

MINUTES

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

Monday 13th June 2011

Present:

Cllr. James Bunn (Vice Chairman)
Cllr. Angus Neale
Cllr. Andrew Newland
Cllr. David Potter
Cllr. Peter Warren

Others: Jacky Bannerman (Clerk)

Cllr: Mark Durham (Present from 9.20pm to close)

Public: None

469. Welcome Cllr. Bunn welcomed those present to the meeting. Cllr. Neale proposed and Cllr. Potter seconded that Cllr. Bunn take the chair of the meeting in the absence of the Chairman Cllr. Durham.

470. Apologies For Absence Apologies were received and accepted from Cllr. Mark Durham and Colin Warner.

471. Resignation of Cllr. Colin Warner. It was with sadness that Councillor's have accepted the resignation of Cllr. Warner who has served on the parish council since 1987. It was proposed that a small token (e.g. an engraved tankard) in appreciation of his long and dedicated service along with a letter of thanks. Clerk to ask Cllr. Durham to arrange a quote.

Clerk advised the procedure for filling the vacancy. A notice has been placed on the board outside Chapel Stores advising of the vacancy and MDC electoral Officer has been informed. If 10 local government electors for the parish request in writing an election, this will be held within sixty days. If no such request is made the vacancy will be filled by the Parish Council. An article will be placed in the July Parish News and so long as an election is not declared, Councillor's will be able to co-opt a new member at the August parish council meeting. Applicants will be invited to do a short (2 minute) speech and then a vote will be taken. Anyone interested should speak to a councillor or contact the clerk for more details.

472. Register of Declared Interests Cllr. Neale declared a personal and prejudicial interest in Agenda Item 7.2, Planning Application at 10 Church Corner, Herbage Park Road, as this applicant is his neighbour. There were no other interests declared and the register was duly signed.

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

474. Minutes Of The Parish Council Meeting Held On 9th May 2011. The minutes were approved as a true record of the meeting and duly signed.

475. Matters Arising

475.1 Declarations of Acceptance of Office Cllr Angus Neale and Cllr Andrew Newland completed their Declarations, these were signed and filed by clerk. All councillor's have now submitted these forms.

475.2 Register of Members Interests Cllr Mark Durham, Cllr James Bunn, Cllr Angus Neale and Cllr. Andrew Newland submitted their Register of member Interests, these were signed and filed by clerk. All councillor's have now submitted these forms.

475.3 (443.1) Village Footpath Map Clerk has had confirmation of acceptance of a PSMA Member Licence and login details. Cllr. James Bunn and Cllr Peter Warren will investigate further.

476. Planning – APPLICATIONS

476.1 FUL/MAL/11/00358 & LBC/MAL/11/00359 Ashmans, Curling Tye Lane
Retrospective consent for enclosing walls to courtyard garden (part of)
There were no objections, clerk to write accordingly.

476.2 HOUSE/MAL/11/00425 10 Church Corner, Herbage Park Road
Rear Conservatory.

Cllr. Angus Neale having declared an interest left the meeting room during discussions on item 476.2

There were no objections, clerk to write accordingly.

Cllr. Angus Neale returned to the meeting room.

477. Planning - DECISIONS

477.1 FUL/MAL/11/00170 Meadows Barn, Bassetts Lane **REFUSED (NW)**
Erect Store Building (Amended proposal).

“The proposed development would, by virtue of its siting, layout, footprint and degree of separation from the principal building on site, be an incongruous and contrived development failing to relate well to other uses on the site and the prevailing pattern of development in the locality. In addition there is insufficient justification provided with the application to warrant a building of this size, scale and layout to support the holiday let use.”

Councillor's were pleased to note the strong refusal of this application.

477.2 HOUSE/MAL/11/00272 11 Mead Pastures **APPROVE (DEL)**

Pitched roof over garage and single storey rear extension.

477.3 HOUSE/MAL/11/00263 9 Rectory Road **REFUSED (DEL)**

Part single, Part double storey rear extension, internal alterations and front conservatory.

The proposed development, by reason of its cumulative impact, would unacceptably overshadow and part overlook the adjacent residential dwelling at 10 Rectory Road resulting in a material loss of privacy, and a loss of light to principle habitable windows, which would be to the detriment of the amenity enjoyed by the adjacent residents. In addition the conservatory in the front elevation would, by virtue of its siting and layout on the site, be out of character with the current appearance of the semi detached pair of dwellings to which this dwelling forms a part, and therefore represent an incongruous and detrimental feature in the street scene. On this basis the development would be contrary to policies BE1 a) i), ii), iii), iv), vi), vii and BE1 b), and policy BE6 a) and b).

