

## MINUTES

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

**Monday 14<sup>th</sup> November 2011**

### **Present:**

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

Others: Jacky Bannerman (Parish Clerk)  
Cllr. Penny Channer (Essex County Councillor)  
Cllr. Henry Bass (District Councillor)

Public: 0

**573. Welcome** Cllr Durham welcomed those present to the meeting.

**574. Apologies For Absence** Apologies were received and accepted from Joanna Symons.

**575. Register of Declared Interests** There were no interests declared, the register was duly signed.

**576. To Co-opt a Parish Councillor** There has been one note of interest in the position from Joanna Symons but as she had offered her apologies for the meeting, councillors resolved that the item be deferred to the next meeting.

**577. Public Forum** There were no members of the public present.

Cllr. Penny Channer commented that she has responded to the Minerals Development Document Public Consultation. The website is still being updated but there has been a healthy response. The information will be analysed over the coming weeks and it is expected that results will be available in February 2012.

**578. To approve the Minutes Of Parish Council Meeting Held On 10<sup>th</sup> October 2011.** The minutes were approved as a true record of the meeting and duly signed.

### **579. Matters Arising**

579.1 (443.1) Village Footpath Map. Cllr. Bunn informed that there is mapping software available which will enable us to simplify an OS map, this software may be available through local architects etc. Cllr. Bunn will continue to investigate.

579.2 (511) Dengie Dart. Update: The Big Society Bid has been refused so the planned extensions will not now take place.

### **580. Minerals Development Document - Site Allocations Issues and Options (August 2011) Site A44: Whitehouse Farm, Woodham Walter.**

It was noted that Woodham Walter Parish Council's response was lodged with ECC and appears on the website. To date 539 responses are listed on the website, these are being added to by ECC who were inundated with responses in the last days and hours of the consultation.

Cllr. Durham proposed a vote of thanks to Cllr. Newland for an excellent job in putting together a comprehensive report. All councillors in agreement.

**581. Planning – APPLICATIONS** There were no applications.

### **582. Planning - DECISIONS**

582.1 WTPO/MAL/11/00857 Oaklands, Rectory Road **APPROVE (DEL)**

TPO 6/74 area 1 (6/74) – Various works to 7 oak trees, including crown lift, reduction of crowns in areas adjacent to Highway, selective reduction of some limbs, see application for full specification. Removal of deadwood and dangerous limbs.

It was noted that work had started on these trees and that due to their proximity to electricity cables it was acknowledged and accepted that power supply to certain properties in the vicinity may need to be interrupted. This is a necessary precaution as a result of the essential work to maintain the trees.

582.2 FUL/MAL/11/00170 Meadows Barn, Bassetts Lane **APPEAL ALLOWED**

Erect store building.

It was noted that the appeal has been allowed and planning permission granted with conditions to maintain trees.

*No trees shown to be retained along the northern boundary of the site shall be felled, cut back, damaged or removed without the written approval of the local planning authority. If within 5 years from the date of the occupation of the building for its permitted use any retained tree is removed, uprooted or destroyed or dies, another tree shall be planted at the same place and that tree shall be of such size and species, and shall be planted at such time, as may be specified in writing by the local planning authority. Prior to the commencement of the development fencing to protect the trees along the northern boundary of the site shall be erected in accordance with British Standard 5837 (Trees in relation to construction) unless the local planning authority gives its written approval to any variation. The protective fencing shall be maintained until all equipment, machinery and surplus materials have been removed from the site. Within the fenced protection zone nothing shall be stored or placed, no fires lit, no vehicles shall gain access, ground levels shall not be altered, no excavation shall be made and no structure shall be erected..*

### **583. Other Planning Matters**

583.1 Falconers Lodge. The new owners have commenced work at the site to comply with the enforcement notice, removing the spoil will take about a month to complete. The work is being overseen by English Heritage/MDC. It was noted that there has been some mud on the road and Cllr. Durham has visited the foreman. Skid signs have been erected and they have been sweeping the road. Wheel washing will be requested if the weather turns bad/problem gets worse. It was noted that the agent/owner/EH and MDC are due to meet to discuss future plans for a property at the site.

583.2 9 Rectory Road Delegated Decision: After several requests for a response, Jennifer Candler has replied.

*"We have undertaken an investigation and confirm that your e-mail was received on the 8th July 2011. However, it seems that there must have been an error and the e-mail was deleted. Unfortunately we are not able to trace how this occurred. As a result we have reviewed the authorised access to the in-box to ensure this does not reoccur. I sincerely apologise that this has happened. Please be assured that this is the first time I have been made aware of such an error and working arrangements have now been changed to prevent this happening again."*

It was suggested that in future clerk sends response to individual officer as well as general email address and also to request a read receipt.

