

Wickham Bishops Parish Council

Parish Councillors

Mrs A Mickelsen (Chairman)
I D Wardrop (Vice-Chairman)
H M Bass
P J Bates
Mrs J Elliston
I S F MacGregor
R Mundell
S J Nicholas
J Williams



Winner Best Kept Village 2009, 2015
3rd Place Essex Village of the Year 2015
www.wickhambishopsparishcouncil.org

Parish Clerk

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MINUTES of Statutory Annual Meeting of the Parish Council held on Tuesday 1 st May 2018 at 7.00pm in the Village Hall Boardroom	
Item	Subject
18/080	Election of Chairman Resolved: that Cllr Mickelsen was elected to the office of Chairman of the Parish Council. Proposed Cllr Wardrop, seconded Cllr Williams. The Chairman's Declaration of Acceptance of Office was received.
18/081	Election of Vice-Chairman Resolved: that Cllr Wardrop was elected to the office of Vice-Chairman. Proposed Cllr Mickelsen, seconded Cllr Mundell.
18/082	Those Present and Apologies for Absence In the chair: Cllr Mickelsen Present: Cllrs Bass (arr. 7.05pm), Bates, Elliston, MacGregor, Mundell, Nicholas, Wardrop and Williams; the Clerk. District and County Cllr Durham and fourteen members of the public were present.
18/083	Appointment of Members to Committees Committee membership and responsibilities were agreed as: <ul style="list-style-type: none"> Amenities – Cllr MacGregor BHSA Trustee – Cllr Williams Environment – Cllrs Bass and Nicholas Finance Committee – Cllrs Mickelsen (Chair), MacGregor and Mundell Highways – Cllr Nicholas Neighbourhood Planning – Cllrs Williams (Chair), Mickelsen, Wardrop Planning Committee – Cllrs MacGregor (Chair), Mundell, Wardrop Public Rights of Way – Cllr Nicholas Social Media – Cllr Mundell Speedwatch and Traffic Calming – Cllr Wardrop Website and Publicity – Cllr Bates
18/084	Declaration of Interests and Compliance with the Ethical Framework There were no Declarations of Interests.
18/085	Approval of Minutes Resolved: that the minutes of the Parish Council meeting held on 3 rd April 2018 be approved as a true record. Proposed Cllr Mickelsen, seconded Cllr Wardrop. Cllr Bass joined the meeting. Resolved: that the minutes of the Planning Committee meeting held on 20 th April 2018 be approved as a true record. Proposed Cllr Mundell, seconded Cllr Wardrop. Resolved: that the minutes of the Planning Committee meeting held on 27 th April 2018, with clarifications that the meeting did not include a site visit and that Moody Homes had not offered hardstanding areas, be approved as a true record. Proposed Cllr MacGregor, seconded Cllr Wardrop.

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18/086	<p>Public Forum</p> <p>A member of the public identified himself as the representative of Patten Homes, a prospective developer of the Pine Trees site on Blacksmiths Lane. The visitor explained the background of his interest in the site and his desire to understand the Council and parish's views on housing mix and layout, presenting two possible schemes. The developer answered questions from other members of the public, explaining that certain trees would need to be removed and would be replaced and conditions could be applied to prevent any bungalows from being converted to two-storey dwellings by future occupiers. The possibility of providing a footway or footpath along Blacksmiths Lane was discussed and members of the public highlighted the merits of different access layouts and the need for adequate off-road parking. In response to a resident's query, Councillors advised that the draft Neighbourhood Plan seeks to provide open-market housing for downsizing and for the older population, of a housing density in keeping with the village. Councillors could not comment on the scheme ideas but noted that the suggested bungalows seemed popular with the members of the public present and were pleased to see a developer trying to engage with the parish and hoped that he would find the public's comments useful.</p> <p>A member of the public stated that he felt the removal of the Parish Trigger weakened the influence of the Parish Council, to the detriment of good decision making, and illustrated the cost of poor decision making by referring to the High Court challenge to the District Council's approval of 'The Summer House'.</p>
18/087	<p>Chairman's Report</p> <p>The Chairman was pleased to report that there was a record turnout for the village litter pick on 21st April and thanked Councillors, residents and the Tennis Club for their support. The Council's gratitude was also expressed to Cllr MacGregor for arranging the re-roofing of the air raid shelter.</p> <p>Commenting on the official opening on 11th April of the affordable housing at Mackmurdo Place, performed by HRH The Princess Royal as Patron of the English Rural Housing Association, the Chairman stated that this was a particular highlight of the month and participants had had an enjoyable day.</p>
18/088	<p>Clerk's Report</p> <p>The Clerk drew the meeting's attention to the updated Issues List and reported that the audit documents and annual return had been delivered to the internal auditor. The audit report and annual return would be presented for approval at the 5th June full Council meeting.</p> <p>The VAT claim had been submitted for £464 and quotes for the Council's annual insurance and refurbishment of the village sign obtained and circulated.</p> <p>Two members of the public joined the meeting.</p>
18/089	<p>Correspondence</p> <p>The Clerk summarised the District Council's correspondence regarding the dilapidated garage and insecure access at Pine Trees, Blacksmiths Lane.</p> <p>A member of the public stated that the garage had been broken into more than once and felt that the doors were dangerously secured, with possible exposed wiring inside.</p> <p>Action: District Cllr Bass to follow up with Maldon District Council's Building Surveyor.</p> <p>Twelve members of the public left the meeting.</p>
18/090	<p>Planning Applications and Decisions</p> <p>Cllr Mickelsen explained that, whilst the Parish Council is consulted on all applications, the District Council will make the final decision.</p> <p><u>Applications</u></p> <p>18/00426/HOUSE - 7A Grange Road Wickham Bishops</p> <p>No letters of representation had been received. Cllr MacGregor reported that the application site while narrow, was long and of sufficient size to accommodate the proposed extension. It was noted that the neighbouring dwelling had an established wall to the adjoining side.</p> <p>Resolved: The Parish Council recommended APPROVAL. Proposed Cllr MacGregor, seconded Cllr Wardrop</p>

