

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
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Minutes of Meeting of Wickham Bishops Parish Council held on Tuesday 7th October 2025 at 7.30pm in the Village Hall Boardroom

Item	Subject
25/191	Those Present and Apologies for Absence In the Chair: Cllr Wardrop. Present: Cllrs Bass, Bates, Clarke, Layley, Mickelsen, Morgan, Nappo (from 7.37pm), and the Clerk. Apologies were received and accepted from Cllr Williams. There were 3 members of the public present.
25/192	Declaration of Interests and Compliance with the Ethical Framework District Councillor Morgan declared a non-pecuniary interest in 25/197 and would not take part in discussion or voting as he may be required to do so in his role at MDC.
25/193	Approval of Minutes The Minutes of the Parish Council Meeting held on 2 nd September 2025 were proposed as a true record by Cllr Wardrop, seconded Cllr Bates, all in favour.
25/194	Chairman's Report The unauthorised diversion of part of FP14 required the submission of a formal application. Action: The Clerk to report to ECC Public Rights of Way
25/195	Clerk's Report <ul style="list-style-type: none"> Correspondence continued between a resident of Chantry Grove and Gigaclear in an effort to get them to restore the verges to their original condition. The illegally parked van in Holt Drive had now been moved, and the resident thanked the PC for their help. Footpath volunteers would be attending a First Aid course on 15th October organised by ECC. The uneven pavement outside 24/26 The Street had been reported to ECC who determined that 'the issue did not meet their minimum requirements to be recorded as a defect at this time'. Structural reports had been carried out on Wickham Hall Farm bridge across BR19 and Mitie confirmed that it did need to be dismantled and removed. Ecological surveys for bats and other protected wildlife potential were currently ongoing. A resident in Heathgate had reported a neighbour erecting a flagpole. The Clerk had referred them to MDC, advising that flagpoles under 4.6m did not require planning permission. <p>Cllr Nappo arrived at 7.37pm</p>

25/196	<p>Public Forum</p> <p>2 residents raised concerns around various traffic issues; parking at Snows Corner, the speed limit on the approach to Blue Mills bridge, traffic congestion, problems with signage and vegetation at the bridge and the poor condition of the pavement from Snows Corner to One Stop.</p> <p>Another resident (who had also written to the PC, Agenda item 25/199) drew attention to a recent incident where a driver had blacked out and crashed into his garden.</p> <p>One of the residents also reported that there were dead trees outside the Mackmurdo development. Action: The Clerk to report to English Rural Housing. (The members of the public left the meeting at this point)</p>
25/197	<p>Planning Applications and Decisions Cllr Bass took the Chair for this item.</p> <p>25/00842/HOUSE Orchard Cottage, 11 Handleys Lane Replacement of existing conservatory with a single storey side extension with mock hipped pitch roof over with flat roof behind. Resolved: Councillors had no objection to the proposals and recommended APPROVAL, proposed Cllr Wardrop, seconded Cllr Nappo, all in favour.</p> <p>25/00852/LBC Carters, Station Road Internal alterations to improve thermal efficiency. Replacement of external windows and doors. Resolved: Councillors had no objection to the proposals as long as MDC's Heritage Officer was consulted, and recommended APPROVAL, proposed by Cllr Bass, seconded Cllr Layley, all in favour.</p> <p><u>The following decisions made by MDC were noted:</u></p> <p>25/00625/LDP 19 Church Green Claim for lawful development certificate for a proposed porch. APPROVED</p> <p>25/00500/HOUSE & 25/00501/LBC Dooleys, Carters Lane Second storey rear extension. Single storey rear extension. Fenestration alterations. Demolition of garage, alterations & additions of hard & soft landscaping to driveway. New detached cart lodge garage to the rear. APPROVED</p> <p>25/00561/HOUSE 19 Roots Lane First floor rear extension with Juliet balcony. APPROVED</p>