583.3 Delivering a Shared Common Spatial Vision – Maldon District – North West Area Report on workshop attended by Cllr's Durham, Newland and Potter. Cllr's concluded that parts of the evening were useful and parts were not entirely relevant. This meeting had been part of a consultation on the Local Development Plan.

583.4 Planning Seminar for Parish Councils –Thursday 24<sup>th</sup> November at 7.30pm. This meeting is with Cllr. Penny Channer and Head of Planning Services, Jennifer Candler. Cllr. Channer explained that this first meeting is a general meeting with all parishes to discuss the planning system and issues for parish councils. Area meetings will then be arranged in the new year. Cllr. Potter agreed to attend. Cllr. Bunn may also be available. Clerk to reply accordingly.

583.5 Community Led Planning – course offered by EALC on 29<sup>th</sup> February 2011. Date noted decision on whether anyone will attend was deferred.

583.6 Conservation Area – Cllr. Potter requested that we write to MDC regarding the Conservation Area proposal and request that Woodham Walter be advanced in the process as it would be beneficial to the village – especially in light of the Minerals Development Document – Site Allocations & Issues re: Whitehouse Farm. Clerk to write to Jackie Longman at MDC.

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

584.1 e-on –Monthly DD

584.2 A&J Lighting Solutions – Monthly DD

584.3 Clerks Salary + Allowance/Expenses.

584.4 Blackwater Landscapes (cuts in September/October)

584.5 ECC (Woodham Walter Primary School) £58 contribution to playground maintenance as per our agreement to contribute 20% of maintenance costs. Clerk to check wording of agreement.

584.6 Royal British Legion (Poppy Wreath). Councillors approved payment for wreath plus a donation of £10.

### **585. Other Financial Matters**

585.1 To update the bank mandate with new signatory.

Councillors resolved that the mandate given to Barclays Bank PLC be amended to add Councillor Peter Warren to act as an authorised person and remove Angus Neale so that they no longer act as an authorised person. Cllr Durham and Cllr Bunn duly signed the form. Cllr. Warren to visit Barclays Bank with required information.

585.2 Outsourcing the Payroll. Clerk had collated information on 3 companies who provide this service. Cllr. Bunn had reviewed information and agreed that Douglas Tonks Ltd were the best option. Councillors resolved that Douglas Tonks Ltd be appointed. Clerk to arrange.

585.3 MDC – Parish Precept 2012/2013 – Tax base figure is: 279.90. This is the figure used to calculate the council tax that will be payable (at Band D). The deadline for returning precept request form is 13<sup>th</sup> January 2012. Clerk to begin preparing draft budget for discussion at December meeting with a view to approving the final budget and precept requirement at our January meeting. Councillors to notify clerk of budget considerations. It was noted that there will not be a payment for BMVA but there will be a figure for the Diamond Jubilee event.

585.4 Noted Receipt of VAT repayment for period 01 Apr 2010 – 31 Mar 2011. £176.84

585.5 Grass Cutting Tender – it was noted that the current contract with Blackwater Landscapes runs out on 31<sup>st</sup> December 2011. Councillors instruct clerk to begin gathering information and checking rules for the tender process. It was resolved that the hedge at Bell Meadow needs a more significant cut before the spring as it has gradually increased in height. (Avoiding Nesting Season: 1<sup>st</sup> March-31<sup>st</sup> July).

Cllr. Orford asked if the verge at Mead Pastures should be included but councillors decided that the existing rota of householders seems to work well alongside the annual cut by ECC.

**586. Report Of The District Councillor** Cllr. Durham reported on a presentation he had attended by the Chief Constable of Essex Police regarding the new Police Blueprint. Part of the discussion was regarding the Neighbourhood Meetings which seem to be well attended in town locations but in rural areas they are not well attended and the police will look into alternative suggestions such as attending parish council meetings.

It was also noted that it is now budget time for MDC.

### **587. Highways**

587.1 Ref: 3047205 Salt bin. Audit planned for Aug/Sept when bin will be refilled.

Clerk has received confirmation that the bin will be refilled in the next month.

587.2 Winter Salt Bag Scheme – The salt has now been delivered and is being stored by Colin Warner.

Cllr. Bunn will talk to Ken Rennie regarding risk assessments. Cllr. Orford agreed to coordinate volunteers.

Cllr. Durham agreed to deliver salt.

587.3 Ref: 1634088 Footpath, Rectory Road. Awaiting response. Cllr. Warren to speak to Lucy Hermon and suggest that she also contacts the Village Agent.

587.4 Bassetts Lane – letter from Paul Shrimpton at Elwy Cottages informing that he has had the entire bank and ditch of the roadside frontage professionally dug and re-instated in order to ensure water is drained away appropriately in front of his property. It was hoped that in conjunction with the jetting work carried out by Highways this should hopefully alleviate the problem. Cllr. Durham to visit area after heavy rainfall.

### **588. Local Issues**

588.1 **Bell Meadow/Playground.** The book was duly signed, there were no reported incidents.

