

## MINUTES

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

**Monday 18<sup>th</sup> March 2019**

### **Present:**

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

Others: Jacky Bannerman (Parish Clerk)  
Cllr. Henry Bass (District Council)  
Cllr. Mark Durham (District Council)

Public: None

**2515. Welcome** Cllr. John Tompkins welcomed those present to the meeting.

**2516. Apologies For Absence** Apologies were received and accepted from Cllr. Peter Warren and County Cllr. Penny Channer

**2517. 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. John Tompkins declared a non-pecuniary interest in Planning Application at St Michael's as he sits on the relevant Church committee. Cllr. John Brown declared a non-pecuniary interest in the planning application at High Oaks as he is friends with the applicant. Cllr. Jenny Hughes declared a Pecuniary interest in the application at High Oaks as her spouse works for the applicant. All Councillors declared non-pecuniary interests in the application at Bell Meadow as the Parish Council is the applicant. Cllr. John Brown declared an interest during the discussion regarding conditions at Guys Farm Lodge as he is friends with the owner. There were no other issues declared and the register was duly updated.

### **2518. Public Forum**

There were no members of the public present.

**2519. To approve Minutes of Ordinary Parish Council Meeting held on Monday 11<sup>th</sup> February 2019 and the Extra Ordinary Meeting held on Thursday 28<sup>th</sup> February 2019.**

The minutes to both meetings were approved as a true record and duly signed.

### **2520. Matters Arising from the minutes.**

There are no matters arising.

### **2521. Planning – APPLICATIONS**

2521.1 19/00187/FUL Bell Meadow, Church Hill

Development of land on Bell Meadow to reinstate public playground facility.

Councillors concluded that it was a well-presented application which was in line with the results of the questionnaire. Councillors support the application.

2521.2 19/00155/FUL St Michael's Church, Church Hill

Change of use of land from agricultural to ecclesiastical for an extension of the current graveyard and construction of a fence.

Councillors concluded that the extension to the graveyard was a requirement for the village.

Councillors support the application.

2521.3 19/00176 High Oaks, Manor Road

Single storey side extension. Part single and part two storey rear extension. New entrance from road with wooden electric gates. New cart lodge and garden store building. Closure of existing driveway entrance with fence and hedgerow.

Having declared a Pecuniary Interest, Cllr. Jenny Hughes left the meeting room during the discussion. Councillors concluded that although the loss of trees was regrettable, it was a good design which would not have a significant impact on the surrounding area. Councillors support the application.

2521.4 There were no further applications to note.

**2522. Planning – DECISIONS**

2522.1 18/01402/HOUSE Ladram, 3 Brook Close APPROVE (DEL)

Proposed double garage and all associated work.

2522.2 It was noted that the officer’s report regarding Wincroft (formally High Prospect) 19/00124/HOUSE had been uploaded to the MDC website and indicated that the recommendation was to refuse. Await final decision notification.

2522.3 There were no other decisions received.

**2523. Other Planning Matters**

2523.1 Enforcement - there were no updates to note.

2523.2 Guys Farm Lodge – discussion regarding Condition 4 (*Within 3 months following firs occupation or connection to utility services, whichever is sooner, of the dwelling hereby approved the existing dwelling on the site shall be demolished and the resulting material removed from site.*) concluded that it should be raised with the Enforcement team.

2523.3 There were no other Planning Matters to note.

**2524. Reports Of the District/County Councillor**

Cllr. Bass and Cllr. Durham did not have any updates. The Council are now in the Purdah Period.

**2525. Payments**

The following payments were authorised and cheques duly signed.

Ref:	Payee	Gross	VAT	Net
2525.1	E-on (DD)	28.67	1.37	27.30
2525.2	A&J Lighting Solutions (DD)	25.20	4.20	21.00
2525.3	Mrs J Bannerman (Salary, Allowance & Holiday Pay)	673.68	0.00	673.68
2525.4	Mrs J Bannerman (Expenses - Planning application)	251.00	0.00	251.00
2525.5	HMRC ¼ly payment	165.81	0.00	165.81
2525.6	Unicorn Restorations Ltd (Telephone Box Maintenance)	179.03	29.84	149.19
2525.7	Woodham Walter Village Hall (Hire of Hall - APM)	25.50	0.00	25.50
2525.8	LJ Print (Annual Report)	223.88	0.00	223.88
2525.9	ALCC (Annual Membership)	40.00	0.00	40.00
2525.10	MDC (Community Protection Team)	458.93	76.49	382.44
2525.11	Mrs J Bannerman (Expenses - Postage, APM refreshments)	42.76	0.00	42.76

The following points were noted:

2525.3 Clerks Salary includes 16 hours overtime due to extra ordinary meeting/admin, APM admin Plus extra week of work due to moving date of March meeting. Also includes holiday pay and weekly allowance.