25/198	<p>Land rear of 9 Church Road – to note further developments, if any None.</p>
25/199	<p>Traffic Calming & Highway Matters</p> <p>Letter from resident regarding traffic safety on The Street After discussion and taking account of the points of concern raised by the resident, members recalled the various solutions that had been explored in the past – white entrance gates at Birch Rise and Maypole Road, road narrowing at both ends, a pedestrian crossing and build-outs, most of which ECC had declined. Resolved: Speedwatch to carry out some speed checks outside Olios</p> <p>Update on Community Speedwatch correspondence with Essex PFCC Despite two reminders, the Chair had still not received a reply, leading some members of the Speedwatch team to consider taking the matter to BBC Look East or the local newspaper. Resolved: Councillors agreed that an approach for assistance should be made to MP Priti Patel in the first instance. The Chair to write.</p>

	<p>Freedom of Information response from ECC on Maypole Road speed reduction proposal</p> <p>Members noted the response showed comments on the TRO from 5 people, 3 of which had been identified as objectors. Members believed that the responses should not have been classified as objections, as they did not oppose the reduction to 40mph but instead suggested different approaches. Action: Cllr Durham to challenge this decision although he was not hopeful the TRO could be resurrected as there were no funds available at present.</p>
25/200	<p>Essex and Suffolk Water Masts Proposals, update and report on progress</p> <p>A progress meeting had been held on 18th September at which Connexin explained that 7 of the locations for masts had been agreed, with just the village centre and Great Totham Road to be finalised. Residents of Byron Drive would be approached as this area was not covered by other masts. A further update meeting to be held mid October.</p> <p>Connexin thanked the PC and Action Group for their co-operation and asked for volunteers to make recommendations to the media. Cllr Nappo was mindful of the possible future implications of this technology and believed an endorsement by the PC at this time could be misconstrued. Members were clear, however, that the PC had discussed and agreed with Connexin only in respect of matters relating to water meter information and could not foresee what other uses the technology might involve. Resolved: The Chair and Clerk to write a piece outlining our experience so far.</p>
25/201	<p>District Councillor Report</p> <p>MDC were supporting a 5 unitary plan and a Government decision would be made in February 2026. 2027 elections would be based on the existing County Council divisions. The way in which MDC had calculated the 5-YHLS had been brought into question.</p> <p>With the proposed changes in local government, and the outcome uncertain, members were keen that parish councils be granted statutory consultee status with regard to planning matters. Resolved: To be considered formally at the November PC Meeting.</p>
25/202	<p>County Councillor Report</p> <p>The written report from County Councillor Durham was noted and he was thanked. Members impressed upon him the importance of replacing signs, cutting back vegetation, repairing the sunken drain etc near Blue Mills bridge. The poor condition of Blue Mills Hill and Witham Road was also brought to this attention.</p>
25/203	<p>Consider where and when to hold Thank You event for volunteers</p> <p>It looked unlikely that The Bear (Olios) would be open in time for the December Thank You event, and other venues and dates were considered. Resolved: After much discussion, the Clerk was asked to contact the Football Club with a view to hiring the bar area.</p>