477.4 HOUSE/MAL/11/00262 Oaklands, Rectory Road **APPROVE (DEL)**

Removal of existing rear conservatory. Erection of single storey extension to side and rear of property.

477.5 HOUSE/MAL/11/00290 1 Hawkins Farm Cottages **APPROVE (DEL)**

Demolition of rear extension and erection of single storey side and rear extension.

478. Other Planning Matters

478.1 Falconers Lodge. It was noted that MDC served formal enforcement proceedings on 11th May 2011 on Barclays giving notice of timescale for enforcement works to be carried out. The owner (even if Barclays sell) will need to agree a plan for works in 3 months and the work is to be completed in 12 months.

478.2 Hoe Farm – response from MDC. They have investigated and owner has been asked to remove structures from land in accordance to condition 1 of FUL/MAL/10/00906 with the exception of the container which is required for temporary use whilst building work is taking place. The container should be removed no later than 31 July 2011.

478.3 Wind Farm – Southminster - Appeal Decision – Allowed, permission granted.

479. Payments The following payments were authorised and cheques duly signed by Cllr Bunn. Clerk to arrange with Cllr Durham to countersign.

479.1 e-on – Monthly DD – noted the account is currently in credit (Minute Ref: 331.1)

479.2 A&J Lighting Solutions – Monthly DD

479.3 Clerks Salary + Allowance/Expenses and HMRC Payment.

479.4 Blackwater Landscapes

479.5 LCR Subscription Renewal £15.50

479.6 CPRE Subscription Renewal £29.00

479.7 Edwards Sports Products (Goal nets)

480. Other Financial Matters

480.1 Internal Audit - Mr Derek Turner has carried out the internal audit and approved the internal control objectives. The Parish Council are very grateful for Mr Turner's help in this matter.

480.2 2010/11 Audit. To approve the year end accounts and respond to the Annual governance statement. Copies of accounts and governance statement had been distributed to all councillors. Necessary paperwork has been displayed on Parish Council notice board in accordance with Audit rules in order that parishioners have an opportunity to view accounts if required. Clerk read each of the statements in the Annual Governance Statement and after discussion each response was approved. It was noted that following last year's recommendation by the clerk, Cllr. Durham had viewed the bank statements and accounts during the year in order to maintain an adequate system of internal control. Councillors approved that this practise should continue.

Clerk informed that there was one set of figures in this year's accounts that had a significant variation of more than 15% on the previous year; that of payments made which had decreased from the previous year. This is explained by two main expenditures, street lights in the previous year had included payment for the part-night sensors and there was a refund to the E-on account. The Park & Open figure had also reduced due to a poor growing season resulting in fewer cuts. The Accounts were then proposed for approval by Cllr Angus Neale and seconded by Cllr. Peter Warren. All councillors in agreement, the audit paperwork was duly signed by clerk and Chairman of the meeting. Cllr Bunn. Clerk to return to Auditors by 20th June 2011.

480.3 HMRC - Parish Council Clerks PAYE implementation. The account has now been set up with HMRC.

It was agreed that quarterly payments would be made by 5th Jul, 5th Oct, 5th Jan and 5th Apr. Clerk to arrange.

480.4 Due to Cllr. Warner's resignation there is now a requirement for another signatory on the bank account. Cllr. David Potter proposed that Cllr. Angus Neale be the new signatory, this was seconded by Cllr. Peter Warren. All councillors in agreement, clerk to arrange necessary paperwork.

481. Report Of The District Councillor.

481.1 Cllr. Durham has apologised for his absence at meeting as he is attending MDC Community Services Committee. He has reported that the council has just finished opening the waste, recycling and street cleaning tenders and this will be presented to the full council in July. This is the single biggest financial commitment for the council and therefore is something that he has a responsibility to monitor. He will brief the Parish Council on the subject in due course. Also discussed Localism Bill/Local Plan. Councillor's will speak to Cllr. Durham for further clarification on this with a view to writing to MDC with their comments/concerns.

Cllr. Durham now has a new email address for council business, cllr.mark.durham@maldon.gov.uk

481.2 To discuss implications of the District Councillor/Parish Councillor/Chairman position, particularly in respect of planning matters. Cllr. Durham will no longer take part in deliberations during Parish Council meetings in order not to have a predisposition or predetermination for a given application. Cllr's propose that a review should be carried out in 6 months time. It was noted that it is common practise for District Councillors to also have a role as Parish Councillors.

