

## **MINUTES**

Minutes of Annual General Meeting  
and Ordinary Meeting of Woodham Walter Parish Council.  
Held at 8.00pm in Woodham Walter Women's Club, Top Road, Woodham Walter.

**Monday 12<sup>th</sup> May 2014**

### **Present:**

Cllr. Peter Warren  
Cllr. Angus Neale  
Cllr. Andrew Newland  
Cllr. Joanna Symons

Others: Jacky Bannerman (Parish Clerk)

Public: 5

**1178. Welcome** Cllr. Peter Warren welcomed those present to the meeting.

**1179. Apologies For Absence** Apologies were received and accepted from Cllr. James Bunn, Cllr. Mark Durham and County Cllr. Penny Channer.

**1180. Election of Chairman.** Nominations were invited for the position of Chairman. Cllr. Andrew Newland nominated Cllr. Peter Warren, this nomination was seconded by Cllr. Angus Neale and supported by Cllr. Joanna Symons. There were no other nominations and Cllr. Peter Warren was duly elected Chairman.

**1181. Election of Vice-Chairman** Nominations were invited for the position of Vice Chairman. Cllr. Peter Warren nominated Cllr. Andrew Newland, this nomination was seconded by Cllr. Angus Neale and supported by Cllr. Joanna Symons. There were no other nominations and Cllr. Andrew Newland was duly elected Vice Chairman.

**1182. Declarations of Acceptance of Office** All councillors present signed the forms which were then countersigned by the Clerk and duly filed. Cllr. Andrew Newland proposed that the Council resolve to agree that councillors not present can sign their declarations at the next meeting on 10<sup>th</sup> June. This proposal was seconded by Cllr. Joanna Symons and agreed by all present.

**1183. Register of Members Interests** Members were reminded that the Disclosed interests' form should be updated whenever they have an update at any time of the year but needs reviewing at least on an annual basis (usually in May) in order to confirm that all details are up to date. Clerk has sent a link to the MDC website. The Maldon District Council's Local Code of Conduct which we adopted last year remains valid.

**1184. Reviews & Adoptions –** Cllr. Andrew Newland proposed and Cllr. Joanna Symons seconded that the following be reviewed/adopted and/or arrange a meeting with representative in order for various matters to be further reviewed. This proposal was agreed by all present and the following were confirmed/adopted:

1184.1 Standing Orders were duly adopted.

1184.2 Financial Regulations were duly adopted.

1184.3 Inventory of land and assets was duly accepted.

1184.4 Council's complaints procedure was duly adopted.

1184.5 Council's Freedom of Information procedure was duly adopted.

1184.6 Setting the dates, times & place of ordinary meetings of the full council for the year ahead. (The 2<sup>nd</sup> Monday of the month) was duly accepted.

1184.7 Equal Opportunities Policy was duly adopted.

1184.8 Media Policy was duly adopted.

1184.9 Employee Annual Review – To be arranged with Chairman/Vice Chairman.

1184.10 Confirmation of arrangements for insurance cover. Clerk to review.

1184.11 Risk Assessments – to arrange updating risk assessments and ensure policy is adhered to for Community Playground, Bell Meadow - Cllr. Angus Neale to review.

1184.12 Tree Policy – Cllr. Peter Warren confirmed that the annual visual inspection has taken place of trees on land for which Woodham Walter Parish Council has responsibility in Woodham Walter and there were no problems found. Clerk to ask Essex Wildlife Trust for information regarding tree inspections in Woodham Walter Common.

**1185. 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 were 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 to declare and the book was duly signed.

**1186. Public Forum** To receive the views of members of the public on items of business on the agenda or other village matters to be considered by the council.

There were 5 members of the public present who were all in attendance to comment on the planning application at Waggors, Hop Garden Lane.

Mr Keith English commented that the design of house whilst looking wonderful and it was a very professional application, was not right for this location. It is too big for the plot and will dominate the neighbourhood, it is the wrong place for this style of house. He didn't object to the original approval for a Tudor Style but the latest application for a Georgian Mansion is not in keeping. He is happy to have a substantial house just not this style and size. He strongly objects.

Mr Richard Manning and Mrs Mandy Manning commented that the new application is too large for the plot. The mass of brick would be too obtrusive where all the surrounding houses are rendered. They had also objected to the previous application which was approved and don't feel that their comments had been taken into account as the nearest neighbours. The new application is now higher, bigger and with a roundabout near to their boundary. They would have welcomed 3 smaller cottages and feel that this would have been more suited to the plot and location and would have offered alternative accommodation which the village needs rather than another huge individual development. They were also concerned that the house faces towards their property and not towards the road.

Mr Keith English also pointed out that the application does not include any garage/outbuildings which they expect will follow which will further add to the bulk at the site.