25/204	<p>Remembrance Sunday 9th November, confirm wreath-laying arrangement</p> <p>Action: The Clerk to order a poppy wreath which the Chairman would lay at the war memorial. Members noted the response from the Church Treasurer to the suggestion of holding the service at the Church instead of the war memorial. The Church was happy to support the civic service at the war memorial but felt that holding the service in the Church was not a realistic proposal.</p>
25/205	<p>Firework Night – agree ‘Rocket o’clock’ notice as in previous years</p> <p>Resolved: Members agreed to publicise the notice to encourage residents to only let off fireworks on certain dates to minimise the disruption and distress caused.</p>

25/206	<p>Salt Bag Partnership Scheme – review areas covered & consider recruiting more volunteers</p> <p>Action: The Clerk to write to volunteers asking if they wished to continue, arrange for them to sign their agreement to this and send them the Volunteers Briefing Sheet, Manual Handling instructions etc.</p>																																																																																																																								
25/207	<p>Finance</p> <p>The following bank balances were noted:</p> <table><tr><td>Unity Trust Current Account</td><td>30/09/2025</td><td>3,632.90</td><td></td></tr><tr><td>Unity Trust Instant Access</td><td>30/09/2025</td><td>23,822.27</td><td></td></tr><tr><td>Debit Card</td><td>30/09/2025</td><td>204.24</td><td></td></tr><tr><td></td><td></td><td></td><td>27,659.41</td></tr></table> <p>The following payments were agreed, proposed by Cllr Layley, seconded Cllr Wardrop, all in favour.</p> <table><tr><th>Voucher</th><th>Code</th><th>Date</th><th>Bank</th><th>Description</th><th>Supplier</th><th></th><th>Total</th></tr><tr><td>54</td><td>Unity Bank charges</td><td>30/09/2025</td><td>Unity Trust Current Account</td><td>Bank charge</td><td>Unity Bank</td><td>6.00</td><td>6.00</td></tr><tr><td>55</td><td>Printing & Postage</td><td>09/09/2025</td><td>Debit Card</td><td>Postage stamps</td><td>One Stop</td><td>6.96</td><td>6.96</td></tr><tr><td>56</td><td>General Reserves</td><td>30/09/2025</td><td>Debit Card</td><td>H bar marking Great Totham Road</td><td>Chelmsford City Council</td><td>120.00</td><td>120.00</td></tr><tr><td>57</td><td>Biodiversity</td><td>07/10/2025</td><td>Unity Trust Current Account</td><td>Nature Recovery Event (Cllr Williams)</td><td>RCCE</td><td>35.00</td><td>35.00</td></tr><tr><td>58</td><td>Outsourced Payroll</td><td>07/10/2025</td><td>Unity Trust Current Account</td><td>Payroll services Aug</td><td>J&M Payroll Services</td><td>27.50</td><td>5.50</td></tr><tr><td>59</td><td>Outsourced Payroll</td><td>07/10/2025</td><td>Unity Trust Current Account</td><td>Payroll services Sept</td><td>J&M Payroll Services</td><td>27.50</td><td>5.50</td></tr><tr><td>60</td><td>Bench Maintenance</td><td>07/10/2025</td><td>Unity Trust Current Account</td><td>Bench maintenance</td><td>Dave Mackrodt</td><td>120.00</td><td>120.00</td></tr><tr><td>61</td><td>Clerk's Salary</td><td>07/10/2025</td><td>Unity Trust Current Account</td><td>Clerk's Salary</td><td>Mrs L A Bailey</td><td>895.30</td><td>895.30</td></tr><tr><td>61</td><td>PC Office Allowance</td><td>07/10/2025</td><td>Unity Trust Current Account</td><td>PC Office Allowance</td><td>Mrs L A Bailey</td><td>25.00</td><td>25.00</td></tr><tr><td>62</td><td>HMRC NIC & Tax</td><td>07/10/2025</td><td>Unity Trust Current Account</td><td>National Insurance</td><td>HMRC</td><td>235.96</td><td>235.96</td></tr><tr><td>62</td><td>HMRC NIC & Tax</td><td>07/10/2025</td><td>Unity Trust Current Account</td><td>Tax</td><td>HMRC</td><td>59.20</td><td>59.20</td></tr><tr><td></td><td></td><td></td><td></td><td>Total</td><td></td><td>11.00</td><td>1,569.42</td></tr></table> <p>Members noted the 6-monthly Finance Report showing expenditure to date and forecasted expenditure prepared by the Clerk.</p> <p>Consider and agree the purchase of a strimmer for use by Footpath Volunteers Approaches to ECC had not been forthcoming so members considered the quotation provided by the volunteers of £341.67 + VAT for a Stihl FSA120 brushcutter. Resolved: After discussion, Cllr Wardrop proposed we accept the quotation, seconded by Cllr Layley, all in favour, with a view to reclaiming the cost from ECC. Action: The Clerk to establish where the brushcutter would be stored and ensure adequate insurance cover.