Wickham Bishops Parish Council

Minutes of Parish Council Meeting
held on Tuesday 1st September 2026 at 7.30pm
in the Village Hall Boardroom

26/153 Those Present and Apologies for Absence
In the Chair: Cllr Wardrop. Present: Cllrs Bass, Layley, Nappo, Mickelsen, Williams and the Clerk. Apologies were accepted from Cllr Bates. There were 8 members of the public present including District Cllr Mark Durham & County Cllr Stuart Clarke.

26/154 Declaration of Interests and Compliance with the Ethical Framework
District Cllr Morgan declared a non-pecuniary interest in item 26/159. He would not take part in discussion or voting as he may be required to do so at the MDC Area Planning Committee.

26/155 Approval of Minutes
The Minutes of the Parish Council Meeting held on 7th July 2026 were approved, proposed by Cllr Wardrop, seconded Cllr Nappo, all in favour.

26/156 Chairman's Report None.

26/157 Clerk's Report
As agreed at the July Meeting, RCCE would be attending the October PC Meeting to give a brief talk on conducting a Parish Plan.

Despite numerous chasing emails, there had been no response from Moat Housing regarding tree removal and fencing works to the rear of Finchs Kelvedon Road, so the Clerk had made a formal complaint.

26/158 Public Forum
Two residents raised objections to 26/00507/HOUSE (26 Wellands), the applicants for 26/00507/HOUSE outlined their proposals and another resident explained the reason behind his request to show the climate change film with the backing of the Parish Council.

26/159 Planning Applications and Decisions
Cllr Bass took the Chair for this item and explained that WBPC were merely consultees, with MDC making the final decision.

The following delegated responses by the Clerk were noted:

26/00436/FULM Wickham Grove, Langford Road Application for replacement dwelling (renewal of FULM/MAL/22/01061). No change to our previous response. No objection.

26/00499/LBC & 26/00529/HOUSE High Hall Cottage, 30 Church Road Installation of EV charger within the curtilage of a Listed Building. No objection.

To agree a response to the following Applications:

26/00507/HOUSE Joette, 26 Wellands Removal of the existing roof & erection of replacement roof with revised roof form to facilitate increased first-floor accommodation incl creation of 4 roof dormers. Alterations to front elevation comprising the erection of a new oak-framed entrance porch, changes to fenestration & external materials. Alterations to the existing single-storey rear extension incl roof modifications, removal of existing stairs & installation of replacement external rear staircase.
Resolved: Members noted comments from the neighbour at No. 24. On balance they had no objection to the proposals.

(*Following a brief power cut, Cllr Bass left the meeting at 8pm to check on matters at home, and agenda items were moved slightly)*

26/161 District Councillor Report - District Councillor Simon Morgan
DCllr Morgan updated members on the Local Government Reorganisation, the Judicial Review which the court would hear towards the end of the year, the LDP process (in hand) and the recently updated NPPF.

(Cllr Bass returned to the meeting at 8.15pm)

26/159 Planning Applications and Decisions *continued*

26/00496/FUL Land at Magellans Rest, Grange Road Retention of residential building and proposed alterations to change from 2 dwellings to 1 dwelling.

26/00497/LDE Magellans Rest, Grange Road Claim for lawful development certificate (existing) for erection of a building and use as a residential dwelling.

26/00501/LDE Magellans Rest, Grange Road Claim for lawful development certificate for a dwelling on the ground floor of the Double Garage on the basis of continuous use as a dwelling for in excess of 10 years

26/00502/FUL Magellans Rest, Grange Road Retrospective planning permission for construction of holiday accommodation associated with shooting business

It was noted that the Planning Committee and Clerk had met the Magellans Rest agent on site, and the applicant had been very courteous in showing everyone around. DCllr Morgan advised that due to the complex nature of the activities at this location, the Planning Officer and Enforcement Team intended to visit the site and conduct further discussions with the applicant. Cllr Morgan said that no decisions would be made on the current applications at this time.

Resolved: Following discussion on the numerous aspects relating to the above Applications at Magellans Rest, and taking into account the information just provided by District Councillor Morgan, members felt unable to make recommendations due to insufficient evidence and agreed to await further information from MDC.

The following claim for lawful development certificate was noted:
26/00509/LDP 7a Grange Road Proposed installation of white uPVC window to front bedroom, larger replacement lintel, render and re-plaster, internal window board, scaffolding required to external.

