

## MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.  
Held at 8pm in Woodham Walter Women's Club, Top Road, Woodham Walter.

**Monday 10<sup>th</sup> September 2018**

### **Present:**

Cllr. John Tompkins (Chairman)  
Cllr. John Brown  
Cllr. Jenny Hughes  
Cllr. James Rushton  
Cllr. Joanna Symons  
Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)  
Neil Bedford (Essex Wildlife Trust) In attendance from 8pm-8.30pm

Public: 6

**2386. Welcome** Cllr. John Tompkins welcomed those present to the meeting.

**2387. Apologies For Absence** were received and accepted from Cllr. James Bunn.

**2388. Disclosure of Interests/Consideration of Dispensations** To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6-10 inclusive of the Code of Conduct for Members. (Members are reminded they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).  
There were no interests declared and the book was duly signed.

### **2389. Public Forum**

There were 6 members of the public present. They were in attendance to comment on the recent application 18/00300/FUL, Meadows Barn, Bassetts Lane. The application for 10 holiday lodges has been refused by Maldon District Council. Residents present welcome the decision to refuse the application but the following points were raised:

- There are 4 aspects of the MDC Officers report which are considered incorrect.
- 4.4.3 Distance between Elwy Cottages and site. The distance seems to be measured to the lodges within the main Meadows Barn site and has not taken into account the 2 lodges which are much closer to properties Elwy Cottages, Barrow Cottage and Beightons.
- 4.5.3 Cycle and Footpaths – the footpaths lead nowhere and cannot be used to access facilities.
- The report seems to dismiss the affects on the natural environment but evidence (e.g. deer and badgers regularly seen) shows that this is not the case.
- Drainage issues have been dismissed due to do no reply being received from SUDS. A lack of response should not be a reason to dismiss concerns.
- The entrance to the field (between houses) was refused by MDC in 1991 – MDC should be asked to investigate.
- Occupation of existing Barn holiday lets – members of the public present consider that there has been a breach of conditions.

Cllr. Tompkins thanked those present for their comments which they were advised to put in writing to Maldon District Council.

Clerk informed that the Parish Council have requested the Enforcement Team at MDC investigate the occupation conditions at the existing Meadows Barn holiday lets and await response.

The public forum was closed at 8.15pm

### **2390. To approve Minutes of Ordinary Parish Council Meeting held on Monday 9<sup>th</sup> July 2018**

There was one correction to make in minute reference 2368, line 8, the word "advised" was replaced with the word "assisted". The minutes were then approved as a true record of the meeting and duly signed.

### **2391. Matters Arising from the minutes.**

There were no matters arising.

### 2392. Planning – APPLICATIONS

It was noted that the following applications have been responded to under the Scheme of Delegated Powers since the last meeting.

2392.1 18/00726/FUL Warren Golf Club, Old London Road  
Demolition of laundry building with replacement building comprising wedding guest accommodation (Class C1 Use).

Councillors support the application subject to the views of the Conservation Officer.

2392.2 18/00780/HOUSE and 18/00781/LBC Bassetts, Bassetts Lane  
Councillors support the applications subject to the views of the Conservation Officer.

2392.3 18/00934/HOUSE and 18/00935/LBC Little London Cottage, Little London Lane  
Demolition of existing single storey garage and replacement of double single storey garage with parking bay, with minor adjustments to fencing.

It was noted that Councillor James Bunn declared a non-pecuniary Interest as he is a close friend of the applicant.

Councillors support the applications subject to the views of the Conservation Officer.

2392.4 18/00956/FUL Warren Lodge Park, Herbage Park Road  
Extension to existing swimming pool and gym building.

Councillors raised no objections but wished to make the following comment: Given that the extension is a very large hall Councillors ask for consideration to be given to conditioning hours of use and noise levels in order to avoid continuing complaints from villagers.

The following application was then discussed:

2392.5 18/00983/WTPO Grove Cottage, Common Lane  
3 Oaks, 2 Hornbeams and 1 Ash – prune overhanging branches by 5 metres (TPO 2/14)  
Councillors support the application.

### 2393. Planning – DECISIONS

2393.1 18/00614/HOUSE Summerfield, Spring Elms Lane **APPROVE**  
Single storey side extension to an existing dwelling house.

