

MINUTES

Minutes of Meeting of Woodham Walter Parish Council.
Held at 8pm in Women's Club, Top Road, Woodham Walter.
Monday 12th March 2012

Present:

Cllr. Mark Durham (Chairman)
Cllr. James Bunn (Vice Chairman)
Cllr. Andrew Newland
Cllr. Gill Orford
Cllr. David Potter
Cllr. Joanna Symons
Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

Public: None

647. Welcome Cllr. Durham welcomed those present to the meeting.

648. Apologies For Absence were received and accepted from ECC Cllr. Penny Channer and Christine MacDonald, the Village Agent.

649. Register of Declared Interests Cllr. Mark Durham declared a Personal & Prejudicial interest in agenda item 9.1, Herbage Park as he is directly connected with the application. There were no other interests declared and the register was duly signed.

650. Public Forum There were no members of the public present.

651. To approve the Minutes Of Parish Council Meeting Held On 13th February 2012 The minutes were approved as a true record of the meeting and duly signed.

652. Matters Arising

652.1 (443.1) Village Footpath Map – Cllr Bunn confirmed that John Kay is working on the map. Councillors suggest that the printing costs be included in the budget for 2013/14.

652.2 (588.5) Allotments – Cllr. Orford confirmed that the water pipe cover has now been attended to thanks to Nathan Tucker.

653. Planning – APPLICATIONS

653.1 AGR/MAL/12/00109 Guys Farm, Manor Road

Proposed straw barn. Notice received of intent to undertake general permitted agricultural development.

The proposed barn is for the storage of hay and farm machinery and will be constructed with fibre cement roof, part clad single skin metal cladding.

Councillor's had no objections. Clerk to write accordingly.

654. Planning - DECISIONS

654.1 HOUSE/MAL/11/01128 Chamberlain Cottage, Little Baddow Road **APPROVED (DEL)**

Demolition of parts of the existing property, including single storey extensions and erection of a part two storey and part single storey extension.

654.2 CC/MAL/07/12 Woodham Walter Primary School, The Street **APPROVED**

The continued use of two temporary class bases until 31 August 2017.

655. Other Planning Matters

655.1 FUL/MAL/11/00953 Herbage Park, Herbage Park Road **APPROVED (P&L)**

Proposed addition of 26 new timber holiday lodges plus associated infrastructure within the existing Herbage Park Holiday Park.

Cllr. Durham having declared an interest in this item, left the meeting room. Cllr. James Bunn took the Chair.

It was noted that this application was decided at the Planning & Licensing Committee on 8th March at which Cllr. Newland on behalf of the Parish Council made a representation.

The permission was granted subject to a Section 106 agreement which will seek to protect the remainder of the site for conservation and ecological purposes.

It was agreed that our proactive approach with the Planning Officer and committee members had successfully resulted in the Section 106 agreement and in improvements/strengthening of the conditions which have been attached to the permission. The conditions aim to address the occupation issues, including Condition 3 which limits occupation to 4 in every 6 weeks; Condition 15 states a register is to be kept of arrivals and departures which will be implemented across the entire site; Condition 5 linking Herbage Park to The Warren remains and the Planning Officer assures that this is still an enforceable condition.

Councillors ask the clerk to write to MDC with a map detailing our understanding of the area to be encompassed by the Section 106 agreement. Also to ask how they intend to apply the condition regarding the keeping of the register and how negotiations are proceeding regarding bringing the conditions for the existing lodges into alignment with the additional lodges. Clerk to liaise with Cllr. Bunn and write accordingly.

Cllr. Durham re-entered the meeting room and re-took the Chair.

655.2 Morning Planning Roadshows – Chelmsford/Maldon. Cllr Newland and Clerk attended. Cllr. Newland commented on the merits or otherwise of producing a Neighbourhood Plan/Parish Plan/Design Statement. It was thought that in light of the fact that MDC do not have a current Local Development Framework but are working with an old plan and transitional arrangements have not been finalised, that a Plan is something that the Parish Council should consider working on, perhaps in tandem with the new MDC LDF. There is concern that village envelopes are not necessarily as effective as previously and areas could be seen as vulnerable. There are many considerations to take into account including time commitments and costs. It was agreed that an RCCE (Rural Community Council of Essex) representative should be invited to attend one of our meetings to discuss further. Clerk to arrange.