The withdrawal of the following Application was noted:
24/00805/FUL Highwood, Ishams Chase. Demolition of existing dwelling and construction of replacement dwelling and garages.

The following decisions made by MDC were noted:

26/00046/OUT Land at Crossways, Kelvedon Road, Great Totham. Outline application for the erection of 2 self build bungalows with garages. REFUSED

26/00327/WTPO 9 Blacksmiths Lane Various works to Oak trees. APPROVED

26/00177/FUL Ancillary Annexe at Bryden House, Witham Road. Retrospective application for ancillary annexe accommodation. APPROVED

26/00338/HOUSE Endeavour Cottage, 16a School Road. Part single, part two storey rear extension. Alterations to fenestration. APPROVED

26/160 Other Planning Matters There were none.

26/162 County Councillor introduction – Cllr Stuart Clarke
Cllr Stuart Clarke introduced himself. Following a meeting in the village with Cllr Bass during which he was shown various potholes, Cllr Clarke was pleased to report that the Witham Road problems had now been rectified, with Wellands and lower Langford Road/Station Road to be completed soon.

Cllr Clarke urged members to send him photographs of any other areas deemed to be dangerous and he would do his best to arrange repairs.

26/163 Traffic Calming & Highway Matters

Speedwatch: update on wider publicity re Essex Police Out of Force policy
It was noted that Cllr Morgan was due to meet with Adam Pipe and Roger Hirst. The Speedwatch team had approached the press with their concerns and were now looking at BBC Look East. Of the 24,000 speeding motorists recorded in the year to 31st July 2026 across the county, 5,500 had not been sent a letter by the Police because their vehicle was registered outside the county.

Cllr Wardrop reported that Trucam had caught 82 motorists exceeding the speed limit in Maypole Road in July. It was noted that they were considering an annual charge and carrying out more of their contracted hours during the summer months when daylight hours were longer.

Parking on the pavement outside One Stop, consider solutions
Cllr Wardrop had been sent photographs showing various vehicles parking on the pavement. **Action:** Members agreed that Cllr Nappo and the Clerk should encourage the part-owner of One Stop to complete the Highways paperwork necessary for permission to extend the dropped kerb.

Consider double yellow lines around The Street/GT Road junction
An email had been received from a concerned resident offering his assistance as he had been involved with the double yellow lines around and near Great Totham School. Members were reluctant to 'urbanise' the centre of the village, but it was generally agreed that something needed to be done to improve safety, although it was felt double yellow lines would also need to be included at the entrance to Blacksmiths Lane *and* School Road. **Resolved:** After much discussion, it was agreed that the South Essex Parking Partnership be approached for advice and possible site meeting. Cllr Wardrop to send details to Cllr Clarke.

To note two further collisions at the War Memorial junction
These were noted, as was an incident where one of the bollards had been hit and uprooted by a lorry. Highways had previously been made aware of the concerns and had yet to carry out any of the improvements suggested, such as renewing the white lines, repairing signage etc.

26/164 The People's Emergency Briefing – request to show film with the backing of WBPC

Resolved: Members supported the showing of the film.

26/165 Remembrance Day Road Closure Update and agree Memorandum of Understanding from Little Braxted Parish Council

With a few small amendments, the Memorandum of Understanding was unanimously agreed by all. It was noted that the Little Braxted Clerk had accepted a quote from a road traffic closure company of £615 (inc VAT) for the 2026 Remembrance Day service.

(Cllr Bass left the meeting at 9.20pm)

26/166 The Conservation Volunteers – outcome of visit (Cllr Jane Williams)

Cllr Williams reported on her liaison with The Conservation Volunteers who were pleased with the avenue of trees on Rainbow Field and were looking into an ancient pond nearby.

They also suggested getting Tree Preservation Orders on numerous trees along Handleys Lane and in other areas of the village. **Action:** Cllr Williams to make a list with the assistance of the Clerk.

26/167 Governance – review and adopt IT Policy

Resolved: Members agreed unanimously to re-adopt the IT Policy.