Noted that Cllr. Durham has ordered and will plant a replacement tree for the Memorial Garden.

588.2 **Footpath Officer Report** It was noted that various field paths have now been sprayed off.

588.3 **One Place On Wheels - Woodham Walter.** It was noted that the next visit including mobile police vehicle – Friday 9<sup>th</sup> December from 1300-1400 at WW Village Hall.

588.4 **School Report** There was no information to report.

588.5 **Allotments Report** Cllr. Orford has received a handover of details from Angus Neale. A manure delivery is expected. There are currently 2 on the waiting list. Cllr. Orford is due to meet with the owners of the field next week to discuss extending the project beyond the initial 3 years which is due to expire in February 2012. It is thought that Mr & Mrs Maynard have been very happy with the project and are keen for it to continue.

There is currently a board on the footpath covering the water pipe but it was felt that this is a trip hazard and that a proper cover needs to be installed. Cllr. Durham to investigate.

588.6 **Queen's Diamond Jubilee** Clerk has received confirmation from Angus Neale that he has stepped down from this committee as he is not certain he will remain a continuous resident of the village. The decision to appoint a Parish Council representative to the group was deferred to the next meeting. Joanna Symons has expressed an interest in assisting with the event.

588.7 **Diamond Jubilee Village History Project** – Cllr Durham proposed a project to create a permanent record of what life was like in Woodham Walter in the early 20<sup>th</sup> Century. This will involve arranging a couple of meetings in the village hall and recording memories for future transcription. Graham Bannerman has agreed to provide recording facilities. Councillors agreed that this was a very good idea and support the proposal. Cllr. Durham has included an article in the December Parish Magazine and will pursue project.

588.8 **Community Speed Watch** The team continues to monitor speeds through the village, notably there were recently vehicles recorded at 51mph, 49mph and 48mph. More volunteers are required to maintain a more frequent presence – clerk is awaiting details of future training sessions. Clerk has requested enforcement sessions from police, one session has already taken place (90 minutes) resulting in 3 drivers sent for Speed Awareness Training, 1 Fixed Penalty Ticket and 2 drivers Reported to Court.

588.9 **Litter** No reports.

588.10 **Collapse of bank** Cllr. Durham has successfully achieved a response and information for Mr Keep from the Environment Agency. They confirm that the condition of the ditch is satisfactory and that the collapsed bank is not posing a flood risk to people and property and is not affecting conveyance. An annual inspection is carried out by the EA.

588.11 **Broadband** Awaiting repeater transmitter to be fitted which should bring further areas of the village under the coverage of Fibrewifi. Response from ECC noted.

588.12 **Neighbourhood Meeting** – Clerk attended meeting on 1<sup>st</sup> November and requested police support for CSW to help tackle speeding through the village. It was noted that the police have since attended the village (see minute ref: 588.8)

588.13 **Village Agent** No report. See Minute Ref: 587.3

588.14 **Emergency Planning** Clerk attended Emergency Planning presentation at MDC and collected Yellow Box. MDC have since written to invite representatives from parish councils to take part in Rest Centre provision training. Clerk agreed that she will attend training. Clerk has started looking at the Emergency File of information and updated some sections. Cllr. Newland volunteered to review the information.

588.15 **Remembrance Service** It was noted that Cllr. Durham had attended the Remembrance Day service and placed the wreath on behalf of the Parish Council.

### **589. Correspondence**

589.1 ECC Commissioning School Places in Essex 2011-16. Consultation on proposed changes to oversubscription criteria for Community & Voluntary Controlled Schools to take effect for the 2013/14 Admission Year. Deadline for responses is Friday 25<sup>th</sup> November.

Councillors resolved to respond to this consultation. They are opposed to the change which would mean that children living in the priority admission area would move down the admissions list below children living outside the priority area with a sibling attending the school. Councillors agreed it would be wrong if local children were denied a place at the historic village school. Clerk to prepare a response and liaise with councillors by email.

589.2 Saturday Free Green Waste Collection – invitation to take part in a petition to keep the service going. Cllr. Bunn agreed to coordinate.

589.3 Tadpoles Nursery – have informed us that they have formed an Equality Working Group in order to ensure all aspects of the group are accessible to all individuals needs.

589.4 Tadpoles Nursery – they have been awarded 30 trees through the Woodland Trust and Sainsbury's Active Kids voucher scheme and ask if the Parish Council have any suitable locations for planting. Councillors conclude that there may be a few spaces in the hedge at Bell Meadow for some of the plants, (Blackthorn) Cllr. Durham will look at Bell Meadow and ascertain how many plants we could accommodate.

**590. Points Of Information**

None

**591. Date of Next Parish Council Meeting: Monday 12th December 2011 at 8pm in Womens Club Room, Top Road.**

Signed

Dated

**Meeting ended at 10.20pm**