

Wickham Bishops Parish Council

Parish Councillors

I D Wardrop (Chairman)
Mrs A Mickelsen (Vice Chair)
H M Bass
P J Bates
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
07542 190176

info@wickhambishopsparishcouncil.org

Minutes of Statutory Annual Meeting of Wickham Bishops Parish Council held on Tuesday 6 th May 2025 at 7.30pm in the Village Hall Boardroom	
Item	Subject
25/093	Election of Chairman Cllr Bass proposed that Cllr Wardrop continue as Chairman, seconded by Cllr Williams, all in favour. Cllr Wardrop duly signed a Declaration of Acceptance of Office form.
25/094	Appointment of Vice Chairman Cllr Wardrop proposed Cllr Mickelsen as Vice Chairman, seconded by Cllr Nappo, all in favour.
25/095	Those Present and Apologies for Absence In the Chair: Cllr Wardrop. Present: Cllrs Bass, Bates, Layley, Mickelsen, Morgan, Nappo, Williams, County Councillor Durham and the Clerk. There were 8 members of the public present.
25/096	Declaration of Interests and Compliance with the Ethical Framework District Cllr Morgan would not take part in discussion or voting on specific planning matters as he may be required to do so at MDC.
25/097	Council Reports for 2024/25 It was noted that the Chairman had written articles of General News, Speedwatch, Traffic Calming and 9 Church Road. The Clerk awaited reports on Biodiversity, Planning, Finance etc and any other topics of interest for inclusion in the Annual Report.
25/098	Appointment of Members to Committees and Specific Responsibilities Committee membership and responsibilities were agreed as follows: <i>Finance Committee:</i> Cllrs Mickelsen (Chair), Wardrop & Williams <i>Planning Committee:</i> Cllrs Bass (Chair), Mickelsen & Wardrop <i>Biodiversity Project Group/Environment:</i> Cllr Williams <i>Traffic Calming & Speedwatch:</i> Cllr Wardrop <i>Land rear of 9 Church Road, liaison with Action Group:</i> Cllr Bass/Cllr Williams <i>Parish Magazine Liaison/Publicity/Website Manager/Social Media:</i> Cllr Bates <i>District Council Liaison:</i> Cllr Morgan <i>Highways:</i> Cllr Nappo <i>Public Rights of Way:</i> Cllr Williams <i>BHSA:</i> Cllr Williams <i>Amenities:</i> Cllr Layley <i>Public Transport:</i> Cllr Layley <i>Three Parishes Remembrance Day Event Committee:</i> Cllrs Bates & Wardrop

25/099	<p>Approval of Minutes The Minutes of the Parish Council Meeting held on 1st April 2025 were approved as a true record, proposed Cllr Wardrop, seconded Cllr Layley, all in favour.</p> <p>The Draft Minutes of the Planning Committee Meeting held on 22nd April 2025 were noted.</p>
25/100	<p>Chairman's Report The Chairman formally thanked all those who took part in the recent litterpick.</p>
25/101	<p>Clerk's Report FP14: After meeting the P3 rep, the landowner had agreed to remove the saplings planted across the footpath.</p> <p>BR19: The removal of the safety barriers by the bridge near Wickham Hall Farm had been reported. It was understood ECC Country Parks were dealing with this matter.</p> <p>The Chequers refurbishment works: The Clerk had made contact with the MDC Heritage Officer who had had some dialogue with the new owner and their builder to clarify that repairing the outbuilding roof and repointing would not require listed building consent but to re-open two blocked windows on the front of the building would.</p> <p>Magellans Rest: MDC would be serving two Planning Enforcement Notices at this address.</p>
25/102	<p>Public Forum - a maximum of 15 minutes with no more than 3 minutes per person The Chairman suspended the meeting to enable a number of residents to raise their objections to the new telegraph poles proposed by a company called Connexin working on behalf of Essex and Suffolk Water, on the grounds there had been no prior consultation, no specific information and little attempt to look at alternatives.</p>
25/103	<p>Planning Applications and Decisions Cllr Bass took the Chair for this item.</p> <p>25/00284/FUL Berwick House, (adj to Five Corners) Maypole Road S73A application for erection of garden room (retrospective). Discussion took place on the red boundary line which seemed to indicate separate access from the road to the garden room which raised concerns about its future use. Resolved: Members agreed that they had no comment to make other than to recommend that MDC include conditions that the garden room is for private domestic and recreational use in connection with Berwick House only and not for separate residential use or for business use.</p> <p><u>The following decisions made by MDC were noted:</u></p> <p>25/00118/VAR Wickham Art Barn, Station Road Variation of Condition 2, 24/00558/VAR to allow for increased length of garden room and new openings. APPROVED</p> <p>25/00141/FUL Land at 35 Church Road Detached two storey 4-bed house. REFUSED</p>
25/104	<p>Traffic Calming & Highway Matters <u>Advanced notice of forthcoming road works & temporary closure of Langford Road, Heybridge</u> Members noted Phase one: Temporary traffic lights Langford Road Heybridge from 30.6.25 – 22.7.25, Phase two: Full road closure from 23.7.25 – 31.8.25 and Phase three: Temporary traffic lights 1.9.25 – 19.9.25. Clarification was still needed around the car/light van diversion route and Cllr Bass agreed to liaise with the other affected PC's, Highways etc.</p>