26/168 Finance

To agree payments made in August and note quarterly financial report

Resolved: In the absence of an August PC Meeting, members agreed unanimously to authorise the following payments:

Voucher	Code	Date	Bank	Description	Supplier		VAT	Total
39	Unity Bank charges	31/07/2026	Unity Trust Current Account	Bank charge	Unity Bank	7.00		7.00
40	Speedwatch & Trucam	04/08/2026	Unity Trust Current Account	Trucam April - June	Maldon District Council	606.29	121.26	727.55
41	Outsourced Payroll	04/08/2026	Unity Trust Current Account	Payroll services	J&M Payroll Services	27.50	5.50	33.00
42	Clerk's Salary	04/08/2026	Unity Trust Current Account	Clerk's Salary	Mrs L A Bailey	902.70		902.70
42	PC Office Allowance	04/08/2026	Unity Trust Current Account	PC Office Allowance	Mrs L A Bailey	25.00		25.00
43	Printing & Postage	04/08/2026	Unity Trust Current Account	HP Instant Ink	Mrs L A Bailey	11.24	2.25	13.49
43	Printing & Postage	04/08/2026	Unity Trust Current Account	A4 white paper	Mrs L A Bailey	3.75		3.75
44	Membership Subs	04/08/2026	Unity Trust Current Account	SLCC membership	SLCC	200.00		200.00
					Total	**1,783.48**	**129.01**	**1,912.49**

The following bank balances were noted as at 31st August 2026:

Unity Trust Current Account	31/08/2026	3,489.77	
Unity Trust Instant Access	31/08/2026	29,115.81	
Debit Card	31/08/2026	0.00	
			32,605.58
Less unpresented payments			7.00
			32,598.58

The following payments for the current month were approved, proposed by Cllr Wardrop, seconded Cllr Mickelsen, all in favour:

Voucher	Code	Date	Bank	Description	Supplier	Net	VAT	Total	
45	Unity Bank charges	31/08/2026	Unity Trust Current Account	Bank charge	Unity Bank	7.00		7.00	
46	Audit	01/09/2026	Unity Trust Current Account	External Audit fee	PKF Littlejohn LLP	210.00	42.00	252.00	
47	Outsourced Payroll	01/09/2026	Unity Trust Current Account	Payroll services	J&M Payroll Services	27.50	5.50	33.00	
48	Clerk's Salary	01/09/2026	Unity Trust Current Account	Clerk's Salary	Mrs L A Bailey	902.90		902.90	)
48	PC Office Allowance	01/09/2026	Unity Trust Current Account	WFH allowance	Mrs L A Bailey	25.00		25.00	) 927.90
49	Computer Expenses	01/09/2026	Unity Trust Current Account	Clerk's reimbursements	The Computer Guys (clearing old laptop drive)	40.00		40.00	)
49	Printing & Postage	01/09/2026	Unity Trust Current Account	Clerk's reimbursements	HP Instant Ink	11.24	2.25	13.49	) 53.49
					Total	**1,223.64**	**49.75**	**1,273.39**	

To acknowledge outcome of complaint to Financial Ombudsman in respect of £100 charge by Equals Money (debit card)
Members were pleased to note that Equals Money had agreed to waive the £100 charge and thanked the Clerk for her persistence.

Consider request for funding from East of England Ambulance Service
Resolved: After consideration, Cllr Nappo proposed we make a donation of £100, agreed unanimously.

Schedule date for November Finance Meeting and consider future projects/expenditure ahead of the meeting
Action: The Finance Committee would look to schedule a date, and members were asked to notify the Clerk of any future projects they would like considered.

26/169 Parish Council Monthly Surgery
At the July Surgery a resident had expressed concern that they were expected to pay for a replacement Green Waste wheelie bin, even though it was broken mostly due to rough handling by the operatives. **Action:** DCllr Morgan to raise this at MDC.

Saturday 19th September attendance – Cllrs Mickelsen, Williams and DCllr Morgan.

26/170 Correspondence None.

26/171 Progress Reports from Councillors (no decisions required)
Cllr Nappo would chase Connexin for an update.

Cllr Williams updated members on the Tennis Club proposals to install a covered BBQ area. BHSA were considering the use of a joint noticeboard offered by Mrs Salisburys but would still like to go ahead with the WBPC shared noticeboard. Tim Eacott had taken over as BHSA Chair, other officers yet to be confirmed.

26/172 General Village News and Events to Note
CCllr Clarke asked if the details of the fingerpost knocked over at The Mitre junction (and being stored in Cllr Nappo's garden) could be sent to him and he would see what he could do.

CCllr Clarke also mentioned the Locality Fund which was available through him.

26/173 Date of Next Meetings:
Parish Council Meeting, Tuesday 6th October 2026, 7.30pm Village Hall Boardroom
Parish Council Meeting, Tuesday 3rd Nov 2026, 7.30pm Village Hall Boardroom

26/174 Close of Meeting
There being no further business, the meeting closed at 9.35pm.