</p> <p>Consider quotation for trimming back of vegetation along Witham Road pavement BHSA were unwilling to assist, it was highly unlikely Highways would carry out the work, and members were concerned about the pavement width reduction and sight lines for traffic and pedestrians and therefore considered a quotation of £180 from the grass cutting contractor. Resolved: After discussion, Cllr Mickelsen proposed we accept the quote, seconded by Cllr Wardrop, all in favour.</p> <p>Schedule date for November Finance Committee Meeting Action: The Clerk to liaise with the Finance Committee to fix a suitable date and time.</p>	Unity Trust Current Account	30/09/2025	3,632.90		Unity Trust Instant Access	30/09/2025	23,822.27		Debit Card	30/09/2025	204.24					27,659.41	Voucher	Code	Date	Bank	Description	Supplier		Total	54	Unity Bank charges	30/09/2025	Unity Trust Current Account	Bank charge	Unity Bank	6.00	6.00	55	Printing & Postage	09/09/2025	Debit Card	Postage stamps	One Stop	6.96	6.96	56	General Reserves	30/09/2025	Debit Card	H bar marking Great Totham Road	Chelmsford City Council	120.00	120.00	57	Biodiversity	07/10/2025	Unity Trust Current Account	Nature Recovery Event (Cllr Williams)	RCCE	35.00	35.00	58	Outsourced Payroll	07/10/2025	Unity Trust Current Account	Payroll services Aug	J&M Payroll Services	27.50	5.50	59	Outsourced Payroll	07/10/2025	Unity Trust Current Account	Payroll services Sept	J&M Payroll Services	27.50	5.50	60	Bench Maintenance	07/10/2025	Unity Trust Current Account	Bench maintenance	Dave Mackrodt	120.00	120.00	61	Clerk's Salary	07/10/2025	Unity Trust Current Account	Clerk's Salary	Mrs L A Bailey	895.30	895.30	61	PC Office Allowance	07/10/2025	Unity Trust Current Account	PC Office Allowance	Mrs L A Bailey	25.00	25.00	62	HMRC NIC & Tax	07/10/2025	Unity Trust Current Account	National Insurance	HMRC	235.96	235.96	62	HMRC NIC & Tax	07/10/2025	Unity Trust Current Account	Tax	HMRC	59.20	59.20					Total		11.00	1,569.42
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25/208	<p>Progress Reports from Councillors – no decisions required</p> <ul style="list-style-type: none">Nature & Biodiversity Event, 13th Sept (Cllr Williams was not present)Six Walks Footpath booklet. There were a few minor changes to be made to the booklet after which it would be ready for printing.																																																																																																																								
25/209	<p>Correspondence</p> <p>MDC’s Rough Sleeper Count (night of 15th October 2025)</p> <p>Members agreed to monitor the situation and advise the Clerk accordingly.</p>																																																																																																																								

25/210	<p>Parish Council Surgeries</p> <p>Note September surgery requests (if any) and consider action if required</p> <p>Regrettably Cllr Mickelsen had experienced a rather aggressive visitor to the surgery and whilst there were other members of the public present and of course the library staff, members were sorry that this had happened. It was important that the surgery was as safe and secure as possible for those in attendance. Resolved: In future, it was agreed that the surgery would only go ahead if <i>at least</i> 2 councillors were in attendance. Ideally, there should be 2 councillors plus District Cllr Morgan.</p> <p>Saturday 18th October surgery Cllrs Bass, Morgan and Wardrop to attend (Cllr Layley in reserve).</p>
25/211	<p>General Village News and Events to Note</p> <p>Cllr Wardrop to pass the figures for Speedwatch and Trucam to Cllr Bates for publication in the next Parish Magazine.</p>
25/212	<p>Date of Next Meeting:</p> <p>Parish Council Meeting, Tuesday 4th November 7.30pm, Village Hall Boardroom</p> <p>Parish Council Meeting, Tuesday 2nd December 7.30pm, Village Hall Boardroom</p>
25/213	<p>Close of Meeting There being no further business, the meeting closed at 10.10pm</p>