

MINUTES

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

Monday 9th April 2018

Present:

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

Others: Jacky Bannerman (Parish Clerk)
Cllr. Henry Bass

Public: None

2299. Welcome Cllr. Symons welcomed those present to the meeting.

2300. Apologies for absence were received and accepted from Councillor James Rushton and District Councillor Mark Durham.

2301. 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 register was duly signed.

2302. Public Forum There were no members of the public present.

2303. To approve Minutes of Ordinary Parish Council Meeting held on Monday 12th March
The minutes were approved as a true record of the meeting and duly signed.

2304. Matters Arising from the minutes.

There were no matters arising.

2305. Planning – APPLICATIONS

2305.1 HOUSE/MAL/18/00286 Chelmer, West Bowers Road
Amendment to HOUSE/MAL/17/01036 – including adding first floor windows and amendment to materials.

Councillors object on the basis that the proposed amendments to the fenestration and the selected materials are out of character with the intrinsic character and beauty of the area as outlined in the VDS. Therefore, the proposal is detrimental to the dwelling and the character and appearance of the area contrary to approved policies S1, D1 and H4 of the Local Development Plan, Government guidance contained within the National Planning Policy Framework and the Woodham Walter Village Design Statement.

2305.2 LDP/MAL/18/00345 Barn 1 & 2, Lodge Farm, Old London Road
Claim for Lawful development certificate for proposed change of use of agricultural building to residential under class Q of the general permitted development order.
Councillors concluded that they have no evidence to offer but understand that it is down to the technical and legal interpretation of the case.

2305.3 TCA/MAL/18/00384 Dobbins, The Street
P. Subhirtella 'Pendula Rubra' - Trim back branches overhanging the footpath as requested by Essex County Council, Highways. Length of area 4.5m by width 0.4m.
Although the application does not appear to have been validated to date, councillors agreed that subject to any major alternations to the details, they support the application.

2306. Planning – DECISIONS

2306.1 LBC/MAL/18/00065&FUL/MAL/18/00064 The Warren, Old London Road **APPROVE**
New build linking building between clubhouse and barn to replace existing structure which has approved for alteration in 15/00915/LBC.

2306.2 AGR/MAL/18/00219 Barn at Manor Farm, Manor Road **APPROVE**
Prior notification for a proposed new barn to store hay and straw.

2306.3 LBC/MAL/18/00023 & FUL/MAL/18/00022 Hoe Mill, Hoe Mill Road **WITHDRAWN**
 Repair/reinstatement of the vinery for use as habitable annexe.

2307. Other Planning Matters

2307.1 Parish Trigger update – nothing further to report.

2307.2 Enforcement

- Granville Manor - 17/00419/BC no breach found re: building works, case closed. There are no conditions attached to permission regarding lighting. Ref: outbuilding being constructed on the land - Confirm there is extant permission on the land for an outbuilding. Also confirm that work has started on this development but not completed.
- Falconers Lodge Office – await update.
- Woodham View – enquiry made regarding new entrance which has been created – Ref: 18/00079/OPDEV. Obstruction has been reported to Highways ref: 2562688.
- The Grange – enquiry made regarding possible swimming pool/building – await response – clerk to chase.

2307.3 LDP – mistake noted and reported to MDC regarding Local Wildlife Site Ma08 on the map which has been incorrectly listed in the appendix.

2307.4 FUL/MAL/18/900160 Land south of The Grange (Whitegates), Herbage Park Road. It is noted that the application is due to be decided by the NW Area Planning committee on 14th May – this clashes with WWPC meeting and AGM. It was decided that a representative should attend to offer verbal report to the committee - Cllr. Peter Warren will attend. Cllr. Bass will enquire if the application can be listed at the beginning of the agenda in order that Cllr. Warren can return for the Woodham Walter AGM.

2308. Reports Of the District/County Councillor

Cllr. Bass reported that the council are running up to the Statutory Annual General Meeting on 11th May. Councillors are concerned about enforcement issues and have requested a report at each NW Area planning meeting. The council continues to consider the financial position and how savings can be made.

2309. Payments The following payments were authorised and cheques duly signed.

2309.1 E-on –Monthly DD – £22.62 (inc. £1.08 VAT) Await invoice

2309.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

2309.3 Mrs J Bannerman - Clerks Salary 56 hours (a busy month including SLCC training day + 18 hours for Annual Report + allowance). £640.79. It was noted that the Final submission for the tax year had been submitted to HMRC.

2309.4 Mrs J Bannerman – Expenses £82.06 (inc. £12.00 VAT) TSO Host (Pro hosing and Domain renewal) and postage.

2309.5 DW Maintenance £70 (Grass cutting)

2309.6 LJ Print £223.88 (Annual Report printing)

2310. Other Financial Matters

2310.1 Summary of Accounts to date.

| DATE | ACCOUNT / TRANSACTION DETAIL | AMOUNT IN | AMOUNT OUT | BALANCE |
|-----------------------------|--|-----------|------------|----------|
| Business Reserve A/C | | | | |
| 01-Apr-18 | Opening Balance | | | 10519.13 |
| 09-Apr-18 | Transfer to Community A/C 60978876 | | 1100.00 | 9419.13 |
| Community Account | | | | |
| 01-Apr-18 | Opening Balance | | | 523.07 |
| 09-Apr-18 | Transferred from Business Reserve A/C 40622818 | 1100.00 | | 1623.07 |
| 09-Apr-18 | April Debits | | 1053.21 | 569.86 |

2310.2 End of Financial Year 31 March 2018. Clerk to begin collating information for audit. Await information from External Auditors PKF Littlejohn.