655.3 Lodge Farm. MDC are investigating the reported building works. Cllr. Durham will raise with Marcus Shingler. Clerk to forward information.

656. Payments The following payments were authorised and cheques duly signed.

656.1 e-on –Monthly DD

656.2 A&J Lighting Solutions – Monthly DD

656.3 Douglas Tonks Ltd - Monthly DD: Mrs J Bannerman – re: Clerks Salary/Monthly Allowance/ Expenses/Annual Holiday leave entitlement/HMRC payment and Douglas Tonks Ltd re: Payroll services

656.4 EALC (Councillor Training course)

657. Other Financial Matters

657.1 Grass Cutting Tender. Clerk had further investigated the short listed quotes as requested. Clerk/Cllr. Warren advised that D.W. Maintenance as the lowest quote and with good references should be awarded the tender. It was suggested that there should be a two way break clause after 12 months.

All councillors in agreement. It was resolved that D.W. Maintenance be awarded the contract, clerk to arrange.

657.2 Computer Grant for clerk – it was agreed that a grant should be awarded to the clerk towards the cost of a new computer. Cllr. Newland proposed a grant of £250, this was seconded by Cllr. Orford. All councillors in agreement, clerk to arrange payment at the April meeting. Discussions continued regarding the good practise of backing up files, currently the Parish Council files are backed up externally but councillors agreed it would be good practise if the Parish Council Chairman also kept a quarterly backup of files on a Flash Stick or Mini-Hard Drive. Clerk to arrange.

657.3 Councillor Training Day 2 – following on from attendance at Day 1 course, which Cllr's Orford and Newland had attended and found beneficial but decided they do not require to attend the 2nd day of training.

657.4 It was noted that the end of financial year is on 31-3-2012. Clerk to prepare accounts.

Councillors also agreed that it would be good financial practise to carry out a formal review of the accounts/ budget on a quarterly basis. Clerk to arrange.

657.5 Receipt of further payment form UK Power Networks £5.75

658. Reports Of The District Councillor and Essex County Councillor

Cllr. Penny Channer had submitted a report which advised that the ECC Council Tax increase was at 0%.

Cllr. Mark Durham reported that MDC have also agreed a 0% increase to Council Tax. The free Saturday collection of green waste has been withdrawn but the green wheelie bin scheme continues with a reduction in prices to an annual fee of £25. New recycling bins are currently being distributed, including the new food waste collection bins.

659. Highways

659.1 Ref: 1634088 Footpath, Rectory Road. Clerk had received response from Highways who claim that the footpath is not in their ownership. Clerk had previously asked Moat Housing who also do not accept responsibility. Councillor's unsure as to who is responsible, maybe Maldon District Council. Cllr. Durham to investigate further. Clerk to forward information.

659.2 Ref: 62151-1R-SB – Footpath, Mead Pastures. Highway Rangers to attend. As works have not so far taken place, clerk to chase up.

659.3 Ref: E-1639609-1R Clerk has enquired when the VAS will return to Woodham Walter. Highways have responded that they are looking into the current location of the sign.

659.4 Reported missing/damaged road signs – Ref: 63327 Curling Tye Green jct Manor Road.

Also, Curling Tye Lane jct. London Road and Manor Road jct. Cut-a-Twart Lane.

659.5 It was noted that a Landrover is consistently parking either on the grass verge at the Rectory Road/West Bowers Road junction (Highways maintained) or on the grass verge adjacent to the council houses (Parish Council maintained). Both grass areas have now become damaged and unsightly. Councillors ask clerk to write and request that the vehicle is parked in the gravel parking area or in the Rectory Road square.

660. Local Issues

660.1 **Bell Meadow/Playground.** There were no reported incidences and the book was duly signed.