2393.2 18/00642/COUPA Land adj. The Old Granary, Lodge Farm **GRANTED**  
Prior approval of proposed change of use of agricultural building to a dwelling house (Class C3) and for associated operational development.

2393.3 18/00661/FUL Shrubbery Farm, Curling Tye Lane **REFUSE**  
Section 73 application to remove condition 4 of approved application FUL/MAL/10/00802 (Change of use of outbuilding to ancillary carers annexe).

Cllr. Joanna Symons has declared a Pecuniary Interest as she is the applicant. Cllr. John Tompkins has declared a Non-Pecuniary Interest as he has assisted the applicant.

2393.4 18/00420/FUL The Old Granary Room & Bullock Barn, West Bowers Farm **APPROVE**  
Section 73A application for the change of use of two agricultural buildings to B1 (light industrial) use.

2393.5 18/00700/HOUSE Robins Wood, Twitty Fee **APPROVE**  
Erection of single storey extension to the existing living room and some ancillary works to include terrace to living room, hipped porch and gable ends to front elevation dormers.

2393.6 18/00780/HOUSE and 18/00781/LBC Bassetts, Bassetts Lane **APPROVE**  
Part demolition of kitchen extension and replacement with larger extension.

2393.7 18/00589/FUL and 18/00590/LBC Hoe Mill, Hoe Mill Road **APPROVE**  
Repair/reinstatement of the vinery for use as habitable annexe.

2393.8 18/00607/HOUSE Thornberry, Rectory Road **APPROVE**  
Single storey side extension, front porch and side boundary wall revision.

2393.9 18/00300/FUL Meadows Barn, Bassetts Lane **REFUSE**  
Construction of 10 new holiday lodges.

It was noted that several notes have been received thanking the Parish Council for their support and work in recommending MDC refuse the application.

Following on from discussions during the public forum (minute ref: 2389) it was agreed that clerk should ask the enforcement team at MDC to investigate the legality of the field entrance.

2393.10 18/00726 Warren Golf Club, Old London Road **APPROVE**  
Demolition of a laundry building with replacement building comprising wedding guest accommodation (Class C1 Use)

### 2394. Other Planning Matters

2394.1 Parish Trigger update – no further information.

2394.2 Enforcement

- Falconers Lodge Office – await update. Clerk to chase.

- Woodham View – The enforcement officer has visited the site and investigations are continuing.
- The Grange – It is confirmed that the premise of constructing a swimming pool and enclosure within the curtilage of a dwelling house is permitted under the Town & Country Planning General Permitted Development Order. Having said that, MDC have visited the site to ensure that what is being constructed is not a breach of planning control and will be in touch in due course with a conclusion.
- Meadows Barn – await update

2394.3 VDS Consultation with Resident. (Woodham View, Little Baddow Road) Mr David Beattie has visited local resident to advise on the VDS with regards to proposed new double garage. Councillors considered the advice and agreed that a garage at the front of the house would be too imposing and against the principles agreed in the VDS, Councillors strong preference (subject to planning application) would be for the garage to be situated to the side. Clerk to respond to resident.

2394.4 Local List – await update

2394.5 Warren Estate – Pre-Application Consultation. It was agreed to invite the Warren Management to outline proposals to councillors at an informal meeting on 24<sup>th</sup> September. It was noted that councillors would not be able to give opinions other than to ask questions and listen to information as they will need to keep an open mind before the planning application is submitted and discussed at a formal Parish Council meeting. Once the planning application has been submitted a full consultation and public meeting will be held in the village hall. It was agreed that the document be scanned and uploaded in the dropbox for councillors.

### 2395. Reports Of the District/County Councillor

No reports had been received.

**2396. Payments** The following payments were authorised and cheques duly signed.

2396.1 E-on –Monthly DD – £25.70 (inc. £1.22 VAT)

2396.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

2396.3 Mrs J Bannerman - Clerks Salary (28 hours) & allowance £364.22

2396.4 HMRC 1/4ly payment £112.20

2396.5 DW Maintenance £370.00

2396.6 PKF Littlejohn (External Auditor) £240 (inc. £40 VAT)

2396.7 MDC (Grass Cutting at Bell Meadow) Await invoice

2396.8 August Payments: To note that the following payments were made during August with the approval of the Chairman and two signatories. E-on – Monthly Direct Debit £25.70 (inc. £1.22 VAT); A&J Lighting Solutions – DD £23.94 inc. £3.99 VAT; Mrs J Bannerman – Clerks Salary, Allowance and Holiday Pay £466.77; DW Maintenance £70; Maldon District Council re: Community Protection Team £248.59 (inc. £41.43 VAT) and Data Protection Officer £180 inc. £30 VAT.

