



Wickham Bishops Parish Council

Minutes of Parish Council Meeting held on Tuesday 7th July 2026 at 7.30pm in the Village Hall Boardroom

26/131 Those Present and Apologies for Absence

In the Chair: Cllr Wardrop. Present: Cllrs Bass, Bates, Layley, Williams and the Clerk. Apologies were accepted from Cllrs Nappo, Mickelsen and Morgan as well as County Cllr Stuart Clarke and District Cllr Mark Durham. There was one member of the public present.

26/132 Declaration of Interests and Compliance with the Ethical Framework

There were none.

26/133 Approval of Minutes

The Minutes of the Parish Council Meeting held on 2nd June 2026 were approved as a true record, proposed by Cllr Williams, seconded Cllr Wardrop, all in favour.

26/134 Chairman's Report

Members were made aware of the recent death of Gordon Greenleaf, a gentleman who had been very active in the village, particularly the Village Hall committee. **Action:** The Clerk to send a letter of condolence to his family.

It was noted that a resident had reported to the Police delivery vehicles parked on the pavement, obstructing the way for pedestrians at One Stop and The Bear. It was understood that prosecutions were underway.

26/135 Clerk's Report

The notes of her attendance at the SLCC AGM & Training Day on 17th June were noted. **Action:** Following attendance at an RCCE Community Engagement Workshop, members agreed to ask RCCE to come and talk to the PC about conducting a Parish Plan and/or updated Neighbourhood Plan.

Low hanging branches obscuring the view of oncoming traffic on Blue Mills bridge had been reported to Highways who responded that the issue did not meet their minimum requirements to be recorded as a defect at this time.

Another resident had emailed regarding fencing works at the rear of Finchs, Kelvedon Road and the Clerk had reported this to Moat Housing again.

Following complaints from residents, contractors' vehicles parking in Wellands at the junction with Witham Road had been reported to MDC Enforcement Team who had been in touch with the contractors, agent and applicant.

The Chair and Clerk had met with BHSA and agreed on the style, size and location of the shared noticeboard. The Clerk to apply to Highways for the licence to install on the verge opposite Aquarius and to enquire about the cost of installation, which must be carried out by a Highways contractor.

BHSA understood the share of the cost in the past to be two thirds Parish Council. To be considered again once the full extent of the outlay involved was established.

It was noted that lorries involved in building works at land adjacent 2 Grange Road had damaged the road surface in the hot weather.

The draft Annual Report had been assembled and members agreed it could now be circulated.

26/136 Public Forum – a maximum of 15 minutes with no more than 3 mins per person
The resident was in attendance to listen to discussion around 26/00177/FUL Bryden House.

26/137 Planning Applications and Decisions
Cllr Bass took the Chair for this item and explained that WBPC were merely a consultee, with MDC making the final decision.

26/00338/HOUSE Endeavour Cottage, 16a School Road Part single, part two storey rear extension. Alterations to fenestration. **Resolved:** Members had no objection to the proposals and recommended APPROVAL.

26/00177/FUL Bryden House, Witham Road Retrospective application for ancillary annexe accommodation. **Resolved:** Members had no objection, provided that the conditions made clear that the annexe must remain ancillary to and part of the main dwelling.

The following Appeal (to be determined on the basis of written representations) was noted:

25/000983/OUT Land at Chasefield Farm, 64 Walden House Road, Great Totham Outline application for the construction of six new detached 1.5 storey and 2 storey dwellings with detached triple cart lodge, with private open space, access, parking and landscaping. **Action:** Cllr Bass had attended and spoken at the North Western Area Planning Committee when this application had been considered and would send the Clerk what he said at that meeting, to be forwarded to the Planning Inspector.