2525.4 Mrs J Bannerman (Expenses) RE: Planning application for Bell Meadow Playground. Payment authorised and cheque signed outside of the meeting.

2525.6 Unicorn Restoration for equipment to carry out essential repairs/maintenance to telephone kiosk. Payment authorised and cheque signed outside of the meeting.

2525.8 LJ Print for printing of Annual Report 2018/19. Payment authorised and cheque signed outside of the meeting.

2525.9 ALCC – re-issue of cheque because original cheque no.101512 which was sent in December and has not been cashed is confirmed lost.

**2526. Other Financial Matters**

2526.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
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**Business Reserve A/C**

11-Feb-19	Balance			12547.41
04-Mar-18	Interest Received	6.87		12554.28
18-Mar-19	Transfer to Community A/C 60978876		1600.00	10954.28

## Community Account

11-Feb-19	Balance			536.27
18-Mar-19	Credit for uncashed cheque 101512		40.00	576.27
18-Mar-19	Credit for Error re: MDC Planning fee		462.00	1038.27
18-Mar-19	Transferred from Business Reserve A/C 40622818		1600.00	2638.27
18-Mar-19	March Debits			2114.46
				523.81

2526.2 End of Financial Year – 31<sup>st</sup> March 2019. Clerk will begin working on the Accounts ready for Internal Audit and Annual Governance & Accountability Return.

### 2527. Other Council Matters

2527.1 Woodham Walter Common. Essex Wildlife Trust. Agreement sent and discussion on-going. Copy of Stewardship agreement received which will then be included in the agreement.

Date for Village Tour of WWC – Saturday 6<sup>th</sup> April. Restricted to maximum of 15. Advertised in Annual Report – register interest with Clerk. It was noted that a number of residents had expressed an interest but were unable to make the proposed date. Clerk will send out a village email to check if there are any interested persons. The event may be postponed otherwise.

2527.2 Bell Meadow Village Association. Plans are progressing for the event on 25<sup>th</sup> August.

2527.3 Allotments Association – There was no information to update.

2527.4 Community Protection Team i) the following report for February was noted.

13/02/2019	8:15:00	9:00:00	0:45:00	Car Parking patrol at the school as requested by Jeff Hicks
	9:10:00	9:45:00	0:35:00	Tru Cam patrol M036 Church Hill x 1 capture. Check on field Dog fouling patrol 2 dog walkers all picked up
15/02/2019	13:45:00	14:45:00	1:00:00	Tru Cam patrol M037 Little Baddow Rd x 0 captures & M038 Rectory Rd x 2 captures
19/02/2019	15:25:00	15:55:00	0:30:00	Tru Cam patrol M038 Rectory Road x 4 captures
25/02/2019	8:20:00	9:30:00	1:10:00	Car parking patrol at the school , Tru Cam patrol Church Hill x 5 captures

ii) Community Protection Team services for 2019/20 including monthly hours required and specific areas to be covered and how reporting of requirements should be managed were considered.

It was agreed that the CPT had been extremely successful in the village and Councillors agreed to continue at the current rate of 4 hours per month which will be reviewed again in 6 months and possibly increased if evidence shows a need. Consideration to the requirements concluded that the CPT manage the workload themselves and gather and review intelligence in order to determine their attendance and priorities but that Clerk will raise points with them regarding how and who should dictate their time given that the Parish Council are paying for the service.

2527.5 Bell Meadow Playground – Application discussed under planning min ref 2521.1

2527.6 Clerks Progress Report – Noted

2527.7 Annual Parish Meeting – It was agreed that the meeting had been well attended and had proved interesting and useful. There was one matter raised which had already been included in the agenda for this meeting. (See min. ref. 2531.1)

2527.8 **Elections** – The Publication of Notice of Election was made on Friday 15<sup>th</sup> March and duly placed on the noticeboard. Receipt of nominations deadline 4pm on Wednesday 3<sup>rd</sup> April. All seats on each Parish/Town Council within the Maldon administrative area will be up for election. The date of the election is Thursday 2<sup>nd</sup> May.

