

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 July 2018

Present:

Cllr. John Tompkins (Chairman)
Cllr. John Brown
Cllr. James Bunn
Cllr. James Rushton

Others: Jacky Bannerman (Parish Clerk)

Public: 0

2366. Welcome Cllr. John Tompkins welcomed those present to the meeting.

2367. Apologies For Absence were received and accepted from Cllr. Joanna Symons, Cllr. Peter Warren and Cllr. Jenny Hughes. It was noted that District Councillors Durham and Bass and County Councillor Channer were attending the NW Area Planning meeting.

2368. 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).

Cllr. Symons has declared a Pecuniary Interest in planning application at Shrubbery Farm as she is the applicant. She was not present at the meeting. Cllr. Tompkins declared a non-pecuniary interest as he has advised assisted on the application. All other councillors present declared non-pecuniary interests as Cllr. Symons is a member of the Parish Council. Cllr. John Brown declared a non-pecuniary interest in planning application at Bassetts as his wife is employed by the applicant.

2369. Public Forum There were no members of the public present.

2370. To approve Minutes of Ordinary Parish Council Meeting held on Monday 11th June 2018
The minutes were approved as a true record of the meeting and duly signed.

2371. Matters Arising from the minutes. There were no matters arising.

2372. Planning – APPLICATIONS

2372.1 18/00661 Shrubbery Farm, Curling Tye Lane

Section 73 application to remove condition 4 of approved application FUL/MAL/10/00802 (Change of use of outbuilding to ancillary carers annexe).

It was noted that the original application had been approved with the Condition but that had the application been made today, as the rules regarding these types of applications have changed, the condition would not have been imposed. The application accords with the VDS and MDC policies which are clear would rather see the building re-used than fall into disrepair. Councillors support the application.

2372.2 18/00420/FUL The Old Granary Room & Bullock Barn, West Bowers Farm
Section 73A application for the change of use of two agricultural buildings to B1 (light industrial) use. Councillors support the application. This will protect the building from falling into disrepair.

2372.3 18/00607/HOUSE Thornberry, Rectory Road
Single Storey Side Extension, front porch and side boundary wall revision.

Councillors agreed that they raise no objections to the application but wish to make the following comments: The design of the extension is considered poor, the pitch will look odd. It does not therefore accord with policy D1 of the LDP and S3 of the Woodham Walter VDS. They do not however object to the principle of an extension.

2372.4 18/00700/HOUSE Robins Wood, Twitty Fee
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. Councillors support the application.

2372.5 18/00780/HOUSE and 18/00781/LBC Bassetts, Bassetts Lane, Little Baddow
Part demolition of kitchen extension and replacement with larger extension.

The application had been received after the agenda had been set. It is not considered to be a controversial application and Councillors did not consider it necessary to call an Extraordinary meeting

to discuss. As the Parish Council do not usually meet during August it was agreed that a Scheme of Delegated Powers would be used to allow the Clerk to respond to this sort of application; where councillors are all in agreement to support an application. If any application provokes objections and/or differences of opinions amongst Councillors during consultation, an extraordinary meeting will be called. Clerk will liaise with Councillors electronically.

2373. Planning – DECISIONS

2373.1 FUL/MAL/18/00160 Land South of the Grange, Herbage Park Road **REFUSE**
Residential development for one detached dwelling.

2373.2 LBC/MAL/18/00303 The Warren, Old London Road **APPROVE**
Replacement glazing to existing barn building and new sliding folding doors to existing bar area opening.

2374. Other Planning Matters

2374.1 Parish Trigger update – Letter has been distributed to all Parish Council’s in the District. Woodham Walter has been included as supporting the letter.

2374.2 Removal of Paper Copies – Clerk has been liaising with other clerks in the district regarding solutions and found that many clerks are also finding the system to be inconvenient, time consuming and inadequate.

2374.3 Enforcement

- Falconers Lodge Office – await update.
- Woodham View – await update
- The Grange – await update.
- Meadows Barn – await update

2374.3 A new Parish Council system of circulating planning applications amongst Councillors was agreed at the last meeting. Councillors and Clerk considered the new system for ease of use and effectiveness. It was agreed that although there have been some teething problems it has been proved that it does work and we will continue to use Dropbox for this purpose. Remaining councillors to download Dropbox and begin making comments on documents.

2374.4 Local List - Cllr. Tompkins awaits information from MDC.

2375. Reports Of the District/County Councillor

There were no reports available.

2376. Payments The following payments were authorised by Cllr. John Tompkins and cheques duly signed by Cllr. Rushton. Clerk to arrange for cheques to be countersigned by Cllr. Peter Warren on his return from holiday.

2376.1 E-on –Monthly DD – £23.69 (inc. £1.18 VAT) Await invoice

2376.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

2376.3 Mrs J Bannerman - Clerks Salary (39 hours) & allowance & holiday pay £479.99

2376.4 Mrs J Bannerman (Expenses – Shredding, postage, stationery) £67.44 (inc. £8.92 VAT)

2376.5 DW Maintenance £440.00

2376.6 Nancy Powell-Davis - Audit £150.00

2376.7 Community Grants: Womens Club £180.00; Village Hall £243; Essex Wildlife Trust £127

2376.8 August Payments: Councillors agreed that the following payments be made outside of a meeting as there is no meeting scheduled during August with the approval of the Chairman and two signatories. E-on – Monthly Direct Debit; A&J Lighting Solutions – DD; Mrs J Bannerman – Clerks Salary, Allowance and Holiday Pay; DW Maintenance and any other essential payments that are required to carry out the functions of the council as recommended by the Parish Clerk/Responsible Financial Officer.

