td>16/06/2025</td><td>Debit Card</td><td>PPE for new footpath volunteers</td><td>Screwfix Direct Ltd</td><td>47.61</td><td>9.55</td><td>57.16</td></tr><tr><td>29</td><td>Email/Website Subs</td><td>01/07/2025</td><td>Unity Trust Current Account</td><td>Microsoft 365</td><td>Microsoft</td><td>115.20</td><td>23.04</td><td>138.24</td></tr><tr><td>30</td><td>Email/Website Subs</td><td>01/07/2025</td><td>Unity Trust Current Account</td><td>Email Exchange Online</td><td>Microsoft</td><td>334.80</td><td>66.96</td><td>401.76</td></tr><tr><td>31</td><td>Grasscutting</td><td>01/07/2025</td><td>Unity Trust Current Account</td><td>Grasscutting</td><td>Wallace Arboriculture & Groundcare</td><td>85.00</td><td></td><td>85.00</td></tr><tr><td>32</td><td>Membership Subs</td><td>01/07/2025</td><td>Unity Trust Current Account</td><td>SLCC membership</td><td>SLCC</td><td>190.00</td><td></td><td>190.00</td></tr><tr><td>33</td><td>Clerk's Salary</td><td>01/07/2025</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>33</td><td>PC Office Allowance</td><td>01/07/2025</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>34</td><td>HMRC NIC & Tax</td><td>01/07/2025</td><td>Unity Trust Current Account</td><td>National Insurance</td><td>HMRC</td><td>309.98</td><td></td><td>309.98</td></tr><tr><td>34</td><td>HMRC NIC & Tax</td><td>01/07/2025</td><td>Unity Trust Current Account</td><td>Tax</td><td>HMRC</td><td>122.60</td><td></td><td>122.60</td></tr><tr><td>35</td><td>Printing & Postage</td><td>01/07/2025</td><td>Unity Trust Current Account</td><td>Clerk's reimb, HP Instant Ink</td><td>Mrs L A Bailey</td><td>11.24</td><td>2.25</td><td>13.49</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>Total</td><td></td><td>103.75</td><td>2,268.31</td></tr></table>	Unity Trust Current Account	30/06/2025	9,563.44		Unity Trust Instant Access	30/06/2025	23,586.44		Debit Card	30/06/2025	11.20					33,161.08	25	Chairman's Allowance	06/06/2025	Debit Card	Refreshments, Footpath Volunteers	Mrs Salisbury's	20.85		20.85	26	Mobile Phone costs	10/06/2025	Debit Card	Mobile phone top-up	Vodafone	20.00		20.00	27	Printing & Postage	06/06/2025	Debit Card	Annual Report display stand	Wholesale POS	9.74	1.95	11.69	28	Parish Paths Partnership	16/06/2025	Debit Card	PPE for new footpath volunteers	Screwfix Direct Ltd	47.61	9.55	57.16	29	Email/Website Subs	01/07/2025	Unity Trust Current Account	Microsoft 365	Microsoft	115.20	23.04	138.24	30	Email/Website Subs	01/07/2025	Unity Trust Current Account	Email Exchange Online	Microsoft	334.80	66.96	401.76	31	Grasscutting	01/07/2025	Unity Trust Current Account	Grasscutting	Wallace Arboriculture & Groundcare	85.00		85.00	32	Membership Subs	01/07/2025	Unity Trust Current Account	SLCC membership	SLCC	190.00		190.00	33	Clerk's Salary	01/07/2025	Unity Trust Current Account	Clerk's Salary	Mrs L A Bailey	872.54		872.54	33	PC Office Allowance	01/07/2025	Unity Trust Current Account	WFH allowance	Mrs L A Bailey	25.00		25.00	34	HMRC NIC & Tax	01/07/2025	Unity Trust Current Account	National Insurance	HMRC	309.98		309.98	34	HMRC NIC & Tax	01/07/2025	Unity Trust Current Account	Tax	HMRC	122.60		122.60	35	Printing & Postage	01/07/2025	Unity Trust Current Account	Clerk's reimb, HP Instant Ink	Mrs L A Bailey	11.24	2.25	13.49						Total		103.75	2,268.31
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25/154	Governance Members agreed unanimously to formally re-adopt the following policies: <ul style="list-style-type: none">Complaints ProcedureData Breach PolicyData Protection PolicyGeneral Privacy NoticePublication SchemeStaff, Councillors & Role Holders Privacy																																																																																																																																														
25/155	Progress Reports from Councillors – no decisions required <u>Six Walks Footpath Booklet</u> There were discrepancies to be ironed out before the booklet could go to print. The Clerk to forward Cllr Wardrop’s queries to Cllr Williams. <u>Meeting of Footpath Volunteers, works and training update</u> A meeting had taken place with the new volunteers, Cllr Wardrop and the Clerk, and a health & safety training session had been organised for Thursday 10 th July from 9am – 12 noon at a location to be confirmed. PPE had been purchased and was stored in the air raid shelter and the volunteers had made a good start on clearing certain paths. Going forward the Clerk would collate expenses for reclaiming from																																																																																																																																														

	<p>ECC and Cllr Williams would resume her role as Footpath representative since returning from holiday.</p> <p>On the subject of the air raid shelter, it was noted that ECC had replaced the door and lock. Keys had been obtained from the library and copies were now held by the footpath volunteers and the Chairman. Out of hours clubs would liaise directly with the library to gain access. It was also noted that, thanks to Cllr Layley and the Clerk, wire mesh had been placed in the windows to prevent leaves blowing into the air raid shelter during Autumn.</p> <p>Cllr Williams advised that a 'Build a Bird Box' event had been organised for 10th August on the playing field and she had signed up for the RCCE Nature Recovery, Biodiversity & Your Parish session on 13th September.</p>
25/156	<p>Correspondence</p> <p><u>Five Council proposal for Greater Essex – public consultation</u> Resolved: The Clerk to respond to the consultation on behalf of WBPC with a preference for 5 councils rather than 3, adding that we would be agreeable to taking on extra responsibilities (for instance street nameplate maintenance, signage etc) subject to additional finance.</p> <p>An email from a resident on the subject of preserving the Grange Road field for public use rather than a housing development was acknowledged. Resolved: The Clerk to put the resident in touch with the Byron Drive Action Group.</p> <p>A resident had received two items of hate mail and had reported it to the Police.</p>
25/157	<p>Parish Council Surgeries</p> <p>There had been one visit to the June surgery enquiring about the E&SW masts. Cllrs Wardrop, Williams and Morgan to attend the surgery on Saturday 19th July. Cllrs Wardrop and Morgan to attend on Saturday 16th August.</p>
25/158	<p>General Village News and Events to Note</p> <p>It was noted that The Bear had posted an update on social media advising that additional works necessary due to the Listed Building status, the date of opening had been delayed.</p> <p>The Clerk was asked to chase MDC on the matter of the remaining abandoned vehicle parked in Kelvedon Road.</p>
25/159	<p>Date of Next Meetings:</p> <p>Parish Council Meeting, Tuesday 2nd September 7.30pm, Village Hall Boardroom</p> <p>Parish Council Meeting, Tuesday 7th October 7.30pm, Village Hall Boardroom</p>
25/160	<p>Close of Meeting There being no further business, the meeting closed at 9pm.</p>