



Wickham Bishops Parish Council

Minutes of Statutory Annual Parish Council Meeting held on Tuesday 5th May 2026 at 7pm in St Bartholomew's Church Hall

26/091 Election of Chairman

Cllr Bass proposed that Cllr Wardrop continue as Chairman, seconded by Cllr Mickelsen, all in favour. Cllr Wardrop duly signed a Declaration of Acceptance of Office form.

26/092 Appointment of Vice Chairman

Cllr Wardrop proposed Cllr Mickelsen as Vice Chairman, all in favour.

26/093 Those Present and Apologies for Absence

In the Chair: Cllr Wardrop. Present: Cllrs Bass, Bates, Layley, Mickelsen, Morgan, Nappo, Williams and the Clerk. There were 4 members of the public present.

26/094 Declaration of Interests and Compliance with the Ethical Framework

District Cllr Morgan declared a non-pecuniary interest in Planning 26/100 and would not take part in discussion or voting as he may be required to do so at the MDC Area Planning Committee.

26/095 Appointment of Members to Committees and Specific Responsibilities

Members were happy to continue on the same basis as last year. Committee membership and responsibilities were agreed as follows:

Finance Committee: Cllrs Mickelsen (Chair), Wardrop & Williams
Planning Committee: Cllrs Bass (Chair), Mickelsen & Wardrop
Biodiversity Project Group/Environment: Cllr Williams
Traffic Calming & Speedwatch: Cllr Wardrop
Land rear of 9 Church Road, liaison with Action Group: Cllr Bass/Cllr Williams
Parish Magazine Liaison/Publicity/Website Manager/Social Media: Cllr Bates
District Council Liaison: Cllr Morgan
Highways: Cllr Nappo
Public Rights of Way: Cllr Williams
BHSA: Cllr Williams
Amenities: Cllr Layley
Public Transport: Cllr Layley
Three Parishes Remembrance Day Event Committee: Cllrs Bates & Wardrop

26/096 Approval of Minutes

The Minutes of the Parish Council Meeting held on 14th April 2026 were accepted as a true record, proposed by Cllr Wardrop, seconded Cllr Mickelsen, all in favour.

26/097 Chairman's Report Nothing to report

26/098 Clerk's Report Nothing to report

26/099 Public Forum

The applicants for 26/00213/HOUSE spoke of their proposals. Another resident wished to take the opportunity to thank the Parish Council for all that they've done during the year.

26/100 Planning Applications and Decisions Cllr Bass took the Chair for this item.

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. **Resolved:** Members had no objection to the proposals and recommended APPROVAL. MDC would be made aware that no yellow Site Notice had been posted.

26/00232/VAR Land rear of Pippins, Kelvedon Road, Great Totham Variation of condition 4 to enable re-location of 2 Affordable Housing units within the crescent of affordable housing properties. **Resolved:** Members were unable to understand the proposals and would advise MDC that they could not comment without an updated plan and simple explanation of the variation.

The following decisions made by MDC were noted:

26/00114/HOUSE 10 Blacksmiths Lane First floor side extension over existing garage with rear dormer, roof lights and changes to fenestration. **APPROVED**

25/01078/HOUSE 14 Roots Lane Part single, part two storey rear extension, first floor side extension. Alterations to fenestration. **APPROVED**

26/00094/WTPO 9 Blacksmiths Lane 3 x Oaks – height reduction by 3m. **APPROVED**

26/00123/WTPO Oakwood, 11 School Road Quercus Robur, height and lateral reduction by 1.5m. Removal of deadwood and basal epicormic growth. **APPROVED**

26/00137/HOUSE Hartswood, 15 Arbour Lane Two storey rear & side extension raising the right height to create a habitable bedroom, addition of 6 solar panels to rear & dormers to front & rear. Alterations to fenestration including additional cladding & change of materials. Demolition of existing porch & replacement with new reduced depth front porch. Removal of chimney. **APPROVED**

26/00153/PDE Endeavour Cottage, 16a School Road Proposed single storey rear extension to extend beyond the rear wall of original house by 8m, max height of 3m & max height to eaves of 2.3m. **PRIOR APPROVAL NOT REQUIRED as development constitutes Permitted Development**

26/101 Other Planning Matters

Issue of MDC not determining applications within the statutory period

It was noted that MDC would be dealing with the matter via their Complaints Process. The Clerk had added two more applications to the list of those outstanding: 25/00623 – Land between 26-28 Tiptree Road (5 bungalows), October 2025 and 25/01066 – Former Timber Yard, Mope Lane (detached dwelling), December 2025.