660.2 **Footpath Officer Report** - Cllr Warren reported 1) Low branches overhanging FP22 and a small tree that had fallen across FP18 have been removed. 2) The handrail for the bridge over the stream on FP14 has been vandalised for the second time since it was put up last year. This time some of the grub screws holding it together have been loosened or removed. Reported to ECC for repair. 3) Vandalised waymark discs have been replaced on FP18, FP19 and BR31.

660.3 **One Place On Wheels - Woodham Walter.** Next visit including mobile police vehicle – Friday 13th April 1pm-2pm.

660.4 **School Report** - it was noted that Mrs Sue Dodd has been appointed Headteacher.

660.5 **Allotments Report** Cllr. Orford reported that 11 people had attended the AGM. Cllr. Orford was elected to the Chair. It was agreed that the annual fee will be £50. There are 3 on the waiting list. The Water pipe cover has been done.

660.6 **Queen's Diamond Jubilee Report** – Cllr. Symons to report on latest plans for the event which will take the form of a Street Party along Top Road (subject to road closure agreement) followed Sports Day style community races on the school field. There have already been offers of catering and this is being coordinated by the committee, an in particular representatives from Women's Club. It was agreed that the Queen's Diamond Jubilee committee be an official Parish Council sub-committee in order that the Parish Council public liability insurance can be utilised for the event. Cllr. Symons/Clerk will formally submit minutes for approval at future Parish Council meetings. The event will be arranged under the control of the Parish Council. The accounts will be part of the Parish Council accounts. Councillor's formally agreed that the budget of £500 includes the memento for children of the parish, it was agreed that the gift will be for children of primary school age (i.e. under 11 years). Clerk/Cllr Symons to investigate purchasing mugs or "coins".

Also to formally discuss financial contribution of the Parish Council for the event and memento for parish children.

660.7 **Diamond Jubilee Village History Project** – Cllr. Durham reported that this project is still on-going and would be arranged in the future.

660.8 **Community Speed Watch** Further sessions to be organised when weather improves.

660.9 **Litter** – Successful village litter pick, 7 (including Fergus) helpers on the day collected 28 bags of litter, mostly along the stretch between The Warren and The Anchor. Thanks to Colin Warner for organising and collecting the bags and storing them before MDC collected. Thanks to the litter pick volunteers and adopt-a-road volunteers we have covered the entire village.

Clerk to report concrete posts which are in a ditch near Guys Farm.

660.10 **Broadband** Awaiting repeater transmitter to be fitted which should bring further areas of the village under the coverage of Fibrewifi.

660.11 **Emergency Planning** Cllr. Newland to report at next meeting.

660.12 **Annual Parish Meeting & Report** It is noted that the date is set for Tuesday 10th April. Clerk is in the process of producing the printed report which will be distributed with the April Parish Magazine – thanks to all the distributors. Councillors asked to arrive at the village hall by 7.30pm at the latest and 15 minutes earlier if possible to help set out chairs etc. Cllr. Warren confirmed that Tina Warren & June Chandler will serve the refreshments.

661. Correspondence

661.1 WW Women's Club – apology the room has not been set up for our meetings recently.

661.2 NHS North East Essex public engagement document seeking people's views on shaping and improving local maternity services. Clerk to forward to Councillors.

661.3 Consultation on new Community Hospital proposals for St Peter's Hospital site, Spital Road, Maldon. Comments are being sought on the above documents by the 2 April 2012. You can submit comments at: www.stpetershospital.co.uk (Link emailed to councillors). Councillors conclude that the Parish Council are generally in favour of a community hospital in the Maldon District and should make a formal response to the consultation but limit its comments to the provision of services and not direct comments regarding the location of the site. Councillors to view documents and contact clerk with comments.

661.4 Essex Police – Neighbourhood Policing information. Emailed to councillors.

662. Date of Next Parish Council Meeting: Tuesday 10th April 2012 in Woodham Walter Village Hall, Rectory Road. The Parish Council meeting will follow the Annual Parish Meeting which begins at 8pm.

Signed

Dated

Meeting ended at 10.05pm