Mr Martin Turner commented that the design is not suited to Hop Garden Lane. He was also concerned that the existing leylandi trees if felled would expose the building further which would look atrocious.

The meeting was then closed to the public at 8.15pm. It was then agreed by all councillors that they would move Agenda Item 14.1 to discuss. See Minute Reference: 1191.1

**1187. To approve the Minutes Of Parish Council Meeting Held On Monday 14<sup>th</sup> April 2014** The minutes were approved as a true record of the meeting and duly signed.

**1188. Matters Arising from Minutes of 14<sup>th</sup> April 2014**

There are no matters arising.

**1189. To discuss matters arising from the Annual Parish Meeting held on Monday 30<sup>th</sup> April**

1189.1 Broadband – what can the Parish Council do to improve the broadband service in the village?

Councillors agreed that the speeds achieved in Woodham Walter are not good enough. The Superfast Essex website information reports that *"This area (Woodham Walter) is part of the commercial rollout by BT and other fibre providers such as Virgin Media and is outside the scope of the Superfast Essex Programme. Please contact a commercial Internet Service Provider (ISP) to see what broadband services are available in your area. <http://www.superfast-openreach.co.uk/buy-it-now/>".*

Councillors ask Clerk to write to BT, Priti Patel MP and Cllr. Kevin Bentley who is leading the Essex County Council/ BDUK (Broadband Delivery UK. The Government organisation within DCMS (Department for Culture, Media and Sports), charged with improving national broadband services). Clerk will refer to the Annual Parish Meeting at which there was overwhelming frustration with the current speeds available and the lack of any plans to improve speeds and will suggest via the Parish Magazine that villagers also write with their comments and frustrations.

1189.2 Wood Corner – discussion regarding Mrs Patricia Herrmann's comments regarding the Local Development Plan Policy H6 Provision for Travellers. Councillors reviewed previous comments which the parish council have made in response to the LDP Consultation Policy H6. Councillors ask clerk to write again to Maldon District Council and refer to the Annual Parish Meeting and report that whilst they are pleased to acknowledge that the Wood Corner site has been an enormous success and the community are well integrated in the village the Parish Council would be strongly against any future plans to enlarge the site.

**1190. Woodham Walter Village Design Statement Working Party**

The questionnaires have been printed. Mr David Beattie is organising distribution.

**1191. Planning – APPLICATIONS**

1191.1 FUL/MAL/14/00209 Waggors, Hop Garden Lane

Demolition of dwelling house, boarding kennels and cattery and erection of replacement dwelling.

Cllr. Symons summarised the neighbour consultations which she had carried out. She found that there were many negative comments about it being too big for the plot and the design not suited to Woodham Walter or to the rural location and that the Tudor Style which has already been approved is more in keeping. There was concern expressed that with all the new large properties being built in the

village that there was no affordable housing available. Concerns were also expressed about light pollution. There were also some neighbours who did not want to raise objections.

Cllr. Warren thanked Cllr. Symons for her summary.

Cllr's generally agreed with the views and felt that the comparison to Whitegates made in the application was not valid as the two locations are not comparable. Whitegates is on the main road in the village, this is a completely different location outside of the village envelope and in a more rural position. Even though the application suggests that the increase in size is minimal, the design is far more imposing with the changes to style and the roof design. A rendered finish would make it a softer look in the environment. Councillor's concluded that they object strongly to the application.

Clerk to liaise with Cllr's Warren and Newland and write accordingly.

The public then left the meeting room at 8.35pm

#### **1191.2 TCA/MAL/14/00386 Essex Waterways**

Various tree works over a 5 year period in accordance with tree management plan submitted.

Cllr. Warren to review application.

#### **1192. Planning – DECISIONS (None)**

#### **1192. Other Planning Matters**

1192.1 St Michael's Drainage Easement - Cllr. Bunn to update at next meeting.

1192.2 Royal Oak Quarry

Cllr. Newland to review documents received. Clerk to forward emails regarding Royal Oak Quarry to Cllr. Warren and Cllr. Newland.

1192.3 MDC notification that the LDP has been submitted to the Secretary of State with modifications.

**1193. Payments** The following payments were authorised and cheques duly signed by Cllr. Warren, clerk to contact Cllr. Bunn or Cllr. Durham in order to arrange for countersignature.