26/102 Traffic Calming & Highway Matters

Cllr Wardrop indicated that no further progress had been made on the Essex Police 'out of force' policy. He was pleased to report that the number of drivers speeding had decreased.

26/103 Finance

The following bank balances were noted:

| | |
|-----------------------------|-------------------|
| Unity Trust Current Account | £27,766.89 |
| Unity Trust Instant Access | £12,009.24 |
| TOTAL | £39,776.13 |

Receipts were noted and Cllr Wardrop proposed that the following payments be authorised, seconded by Cllr Mickelsen, all in favour:

PAYMENTS LIST - MAY 2026

| Voucher | Date | Bank | Description | Supplier | | Total | |
|--------------|------------|-----------------------------|------------------------------------|-------------------------|-----------------|---------------|-----------------|
| 11 | 30/04/2026 | Unity Trust Current Account | Bank charge | Unity Bank | 7.00 | 7.00 | |
| 12 | 30/04/2026 | Unity Trust Current Account | Bench maintenance x 3 | Dave Mackrodt | 414.00 | 414.00 | |
| 13 | 05/05/2026 | Unity Trust Current Account | Trucam Jan - March | Maldon District Council | 583.74 | 116.75 | 700.49 |
| 14 | 05/05/2026 | Unity Trust Current Account | Internal Audit 2025-26 | Heelis & Lodge | 245.00 | 245.00 | |
| 15 | 05/05/2026 | Unity Trust Current Account | Courier - Internal Audit 2025-26 | Heelis & Lodge | 40.00 | 40.00 | |
| 16 | 05/05/2026 | Unity Trust Current Account | Insurance Premium | Zurich | 396.00 | 396.00 | |
| 17 | 05/05/2026 | Unity Trust Current Account | Clerk's Salary | Mrs L A Bailey | 927.90 | 927.90 | |
| 18 | 05/05/2026 | Unity Trust Current Account | Posters for Surgery A-frame | Point Graphics Ltd | 30.00 | 6.00 | 36.00 |
| 19 | 05/05/2026 | Unity Trust Current Account | Stationery | Mrs L A Bailey | 5.00 | 5.00 | |
| 20 | 05/05/2026 | Unity Trust Current Account | Grasscutting x 2 plus Snows Corner | Wallace Arboricultural | 235.00 | 47.00 | 282.00 |
| 21 | 05/05/2026 | Unity Trust Current Account | Payroll Services | J&M Payroll | 27.50 | 5.50 | 33.00 |
| 22 | 05/05/2026 | Unity Trust Current Account | SLCC AGM & Training Day | SLCC Essex | 27.00 | 27.00 | |
| Total | | | | | 2,938.14 | 175.25 | 3,113.39 |

RECEIPTS LIST

| Voucher | Date | Bank | Description | Supplier | | Total |
|--------------|------------|-----------------------------|-------------|-------------------------|------------------|------------------|
| 1 | 23/04/2026 | Unity Trust Current Account | Precept | Maldon District Council | 26,200.00 | 26,200.00 |
| 2 | 22/04/2026 | Unity Trust Current Account | VAT Reclaim | HMRC VAT | 1,133.34 | 1,133.34 |
| Total | | | | | 27,333.34 | 27,333.34 |

26/104 Correspondence None

26/105 General Village News and Events to note

Cllr Nappo gave a brief report on Connexin who were still looking to site equipment on residential properties in several locations in the village (Wellands, Wellands Close, Byron Drive, High Hall and Buckleys Close) and had asked for help from WBPC with advertising this.

It was understood that MDC were aware of building works at Fircroft House, Maypole Road.

The next Parish Council Surgery would take place on Saturday 16th May and as agreed at the last meeting, Cllrs Layley, Morgan and Wardrop had volunteered to attend.

26/106 Date of Next Meetings:

Parish Council Meeting, Tuesday 2nd June 2026, 7.30pm Village Hall Boardroom

Parish Council Meeting, Tuesday 7th July 2026, 7.30pm Village Hall Boardroom

26/107 Close of Meeting

There being no further business, the meeting closed at 7.46pm.