The following decisions made by MDC were noted:

26/00287/LBC High Hall, Blacksmiths Lane Structural strengthening to west side facing gable of the property. LISTED BUILDING CONSENT GRANTED

26/00213/HOUSE Baytree Cottage, 1 Grange Road Demolition of existing conservatory to side of dwelling, replacement single storey side porch structure with single storey linked rear / side extension. Addition of windows to rear. APPROVED

26/00145/WTPO Ridge End, 6 Church Road (TPO 09/78) T2 (T7 on TPO) Ash, T10 (T8 on TPO) Horse Chestnut & TG21 (T5 on TPO) Cherry Plum - Fell close to ground level and treat stumps with herbicide to inhibit regrowth. REFUSED

26/00657/OUT Land between Glen Acres & Chantry House, Ishams Chase Outline application for the erection of one dwelling. REFUSED

The following Appeal decisions were noted:

25/00817/FUL Five Corners, Maypole Road, Great Totham Proposed conversion of an outbuilding to an annexe. APPEAL ALLOWED

25/00616/OUT Land adjacent Crispins, Roots Lane 5 no. 3-bed bungalows with detached garage and access road. APPEAL ALLOWED

25/00567/OUT Land rear of The Chantry, Tiptree Road Outline application for the erection of 4 dwellings. **APPEAL DISMISSED, PLANNING PERMISSION REFUSED.**

26/138 Other Planning Matters

The response from Michael Johnson, on the issue of MDC not determining applications within the statutory period was noted, mostly due to officers leaving MDC and cases having to be reallocated. They would endeavour to ensure that officers followed due process and took steps to update the case file (which would reflect on the website). **Action:** The Clerk to make enquiries of 25/00623, Land between 26-28 Tiptree Road, 5 bungalows (October 2025) and 25/01066, Former Timber Yard, Mope Lane, detached dwelling (December 2025) which remained outstanding.

26/139 District Councillor Report - District Councillor Simon Morgan Apologies sent.

26/140 County Councillor introduction – Cllr Stuart Clarke Apologies sent.

Resolved: The Clerk to invite Cllr Clarke to meet with Cllr Bass to show him the various potholes in the village requiring urgent attention.

26/141 Traffic Calming & Highway Matters

Possibility of double yellow lines on Great Totham Road - review potential parking use at the Library and Village Hall in light of recent enquiries and correspondence

Members were unsure of the extent of the double yellow lines recently applied for by a resident and would await formal notification. In the meantime, the possible use of the library car park had been ruled out by ECC who could not accommodate parking on the days when the library was closed. It would be too much of a risk when ECC were not on site from a property/insurance and land perspective.

Speedwatch – update on Out of Force Policy The Chairman reported that with no satisfactory response from Priti Patel MP nor the Police & Crime Commissioner, the local Speedwatch group planned to approach The Telegraph and BBC Look East to publicise the fact that last year in Essex of approximately 18,000 motorists caught speeding, 5,000 of those were not sent letters as the vehicles were not registered in Essex.

20mph speed limit A recent mention in the Parish Magazine had resulted in several residents contacting the PC with their views. **Action:** Cllr Nappo to collate the responses (which contained views on various other highway matters) and make enquiries as to the likelihood of this being adopted in Essex.

26/142 Timber Trestle Railway Viaduct (currently on the At Risk Register) - consider whether WBPC can do anything to assist the preservation

Following an enquiry from a resident, the Chair had asked for this item to be placed on the agenda for consideration. The Clerk had been in touch with ECC who advised that this was one of the most challenging heritage sites for many reasons, some being ECC only owned the viaduct and not the land it sat on, nor the sections of land at either end of the bridge that connect to the land, and repair would preserve the bridge but sustainable funding issues for maintenance would need to be resolved. **Resolved:** When time permitted, the Clerk to look into grants and possible solutions.

26/143 Remembrance Day Road Closure – update

The Chair had provided road traffic closure quotes to LBPC. Members had been given sight of a suggested legal agreement apparently prepared by LBPC and would await further information/clarification on this.

26/144 Biodiversity Matters (Cllr Jane Williams)

Consider and agree approach to undertaking a Wildlife Survey and Nature Recovery Action Plan

Cllr Williams had made contact with various organisations to assist with carrying out wildlife surveys on our behalf and was awaiting their response. The data collection from this would be useful for a future Parish/Neighbourhood Plan.