	<p><u>Connexin – To note future installation of IoT (Internet of Things) gateways</u> After much discussion and taking into account additional information received today from Connexin and objections from residents, members agreed to write to Essex & Suffolk Water and Connexin expressing our very serious concerns and ask them to immediately pause proceedings. District Cllr Morgan agreed to pursue the matter with MDC and County Cllr Durham agreed to raise with ECC. The Clerk to share the latest information provided by Connexin with residents who would be forming an Action Group.</p> <p><u>H Bar markings, Great Totham Road – PC to consider making application to SEPP</u> Members were reminded that the proposed H bar markings would create passing places for drivers overtaking the almost solid line of parked cars and unable to see oncoming motorists around the bend. The cost of 2 x H bar markings would be £200 +VAT. Resolved: The Clerk would write to SEPP asking for their advice on the suggested locations and suggest a possible site meeting.</p> <p><u>Problems with parking on Wellands, close to junction with Witham Road</u> A resident had written expressing concerns. It was thought the vehicles could be connected to building works being carried out on homes in Witham Road. Resolved: To be monitored.</p> <p><u>Community Speedwatch – update on continuation</u> The Chairman reported that he had met with the Speedwatch team and agreed as a group that they should continue. He had written to the Chief Constable and was awaiting a response.</p>																
25/105	<p>District Councillor Report District Councillor Morgan reported briefly on the current local government reorganisation. MDC supported a 5-unitary authority for Essex (although it was felt this was unlikely to be accepted).</p>																
25/106	<p>County Councillor Report County Councillor Durham explained that on 7th May 2026 mayoral elections would take place and on 8th May the mayor would sit with leaders of Essex, Southend and Thurrock and form a combined authority. Elections for shadow unitaries would take place in 2027 and then after one year would be dissolved and replaced by 1,2 or 3 unitary authorities. He explained that in the meantime there would be a certain amount of winding down at ECC and bodies like the Local Highways Panel would not be taking any new applications.</p>																
25/107	<p>Co-option to fill current vacancy for Councillor The candidate who had expressed an interest was not in attendance and had not returned an application form. Members agreed it was important to fill the vacancy at the earliest opportunity.</p>																
25/108	<p>Finance <u>Clerk’s Annual Appraisal and £500 for additional hours worked</u> Resolved: Members noted the Clerk’s Appraisal, thanked her for her good work and agreed to pay £500 (Cllr Wardrop proposed, seconded Cllr Mickelsen, all in favour).</p> <p>The following bank balances were noted:</p> <table border="1" data-bbox="272 1890 1283 2051"> <tr> <td>Unity Trust Current Account</td> <td>30/04/2025</td> <td>27,540.80</td> <td></td> </tr> <tr> <td>Unity Trust Instant Access</td> <td>30/04/2025</td> <td>8,586.44</td> <td></td> </tr> <tr> <td>Debit Card</td> <td>30/04/2025</td> <td>126.15</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">36,253.39</td> </tr> </table>	Unity Trust Current Account	30/04/2025	27,540.80		Unity Trust Instant Access	30/04/2025	8,586.44		Debit Card	30/04/2025	126.15					36,253.39
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Resolved: The following list of payments and receipts for the month were agreed. (Proposed Cllr Wardrop, seconded Cllr Layley, all in favour)