2377. Other Financial Matters

2377.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
11-Jun-18	Transfer to Community A/C 60978876		1000.00	22527.90
09-Jul-18	Transfer to Community A/C 60978876		2500.00	20027.90
Community Account				
11-Jun-18	June Debits		1110.23	512.46

13-Jun-18	Party Tent Hire (Maldon Saints)	150.00	662.46
02-Jul-18	Party Tent Hire (Maldon Saints)	75.00	737.46
09-Jul-18	Transferred from Business Reserve A/C 40622818	2500.00	3237.46
09-Jul-18	July Debits		1736.24
13-Aug-18	August Debits (Estimated)		746.55
			1501.22
			754.67

2377.2 Bank Account Signatories – Await forms. Cllr. Tompkins and Cllr. Hughes to visit Barclays and get forms verified before returning to Clerk for final submission.

2377.3 Grant Funding to St Michael's Church. Under new guidance from NALC it is advised that due to a Statutory Prohibition no grants should be made to Churches. If the Parish Council decide they want to continue with the Grant (as agreed in budget) using later legislation, they may find themselves open to legal challenge. Councillors agreed that a letter be written to the Church to explain that with regret the rules prevent the Parish Council from making the usual grant to the Church.

2377.4 Quarterly Expenditure Review to 30 June 2018. Councillors had all received a copy and they approved the review. It was noted that staff costs during this quarter have been particularly high due to GDPR and other additional work which may mean the Staffing Budget will be exceeded.

2378. Other Council Matters

2378.1 Woodham Walter Common/Living Landscapes. Clerk to request locations of planned wildflower sowing in Woodham Walter.

2378.2 Bell Meadow Village Association – Cllr. Hughes reported that things are progressing well.

2378.3 Community Protection Team - The team had attended the school and moved on 4 vehicles which were parked on the zig zag lines.

2378.4 Bell Meadow Playground – Clerk reported that she has met with Lisa Carter and been in discussions with the three playground companies for revised proposals. It is hoped that the revised proposals will be available to display at Bell Meadow Day.

2378.5 Clerks Progress Report - to be updated.

2378.6 GDPR. The documents have been taken to the shredding company. Clerk now needs to finish sorting through files for Essex Records Office. There are also approx. 3 boxes of information which need further discussion before they can be disposed of/taken to ERO. Cllr. Tompkins and Cllr. Symons have agreed to meet with clerk to discuss.

2378.7 Business Continuity Plan – the draft will be revised with a view to adopting at the next meeting.

2378.8 Risk Assessments – work in progress

2378.9 Staffing Committee – Cllr Tompkins is currently arranging a meeting with Chairman, Vice Chairman and previous Chairman.

2379. Consultations/Questionnaires

2379.1 Draft Maldon District Vehicle Parking Standards Supplementary Planning Document. It was agreed that councillors should respond individually to this document.

2379.2 Draft Maldon District Statement of community Involvement. It was agreed that Cllr. Tompkins should draft a Parish response to this document.

2380. Highways

2380.1 Salt Bag Partnership – Councillors confirm that the Parish should sign up to the scheme but that stocks of salt are still sufficient.

2381. Local Issues

2381.1 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 Councillors to update. There were no issues to report.

2381.2 Footpaths Report. 1) Highways Act 1980 Section 119. Essex County Council has confirmed an Order to divert Footpath 33 in the parish of Woodham Walter in the District of Maldon. 2) Report of Cllr. Warren. At long last a Rights-of-Way Inspector has been appointed for this area. Nicky Coleman, formally in this post from 2009-13, has returned to her old job, covering over 30 mid-Essex parishes. This is really good news as Nicky has always been so helpful and proactive whenever we had a footpath problem. She says that our paths on the ECC cutting schedule will be done a lot earlier this year. This will most welcomed as several are already well nigh impassable. 3) Beehives - Councillors are aware that some beehives have arrived on farmland in the parish. The hives are on private land well away from Public Footpaths/Rights of Way and Councillors are supportive of the initiative. Parishioners should be aware and not allow their dogs to disturb the bees.

2381.3 School Report. – The school had held their fete over the weekend.

2381.4 Crime/Police Report. No information to report.

2381.5 Litter. No information to report.

2381.6 Broadband . Cllr Brown reported that follow-up correspondence from Superfast Essex confirms that the village is targeted for FttP (Fibre to the Premises) which is the best option and will be future proof. Cllr. Brown noted that the involvement of Cllr. Channer had added weight to his communications.

2381.7 Zig Zag Lines. Clerk to follow up.

2381.8 Bus Services. Clerk to liaise with Arrow.

2382. Matters Raised by Local Residents

2382.1 Jenny Plumb – re: Verge cutting and protecting wild flowers. Councillors noted the comments made.

2383. Correspondence

2383.1 Various items of correspondence have been emailed to Councillors or put in drop box.

2383.2 Mid Essex Hospital Services – Mid Essex region ‘Governors’ elections/members.

2383.3 Park and Ride Survey

2383.4 A&J Lighting Solutions – new agreement. Clerk to request extension to existing contract in order that due-diligence can be carried out.

2384. Points of Information and Items for the next Agenda

2385. Date of Next Parish Council Meeting:

The Parish Council do not normally meet in August unless there is an urgent matter or a Planning Application which needs to be discussed. If a meeting is required this will be advertised on the noticeboard and website.

Date of next scheduled Ordinary Parish Council Meeting Monday 10th September 2018 at 8pm in Women’s Club.

Signed

Meeting ended at 9.15pm

Dated