2311. Other Council Matters

2311.1 Woodham Walter Common/Living Landscapes – no information to report.

2311.2 Bell Meadow Village Association. Cllr. Hughes reported that as the meeting date changed from 21st to 30th March she was unable to attend but understands that the meeting was positive and matters are progressing well.

2311.3 Allotments Association. No information to report.

2311.4 Annual Parish Meeting – 16th April. Councillors were asked to arrive at 7.15pm if possible to help to set out chairs. Doors open 7.30 and meeting is at 8. Annual Parish Reports have been delivered to properties in the village by councillors and clerk. The document is available to view on the website. Cllr. Warren thanked the clerk for producing the report, all agreed it is very good. It was agreed that factual details of reports should not be altered without prior consultation.

2311.5 Annual Parish Meetings – Danbury (Monday 23rd April) Cllr. Symons to attend. Little Baddow (Wednesday 18th April) – Volunteer needed.

2311.6 Community Protection Team - clerk has sent details of CSW locations re: TruCAM and timings of school ref: parking enforcement. Await further information at the Annual Parish Meeting.

2311.7 Bell Meadow Playground – Clerk reported that so far 3 meetings have been held with playground suppliers, the first quote has been received at circa £15k. Await further quotes. Details of the questionnaire analysis and playground ideas will be on display at the Annual Parish Meeting. The Working Party are due to meet on 8th May.

2311.8 Clerks Progress Report - to be updated.

2311.9 GDPR

- Draft offer to parishes for services of DPO from MDC. It was agreed that the offer from MDC is a good outcome and has been accepted. Await further information.
- Cllr. Brown has been looking at the information supplied by NALC which is generally considered helpful and there are many items that can be adopted by the Parish Council. Clerk to audit the types of documents held and work with Cllr. Brown to determine the legal reasons for keeping documents and/or the retention period and disposal operation.
- It was agreed that in order to provide protection to Parish Councillors, and as best practice, that all councillors should have separate emails addresses generated by the Parish Council and that all Parish Council correspondence should be directed through these addresses. Clerk to investigate.
- It was noted that advice from the DPO is that Parish Councillors do not need to individually register as data controllers as they are covered by the Parish Council.

2312. Consultations/Questionnaires None

2313. Highways

2313.1 Cllr. Brown reported that he had completed the Survey from Highways

2313.2 Cllr. Symons reported that she had attended the Highways briefing. Details had been circulated to all councillors.

2313.3 Memorial Garden – Cllr. Tompkins reported that during the investigations into the application for tree works that it had been discovered that the Memorial Garden is not in the ownership of Highways and is likely to be Parish Council land. Once the 2 new Memorial Trees have been planted the Parish Council will ask for a review to ensure that the correct wayleaves are in place and that steps be considered for retaining the edges. To look into new signage to stop parking and notify that it is a Memorial Garden. To be considered.

2314. Local Issues

2314.1 Bell Meadow 1) Gate at Bell Meadow – clerk has contacted Danbury Fencing 2) Memorial Garden Trees – it was noted that Colin Warner with the help of Alex Salmon had cut the bushes down – Colin will remove the roots in due course. Clerk will write to thank once works are completed. It was agreed that the visibility had greatly improved at the junction. It was also noted that DW Maintenance had carried out the tree work – Councillor Bunn indicated that one of the trees would benefit from a further trim – clerk to investigate. 3) There were no incidents to report and the book was duly signed.

2314.2 Footpaths Report. Cllr. Warren reported that FP12 at the Water Pumping Station remains closed. He had cleared a fallen tree from FP19. It was also noted that BR10 in Woodham Walter Common has been widened to form a woodland ride.

2314.3 School Report. Cllr. Symons reported that there have been some changes to the Governing Body and that Geoff Hicks is now the Chairman and Graham Bannerman the Vice Chairman. The improvement board continues to meet and that indications are that the school is making good progress towards improving the Ofsted rating.

2314.4 Crime/Police Report. No information to report.

2314.5 Litter. It was noted that the tyres have been removed from the Water Pumping Station entrance track

2314.6 Broadband – no updates for report.

2314.7 Zig Zag Lines - no updates for report.

2314.8 Bus Services - the new Maldon service is now up and running.

2314.9 Mobile Library – clerk to forward information received.

2314.10 Queen Vic – Clerk/Chairman visited to offer help and support. Councillors discussed location of a shop and whether it should be suggested to the brewery that the Queen Vic could make a good location, but concluded that although the Parish Council are keen to offer support we do not have a role to play in business decisions. Councillors discussed registering the pubs with the Community Asset register information. It was agreed that this should be pursued in order to give the community the chance of purchasing if the pub came on the open market. It was agreed that as The Bell and Cats are free houses they should be asked first if they would like to be considered.

https://www.maldon.gov.uk/info/20084/community_advice/6010/community_right_to_bid_-_assets_of_community_value/1

2315. Matters Raised by Local Residents

2315.1 Mark Durham is researching village WW1 fallen soldiers and is seeking information from parishioners. Cllr. Tompkins informed that this work had already been undertaken by Dr Dan Todman of Queen Mary University of London.

2316. Correspondence

2316.1 Various items of correspondence had been emailed to Councillors or put in drop box.

2317. Points of Information and Items for the next Agenda

2318. Date of Next Parish Council Meeting:

Date of Annual Parish Meeting – Monday 16th April 2019 at 8pm, in Woodham Walter Village Hall.

Date of next Ordinary Parish Council Meeting Monday 14th May 2018 at 8pm in Women's Club.

Signed

Meeting ended at 9.55pm

Dated