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	<p>18/00436/FUL - Land at Benton Manor Wickham Hall Lane Wickham Bishops</p> <p>One email of support had been received. It was noted that the Village Design Statement reflected residents' opinion that the open, agricultural land around the village was an important local characteristic. Councillors acknowledged that the application site was unused for agricultural purposes and not normally visible to road and footpath users, and that development of the land would be prevented by the Local Development Plan.</p> <p>Resolved: The Parish Council recommended APPROVAL with condition of no future development of the land. Proposed Cllr Nicholas, seconded Cllr Wardrop.</p> <p>There were no delegated decisions made by the Parish Clerk, or decisions made by the Planning Inspectorate, to note.</p> <p>The decision made by Maldon District Council was noted.</p> <p>Cllr Nicholas reported that, following much pressure from the Parish Council, a meeting had been held with Moody Homes Ltd regarding their proposed development <i>17/01474/RES - Land East of Malone Cottage Maypole Road</i>. A discussion about a path across the site linking Maypole Road and Great Totham Road had led the Councillors to believe a suitable path would be provided.</p> <p>Cllr Wardrop explained the position of the Essex Association of Local Councils regarding the removal of the Parish Trigger and planning consultation process changes. District Cllrs Bass and Durham presented the District Council's point of view and reasoning behind the changes, sympathising with parish councils with poor internet access and acknowledging the inadequacies of the planning portal.</p> <p>Resolved: The Parish Council would write to the EALC backing its demand for the restoration of the Parish Trigger and supporting all affected parish councils. Proposed Cllr Wardrop, seconded Cllr Nicholas.</p> <p>Action: <i>Cllr Wardrop to provide to D/Cllr Bass the details of applications with conflicting 'Comments Due' dates for the District Councillor to pursue.</i></p>
18/091	<p>Monthly Councillor Surgeries</p> <p>There were no visitors with queries at the 21st April Surgery. Councillors Mickelsen and Williams will attend the 19th May Surgery.</p>
18/092	<p>Neighbourhood Watch Report</p> <p>The Clerk read out the April report from the NHW Coordinator, noting a burglary in Station Road, a vehicle break-in and contents stolen in Church Green and an attempted vehicle theft from Grange Road.</p>
18/093	<p>Governance: To Confirm Eligibility and Re-Adopt the General Power of Competence</p> <p>Resolved: The Parish Council resolved, from 1st May 2018 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in <i>The Localism Act 2011</i> and <i>SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012</i>, to adopt the General Power of Competence. Proposed Cllr Mundell, seconded Cllr Wardrop.</p>
18/094	<p>Governance: Adoption of Data Protection Policy</p> <p>Resolved: The proposed Data Protection Policy was adopted, meeting one of the requirements of the General Data Protection Regulations. Proposed Cllr Nicholas, seconded Cllr Wardrop.</p>
18/095	<p>Finance</p> <p>Resolved: The Parish Council selected Zurich's proposal for the Council's insurance policy for the year ahead. Proposed Cllr MacGregor, seconded Cllr Wardrop.</p> <p>Resolved: The balances were noted and the list of payments agreed. Proposed Cllr MacGregor, seconded Cllr Bates.</p> <p>Councillors noted the government's late announcement to exclude parish councils from the need to appoint a Data Protection Officer. There was therefore no proposer to appoint a Data Protection Officer.</p> <p>Resolved: The Parish Council would employ Solopress to print the annual report at a maximum cost of £175, <i>in accordance with the General Power of Competence, Localism Act 2011 S.1(1)</i>. Proposed Cllr MacGregor, seconded Cllr Mickelsen.</p>

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18/096	Village Sign Refurbishment Councillors noted the report from the Clerk that four quotes for refurbishment of the sign had been sought, with only one response. Action: <i>Cllr MacGregor to seek additional quotes.</i>
18/097	Progress Reports from Councillors and Committees Councillors reported the use of temporary marker paint to highlight dog fouling, and the new dog waste bin, had reduced the dog mess problem in The Street and Great Totham Road, although Kelvedon Road continued to suffer. Councillors had also received positive comments on their actions from passers-by. The Clerk had arranged for the loan of litter picking equipment from Maldon District Council, which had also removed the filled bags following the annual litter pick on 21 st April 2018. The air raid shelter roof maintenance was completed during the month. A member of the public joined the meeting.
18/098	General Village News Action: <i>The Clerk to write to the BHSA requesting the boardroom furniture be properly arranged for use prior to meetings.</i> Action: <i>District Cllr Bass to request the Highways Rangers to trim a hedge at the junction of Byron Drive and Blacksmiths Lane which was reported to be encroaching on the footway.</i> Action: <i>The Clerk to check for planned roadworks and the closure of Back Lane and advise a local resident.</i>
18/099	Dates of Next Meetings <ul style="list-style-type: none"> - Friday 18th May 2018 Planning Committee Meeting at 11.30am <i>if required</i> - Tuesday 5th June 2018 Parish Council Meeting at 7.30pm
18/100	Close of Meeting 8.35pm Items for future agendas: <ul style="list-style-type: none"> - Confirmation of Limited Assurance Review exemption, acceptance of internal audit report and approval of Governance Statements and Accounting Statements (June)