482. Highways

482.1 Ref: 3047205 Salt for salt bin. Awaiting response following correspondence.

482.2 Ref: 49310 (405.5) Drainage problem at the bottom of Bassetts Lane - blocked pipe opposite the entrance to Yeoman's. (West towards Little Baddow). Awaiting update.

482.3 Ref: 49311 Hoe Mill Road/Rectory Road – Broken manhole cover opposite Blue Mill Lane junction. Cllr Potter visited site and this has been replaced.

483. Local Issues

483.1 **Bell Meadow/Playground** The book was duly signed, there were no reported incidence. It was noted that Cllr. Durham has dressed the football pitch area with fertiliser to improve the grass in this area.

483.2 **Footpath Officer Report** ECC have brought forward this year's cutting schedule for WW from mid-August to late May. Together with those cut by the landowner or farmer, all of our paths have now been cut with the exception of FP14 from the church to The Wilderness. Hopefully this omission will be rectified by the ECC contractors in the next few days.

483.3 **Crime Information: One Place On Wheels - Woodham Walter.** Next visit including mobile police vehicle – Friday 15th July from 1300-1400 at WW Village Hall. Reports of burglaries in the area involving organised mini-bus loads of criminals targeting areas – including Tiptree.

483.4 **School Report** No report.

483.5 **Allotments Report** A new bench and base has been fitted by Tadpoles Nursery at the allotments. The road gate is now fitted with a padlock.

483.6 **Community Speed Watch** Monitoring sessions should be starting soon.

483.7 **Litter** Clerk to report litter on footpath/field entrance along Curling Tye Lane.

483.8 **Village Agent**

483.9 **Collapse of bank** Awaiting update.

483.10 **Woodham Walter Common** Note from Leanne Sargeant that the signs will be erected at the 5 main entrances to the reserve – Twitty Fee, Common Lane, footpath from Spring Elms Lane, through from Little Baddow Heath on bridleway and footpath by stream. It was noted that deer control measures will start shortly.

483.11 **Mobile Library Service** - Notice of alteration to some times in the village. It will now visit fortnightly on a Tuesday afternoon at Wood Corner from 1530-1600 and then Queen Victoria from 1605-1635. This change begins in July - 5th & 19th, August 2nd, 16th & 30th. Dates will be included in parish news and on notice board. Councillor's are pleased that the service is continuing to attend the village however it is disappointing that the new timing now means that the Tadpoles Nursery will not be able to visit. Clerk to write.

484. Correspondence

484.1 Farleigh Hospice – Cycle for Life – 11 September 2011

484.2 Data Protection – Councillor Legal Briefing Notes – All councillor's have viewed these notes. Clerk to check procedures for parish council.

484.3 Shelley Rand (Blue Mill Lane) – Cycle Routes – very concerned about the suitability of the National Cycle Routes in Woodham Walter which have recently seen more and more large groups of cyclists who have little regard for motorists, horse riders, pedestrians etc. She has had a response from Sustrans detailing their code of conduct which states "Please be courteous. Always cycle with respect for others, whether other cyclists, pedestrians, people in wheelchairs, horse riders, drivers and acknowledge those who give way to you. Councillors conclude that whilst they sympathise and share concerns there is little that can be done without identifying the groups concerned.

484.4 Essex Parishes Broadband Implementation Conference – invite to attend on Monday 18th July 6.45pm-9pm, Coggeshall. Clerk to email councillors with information and enquire if any are able to attend.

484.5 DHGPC – Notice of next meeting – Monday 20th June 7.30pm Mundon

484.6 Raising of the Armed Forces Day Flag – Monday 20th June – Cllr. Durham and Cllr. Bunn to attend.

484.7 Love Where You Live – ECC campaign – clerk to circulate.

484.8 Peter Gaywood contacted clerk with concerns about branch which had damaged his wing mirror. It is opposite Tudor Rose on Rectory Road. Clerk to report to highways or Blackwater Landscapes.

484.9 NALC – Revised First Edition of Standing Orders for Local Councils. Clerk to enquire what the revisions are and if we are obliged to have it.

485. Points Of Information

485.1 Cllr. Durham arrived at the meeting at 9.20pm and reported that the new MDC website is now live with significant improvements.

485.2 Cllr. Neale asked if the Parish Council might consider planning an event for the Queen's Diamond Jubilee next year. Councillor's will discuss this at the next meeting but the general view was in favour of an event, maybe a street party.

485.3 Cllr. Neale offered his apologies for the meeting on 4th July.

486. Date of Next Parish Council Meeting: Monday 4th July 2011.

Please note change to the usual date of the July meeting which is on the first Monday of the month.

Signed

Dated

Meeting ended at 10.15pm