The Conservation Volunteers (TCV) – consider what support they can offer

Discussion took place about the avenue of trees planted on Rainbow Field to commemorate the late Queen's 90th birthday and how brambles etc allowed to grow beneath and around the trees might be detrimental. Cllr Williams assured members that whilst looking slightly untidy, the trees were being monitored and cared for and in the current very hot weather, this helped the trees retain moisture. Some trees had not survived but it seemed the initial advice about the distance between each tree may have changed so this was not considered a problem.

Cllr Williams reported that TCV were willing to help with the installation of a green roof on the library air raid shelter. The only item that would need to be purchased was waterproof membrane at a cost of approximately £70, which was noted by the Clerk.

Cllr Williams had updated the library Biodiversity display board and challenges had been devised for children and published in the parish magazine, to encourage them to engage with wildlife etc.

26/145 Governance - To review and formally re-adopt the Code of Conduct

Members agreed unanimously to formally re-adopt the Code of Conduct.

26/146 Finance

The following bank balances were noted:

Unity Trust Current Account	£ 4,685.66
Unity Trust Instance Access	£32,115.81
Total	£36,801.47

Bank interest received was noted and Cllr Williams proposed that the following payments be authorised, seconded by Cllr Wardrop, all in favour:

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Date	Bank	Description	Supplier			Total
28	30/06/2026	Unity Trust Current Account	Bank charge	Unity Bank	7.00		7.00
29	07/07/2026	Unity Trust Current Account	Streetlight Electricity April - June	NPower	63.94	3.20	67.14
30	07/07/2026	Unity Trust Current Account	Grasscutting x 2	Wallace Arboriculture & Groundcare	190.00	38.00	228.00
31	07/07/2026	Unity Trust Current Account	Grasscutting	Wallace Arboriculture & Groundcare	95.00	19.00	114.00
32	07/07/2026	Unity Trust Current Account	Payroll services	J&M Payroll Services	27.50	5.50	33.00
33	07/07/2026	Unity Trust Current Account	Email Exchange Online	Microsoft	334.80	66.96	401.76
34	07/07/2026	Unity Trust Current Account	Microsoft 365	Microsoft	115.20	23.04	138.24
35	07/07/2026	Unity Trust Current Account	Additional battery for brush cutter	Richard Sceats	66.00	13.20	79.20
36	07/07/2026	Unity Trust Current Account	Clerk's Salary inc PC office allowance	Mrs L A Bailey	927.90		927.90
37	07/07/2026	Unity Trust Current Account	Tax & NI for Q1	HMRC	237.47		237.47
38	07/07/2026	Unity Trust Current Account	Clerk's reimbursements	Ink, paper, phone top-up & SLCC AGM mileage	54.44	2.25	56.69
Total					2,119.25	171.15	2,290.40

RECEIPTS LIST

4	30/06/2026	Unity Trust Instant Access	Bank interest	Unity Trust Bank	106.57
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26/147 Parish Council Monthly Surgery

At the June surgery a resident had asked whether the recent works to TPO trees at 11 School Road had been carried out in accordance with conditions. **Action:** The Clerk to check with MDC. The resident also raised concerns about the use of the library car park, dealt with at 26/141 above.

Saturday 18th July surgery – Cllrs Wardrop and Layley to attend with Cllr Bass in reserve if necessary. It was agreed not to hold a surgery in August.

26/148 Correspondence None.

26/149 Progress Reports from Councillors (no decisions required)

Cllr Layley commented on the recent sighting of a very large showground vehicle negotiating Blue Mills bridge. Cllr Bass advised that there was a special exemption from weight limits for fairground vehicles.

26/150 General Village News and Events to Note

Cllr Williams had met a resident interested in filling our Councillor vacancy. **Action:** The Clerk to send details and an Application Form.

26/151 Date of Next Meetings:

Parish Council Meeting, Tuesday 1st Sept 2026, 7.30pm Village Hall Boardroom

Parish Council Meeting, Tuesday 6th October 2026, 7.30pm Village Hall Boardroom

26/152 Close of Meeting

There being no further business, the meeting ended at 9pm.