Payments:

Description	Supplier				Total
Bank charge	Unity Bank	X	6.00		6.00
Streetlight Maintenance Contract	A&J Lighting Solutions	S	120.00	24.00	144.00
Insurance Premium	Zurich	X	396.00		396.00
Grasscutting x 2	Wallace Arboriculture & Groundcare	X	170.00		170.00
Payroll services March	J&M Payroll Services	S	27.50	5.50	33.00
Payroll services April	J&M Payroll Services	S	27.50	5.50	33.00
EALC NALC Affiliation fee	EALC	X	556.18		556.18
Trucam Jan - March	Maldon District Council	S	573.35	114.67	688.02
Internal Audit 2024/25	Heelis & Lodge	X	220.00		220.00
Courier - Internal Audit 2024/25	Heelis & Lodge	X	40.00		40.00
SLCC AGM & Training Day	SLCC	X	27.00		27.00
Clerk's Salary	Mrs L A Bailey	X	1,246.17		1,246.17
PC Office Allowance	Mrs L A Bailey	X	25.00		25.00
HP Instant Ink	Mrs L A Bailey	S	9.99	2.00	11.99
Total			3,444.69	151.67	3,596.36

Receipts:

Precept	Maldon District Council	24,530.00	24,530.00
Total		24,530.00	24,530.00

25/109

Approval of Annual Governance Statement

Resolved: That the Chairman sign Section 1 of the Annual Return, proposed by Cllr Wardrop, seconded by Cllr Williams, all in favour

25/110

Approval of Annual Accounting Statement

Resolved: That the Annual Accounting Statement be approved and the Chairman sign Section 2 of the Annual Return, proposed Cllr Mickelsen, seconded by Cllr Bates, all in favour

25/111

To receive Internal Auditor's Report for 2024/25 and note recommendations (if any)

The Internal Auditor's Report was noted. There were no recommendations.

25/112

To agree the period (dates) for the Exercise of Public Rights

The Clerk advised and members agreed that the dates for the Exercise of Public Rights would be 27th June – 7 August 2025.

25/113

Progress Reports from Councillors – no decisions required

Pant & Blackwater Restoration Plan – public consultation due, update circulated (Cllr Bass)

Six Walks Footpath Booklet The first proof had been circulated. Members agreed to read and submit any amendments to the Clerk.

25/114

Correspondence

- Invitation from GTPC to VE Day Beacon Lighting, Thursday 8th May 9.30pm. **Cllr Wardrop to attend.**

	<ul style="list-style-type: none"> • Chantry Grove residents - enquiry re wildlife friendly open spaces. Cllr Williams had been liaising and making suggestions. • Bench – Blacksmiths Lane/Church Road, email from resident. The Clerk to organise a formal survey of all benches. • Invitation from Vistry Group to Grand Opening, Skills Academy, 14th May 11am – 2pm. Cllr Bass to attend. • Parish Boundary Review An email just received from MDC asked if the PC could provide a map giving details of the properties affected together with an indication we might have as to the views of the residents in the affected area. Resolved: Members to look at before the next PC Meeting.
25/115	<p>Parish Council Surgeries</p> <ul style="list-style-type: none"> • Note April surgery requests. There had only been one visitor interested in progress on the 9 Church Road development. Cllr Williams had updated the biodiversity display whilst there. • Saturday 17th May Surgery – Cllrs Wardrop and Morgan to attend.
25/116	<p>General Village News and Events to Note</p> <ul style="list-style-type: none"> • Biodiversity Working Group, Rainbow Field – Saturday 10th May 9.30am • Garden Festival, Sunday 8th June.
25/117	<p>Date of Next Meetings: Parish Council Meeting, Tuesday 3rd June 2025, 7.30pm, Village Hall Boardroom Parish Council Meeting, Tuesday 1st July 2025, 7.30pm, Village Hall Boardroom</p>
25/118	<p>Close of Meeting There being no further business, the meeting closed at 9.30pm.</p>