### 2528. Consultations/Questionnaires

There were none to consider.

### 2529. Highways

2529.1 Pothole/Drainage Issues at Curling Tye Lane have been reported to Highways via Cllr. Channer

2529.2 Footpath Works – County Councillor's nomination list – await information.

### 2530. Local Issues

2530.1 Bell Meadow 1) Goalposts – Cllr. Bunn has fitted the ground anchors – fixing kit required. Also nets still need cable ties – it was agreed that Cllr. Bunn should install steel wire/clip fixings and submit expenses of approximately £32 to clerk. 2) There were no issues/comments from inspections.

2530.2 Footpaths Report. Cllr. Warren submitted his report that despite being battered by Storm Gareth for the past week no fallen trees appear to be blocking our paths, just a few dead branches. FP23 Blue Mill Lane was blocked for a few days by a garden fence. This has been very swiftly cleared and repaired by the landowners.

2530.3 School Report. Cllr. Symons noted that the school are eagerly awaiting an Ofsted inspection. Unfortunately, since the Requires Improvement Ofsted rating a couple of years ago it has struggled to attract numbers despite improvements which are acknowledged by the Local Authority. The knock-on effect of reduced numbers (it was noted that this is mainly due to the new intake, not losing existing

pupils) is reduced funding which is offering some challenges. The school are working on a marketing campaign.

2530.4 Litter – It was noted that the village Litter pick had been successful. Various locations of items reported inc. asbestos along Hop Garden Lane which has now been removed. Motorbike in stream (Manor Road) also reported – MDC to attend. A fly tip at the junction of Stivvy's Road and West Bowers Road had recently been reported.

2530.5 Broadband Update. Cllr. Brown will attend the County Broadband meeting. Following this he will provide an update. General discussion questioned whether now that Superfast Broadband is available in the centre of the village, if the Women's Club or Village Hall have considered having wifi installed for users. If this was a service available to the community it is something the Parish Council could consider contributing to. Clerk will enquire.

2530.6 Zig Zag/Double Yellow Lines - there was no information to update

2530.7 Telephone Box – works by volunteers to maintain the telephone box and install the defibrillator are due to commence.

2530.8 Missing Fence outside Brookside. Following reports from Parish Council this was taken up by Cllr. Channer and Highways have now installed a fence.

### **2531. Matters Raised by Local Residents**

2531.1 Email: Resident would like to plant wild flowers next to the village signs. This was also raised at the Annual Parish Meeting. Whilst not objecting to the principle, it is important to understand that the Parish Council does not own or control the highway verges, apart from the Memorial Garden, and the maintenance of these verges including mowing is carried out by others. There was concern that any conflict with mowing, maintenance and interference with sight lines should be avoided to which end the exact location of the proposals should be determined before any approval from the appropriate authority is sought. It is also pertinent that we direct attention to the Health and Safety requirements for working adjacent to a highway as required by ECC that are stringent.

Cllr. Tompkins will liaise with the resident and request details including the proposed locations before any work is carried out.

### **2532. Correspondence**

2532.1 Various items of correspondence have been emailed to Councillors or put in drop box.

2532.2 MDC Corporate Plan 2019/23 Noted.

2532.3 Essex Libraries – it was noted that Danbury Parish Council have completed an Expression of Interest regarding Danbury Library and asked if Woodham Walter Parish Council would be interested in being involved in discussion and assisting with options for managing an alternative service.

Councillors concluded that there was local interest in Danbury Library including from several residents and also a Book Club who use the services at Danbury Library. Woodham Walter Parish Council will therefore be interested to be involved in discussions.

2532.4 Emergency Plan information to be considered and adopted as necessary.

### **2533. Points of Information and Items for the next Agenda**

None

### **2534. Date of Next Parish Council Meeting:**

Date of next Ordinary Parish Council Meeting Monday 8<sup>th</sup> April 2019 at 8pm in Women's Club.

Signed

**Meeting ended at 9.20pm**

Dated