### 2397. Other Financial Matters

2397.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
09-Jul-18	Balance			20027.90
03-Sep-18	Interest Received	10.50		20038.40
10-Sep-18	Transfer to Community A/C 60978876		1200.00	18838.40
<b>Community Account</b>				
09-Jul-18	Balance			1398.67
18-Jul-18	Party Tent Hire (St Michaels)	75.00		1473.67
26-Jul-18	Party Tent (Marshall)	50.00		1523.67
07-Aug-18	HMRC VAT Refund	361.21		1884.88
13-Aug-18	August Debits		1015.00	869.88
13-Aug-18	Party Tent Hire (Allen)	50.00		919.88
04-Sep-18	Party Tent Hire (Bannerman)	50.00		969.88
10-Sep-18	Transferred from Business Reserve A/C 40622818	1200.00		2169.88
10-Sep-18	September Debits		1587.32	582.56

2397.2 Bank Account Signatories – Confirmation of changes to the Mandate has been received. The signatories are now Cllr. John Tompkins, Cllr. Jenny Hughes and Cllr. Joanna Symons. Cheques require 2 out of 3 signatures.

2397.3 External Auditor Report – audit report received from PKF Littlejohn reads: On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Clerk has posted the relevant Notice of Conclusion of Audit and AGAR Sections 1, 2 and 3 on the noticeboard in the village and Parish Council website.

2397.4 Street Lighting Maintenance Contract – it was noted that clerk had attempted to gain alternative quotes but had not received any responses. It was agreed that A&J Lighting Solutions have provided a good service over the last 5 years and the quote received is acceptable. Cllr. John Brown proposed and Cllr. Peter Warren seconded that A&J Lighting Solutions be awarded the contract. This was agreed by all present. Cllr. Tompkins then duly signed the contract.

### **2398. Other Council Matters**

2398.1 Woodham Walter Common. Essex Wildlife Trust – Neil Bedford attended the meeting in order to introduce himself and update councillors.

- Countryside Stewardship is progressing well and he is in the process of understanding this.
- He would like to meet with Councillors at WW Common for a tour.
- The next step for him is to develop a Management Plan.
- An agreement between the Parish Council and EWT will also be looked into.
- It was been decided not to progress with the timber extraction scheme.

Councillors confirmed that they are keen to consolidate an agreement with the Trust and the Management Plan will help with this. Although there is pro-active engagement behind the scenes between Cllr. Warren and local volunteer Chris Wheadon/EWT, the Parish Council would like to establish stronger links with EWT in order to help councillors and residents understand about the tremendous asset which is in the parish. An annual tour for councillors is an excellent idea and they are keen for this to be re-activated. It was also discussed that a public tour (maybe in the Spring) should be advertised in order to show other parishioners about the work of the EWT in the common. Clerk will send Mr Bedford the draft agreement which had been worked on with his predecessor.

Cllr. Tompkins thanked Mr Bedford for attending. He then left the meeting room at 8.30pm

2398.2 Bell Meadow Village Association – Cllr. Hughes noted that the event had suffered due to the very poor weather but that some savings had been made by booking the band for next year.

2398.3 Community Protection Team - the team had been active with the Trucam (Speed detection) over the summer with 10 offenders over the speed limit which will result in police prosecution.

2398.4 Bell Meadow Playground – Await final updated quote, the team will then meet to discuss. Planning Application to be submitted. Open meeting to be arranged to present proposals.

2398.5 Clerks Progress Report - to be updated.

2398.6 GDPR/Document Archive – Clerk has finished sorting through documents. Some items have now been submitted to the Essex Record Office for storage. Alternative storage solutions were discussed but it was decided that the remaining 4 document boxes along with all the general documents should continue to be stored at Clerks house as per current arrangements. The Chairman now has passwords and information regarding access to electronic backups of parish documents.