1193.1 e-on –Monthly DD

1193.2 A&J Lighting Solutions – Monthly DD

1193.3 Mrs J Bannerman - Clerks Salary/Allowance including 37 hours (additional hours due to additional meeting for APM and also sorting out HMRC and the annual audit paperwork etc)

1193.4 Mrs J Bannerman – expenses – refreshments for APM and printer toner cartridge.

1193.5 D Wallace (DW Maintenance) £140.00

1193.6 LJ Print (Printing of VDS Questionnaire) £98.10

1193.7 Zurich Municipal £225.25

1193.8 Colin Warner (Removal of tree from Bell Meadow) £100

1193.9 LCR Renewal of subscription £17.00

#### **1194. Other Financial Matters**

1194.1 Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
14-Apr-14	Balance			3393.42
30-Apr-14	Precept from MDC	10214.00		13607.42
12-May-14	Transferred to Community A/C 60978876		1100.00	12507.42
<b>Community Account</b>				
14-Apr-14	Balance			658.84
12 May 14	Transferred from Business Reserve A/C 40622818	1100.00		1758.84
12-May-14	May Debits		1104.63	654.21

1194.2 Payroll Services. Clerk reported that she has set up the payroll service with Payroo.co.uk which is free software recommended by HMRC which produces payslips and submits RTI returns to HMRC. Quarterly payments to HMRC will be made and we await paying-in book.

1194.3 End of financial year accounts to 31-3-2014.

Internal Audit – It was noted that Mr Derek Turner has carried out the internal audit and approved the internal control objectives. Councillors are very grateful for his time in this matter.

Cllr. Andrew Newland proposed and Cllr. Joanna Symons seconded that the End of Financial Year Accounts to 31 March 2014 be accepted, all councillors were in agreement. It was noted that 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 has provided regular accounts information through the year and the bank statements and accounts have been

available to view in order to maintain an adequate system of internal control. This to be carried out by the Chairman of the Parish Council during the year 2014/15.

Clerk read each of the statements in the Annual Governance Statement and the response was approved the Audit form was duly signed by Chairman, Councillor Peter Warren and the Clerk. Clerk to arrange sending documentation to the Audit Commission.

1194.4 Receipt of Parish Precept Payment from Maldon District Council: £10214

**1195. Report Of The District Councillor** No report available.

**1196. Other Council Matters**

1196.1 Councillor Vacancy – to date no formal enquiries have been made to clerk, although a few candidates have had informal discussions with various members. Clerk/Councillors to contact interested candidates and invite to the next meeting.

1196.2 Annual Parish Meeting. It was noted that the meeting had been fairly well attended and the draft minutes were a true record of the meeting. Cllr. Symons reported that she had been impressed with the Little Baddow Annual Assembly which was very well attended with stands displaying a range of village organisations. The Mayor of Chelmsford had been in attendance along with John Spence from Essex County Council to discuss highways issues.

**1197. Consultations/Questionnaires** None

**1198. Highways**

1198.1 [2286979](#) The Street –drainage problem adj to Lynton House. Water Co. seen working in the area.

1198.2 [2207327](#) Little Baddow Road – drainage problems. Works have now taken place.

1198.3 Broken finger posts at The Warren entrance(ref:2235941)/Blue Mill Lane/Rectory Road junction ([2275631](#)).

1198.4 [2298696](#) Curling Tye Lane –drainage problems. Awaiting inspection.

1198.5 [2298685](#) Herbage Park Road pothole reported. This has been inspected and assessed.

1198.6 [2311641](#) Little London Lane adjacent to Ravens. Current status: Await site visit.

1198.7 [2311676](#) ([2269129](#)) Blue Mill Lane adj. The Forge. Large re-occurring puddle reported. This has been inspected and assessed.

1198.8 [2308883](#) Curling Tye Lane, missing manhole reported. This has now been replaced.

1198.9 [2322398](#) West Bowers Rd/junct. Rectory Road. Potholes at junction have been inspected and assessed.

**1199. Local Issues**

1199.1 **Bell Meadow/Playground.** It was noted that the bank from the Church to the stream needs cutting – clerk to arrange. There were no other items to report and the book was duly signed.

1199.2 **Footpaths Report** Cllr. Warren reported that foliage is growing at a pace on all footpaths in the parish and in particular FP18 (Falconers Lodge to Wilderness) is virtually impassable. He has written to ECC to ask them to bring forward the cut. Cllr. Warren also reported that he would make contact with Adam Rochester from Essex Wildlife Trust regarding footpaths in Woodham Walter Common.

1199.3 **School Report** No information to report.

1199.5 **Allotments Report** No information to report.

1199.6 **Community Speed Watch** No information to report.

1199.7 **Litter** No information to report.

1199.8 **Crime Report** It was noted that since the last meeting a vehicle had been stolen from Church Corner and a shed broken into and tools removed in West Bowers Road.

**1200. Correspondence**

1200.1 Councillors were reminded about the Service of Dedication at St Michael's on Sunday 18<sup>th</sup> May and Cllr. Angus Neale volunteered to represent the Parish Council.

**1201. Points of Information**

**1202. Date of Next Parish Council Meeting:** Date of next Ordinary Parish Council Meeting Monday 9<sup>th</sup> June 2014 at 8pm in Women's Club.

Signed

Meeting ended at 9.55pm

Dated