2398.7 Business Continuity Plan – the draft has been updated for consideration at the next meeting.

2398.8 Risk Assessments – work in progress

2398.9 Staffing Committee –. This section of the meeting was held during a closed and session and notes remain confidential. Cllr. Tompkins provided the interim report of the committee which was accepted. There are some action points including investigating a diary and continuing to pursue the Local Authority Award.

2398.10 Dropbox – Councillors agree that the system is now successfully working for most councillors. Cllr. Brown will advise Cllr. Hughes.

2398.11 Remembrance Day including WW1 Centenary – the Church are planning a service including re-dedicating the clock, the service will be led by Dr Graham Blyth. 2 trees which are to be planted at the Memorial Garden will also be dedicated. It was noted that Maldon District Council have delivered

a silhouette soldier which is currently on display at the Church. This soldier will then be moved and represent Woodham Walter at a service in Maldon.

2398.12 Election Day Training Course – It was agreed that the clerk should attend EALC training day on 29<sup>th</sup> November.

### **2399. Consultations/Questionnaires**

None

### **2400. Highways**

2400.1 Hoe Mill Bridge – Scour protection scheme. Road closure notice from 10<sup>th</sup> September for 71 days. Although the precise date for works to commence has been delayed.

### **2401. Local Issues**

2401.1 Bell Meadow 1) Gate at Bell Meadow – clerk to arrange 2) Goalposts/Gatepost – on going. 3) The Inspection Record is now available on the dropbox for updating. Cllr. Brown agreed he will arrange with Shelley Rand for new hedging to be planted in the autumn.

2401.2 Footpaths Report. Cllr. Warren reported:

- Parish paths on the ECC schedule were cut at the beginning of August. This, together with cuts by landowners and farmers, plus unknown people with secateurs and loppers means that most of our paths are currently in good shape.
- The section of FP33 running through the grounds of Hoe Mill House has now been officially extinguished and a new path has been created from the canal towpath at the Millrace footbridge running south to bridleway BR2 from Little London. This has involved a lot of work for ECC contractors cutting a path through scrubland, erecting a footbridge, plus 3 smaller bridges. This new path has created a good circular walk from the village.
- Several fingerposts have been replaced, repaired or re-erected (FP32, FP12, FP27, FP28).
- All work on FP12 bridge by the pumping station has been completed and the path re-opened after a 3 month closure. A new king-size kissing gate has been erected by E&S Water.
- During the dry spell a large tree on bridleway BR31 started to lean over onto the bridge in WW Common. This has been removed promptly by EWT before it could do any more damage. Minor repairs to the bridge are awaited.
- Although previously considered safe by ECC, the bridge on FP5 between W Bowers Rd and Little London Lane has further deteriorated and now presents a serious trip hazard, plus leaning handrail. A new problem report has been logged.
- A long term problem with a jammed gate on FP4 at Glendale has been logged again.

2401.3 School Report. – Cllr. Symons reported that the school have now gone back after the summer break. A meet and greet session with staff and governors was held recently which had been useful and the pattern of governor meetings will change with the new term.

2401.4 Crime/Police Report. No information to report.

2401.5 Litter. No information to report.

2401.6 Broadband . Cllr Brown reported that mistakes on the Superfast website were frustrating and replies from the team take too long. BT have been doing surveys around the village and fibre to the premises is expected for many properties although those with Maldon numbers are not currently part of any plans. Cllr. Brown/Graham Bannerman due to attend Superfast Meeting on 20<sup>th</sup> September.

2401.7 Zig Zag Lines. Await update

### **2402. Matters Raised by Local Residents**

### **2403. Correspondence**

2403.1 Various items of correspondence have been emailed to Councillors or put in drop box.

2403.2 Letter from John Durham drawing attention to the history of the gifting of Bell Meadow – clerk to scan and circulate on dropbox.

2403.3 Letter of thanks for grant from Womens Club

2403.4 Invitation from LBPC to attend Dementia Awareness event in Little Baddow on 14<sup>th</sup> November at 7.30pm – can anyone attend and represent Parish Council?

### **2404. Points of Information and Items for the next Agenda**

2404.1 Cllr. Warren would like to discuss increasing the grants to local organisations. It was agreed that this will be discussed during the next round of budget planning.

### **2405. Date of Next Parish Council Meeting:**

Date of next Ordinary Parish Council Meeting Monday 8<sup>th</sup> October 2018 at 8pm in Women's Club.

**Meeting ended at 10.00pm**

Signed

Dated