

MINUTES

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

Monday 13th May 2019

Present:

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

Others: Jacky Bannerman (Parish Clerk)

Public: None

2555. Welcome Cllr. John Tompkins welcomed those present to the meeting.

2556. Declarations of Acceptance of Office It was noted that following the Parish Council Elections the following were elected uncontested to the position of Parish Councillor for the Woodham Walter Parish. Cllr. James Bunn, Cllr. John Brown, Cllr. Jenny Hughes, Cllr. James Rushton, Cllr. Joanna Symons, Cllr. John Tompkins and Cllr. Peter Warren.

All councillors signed the Declaration of Acceptance of Office forms in the presence of the Parish Clerk as the proper officer of the council.

2557. Election of Chairman Nominations were invited for the position of Chairman. Cllr. Peter Warren nominated Cllr. John Tompkins, this was seconded by Cllr. John Brown. There were no other nominations, all councillors supported the nomination. Cllr. John Tompkins was duly elected to the position of Chairman and accepted the Office.

2558. Apologies For Absence were noted and accepted from District Councillor Mark Durham and County Councillor Penny Channer.

2259. Election of Vice-Chairman Nominations were invited for the position of Vice-Chairman. Cllr. John Brown nominated Cllr. Jenny Hughes, Cllr. James Rushton seconded the nomination. There were no other nominations. All councillors supported the nomination. Cllr. Jenny Hughes was duly elected to the position of Vice Chairman and accepted the Office.

2260. Register of Members Interests Councillors were reminded to complete their disclosed interests on the Maldon District Council on-line form if they have not already done so. Clerk reminded councillors that this should be updated whenever Councillors have an update at any time of the year but needs updating at least on an annual basis (usually in May) in order to confirm that all details are up to date.

2261. 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).

It was noted that Cllr. Joanna Symons has declared a Pecuniary Interest in Planning Application 19/00430 at Shrubbery Farm as she is the applicant. Cllr. John Tompkins has declared a Non-Pecuniary Interest as he has assisted with the application and all other Councillors have declared Non-Pecuniary interests as the applicant is a Parish Councillor.

There were no other interests declared and the register was duly updated.

Cllr. John Brown proposed and Cllr. James Rushton seconded that a Dispensation should be granted to all members and co-opted Members of Woodham Walter Parish Council in certain circumstances which would enable them to take part in the business of the Council even if the member or co-opted member has a disclosable pecuniary interest, other pecuniary interest or a personal interest relating to that particular business as detailed in the report and will remain in place until May 2023. All Councillors supported the proposal.

2262. Public Forum There were no members of the public present.

2263. To adopt the Maldon District Council Local Code of Conduct

Cllr. James Rushton proposed and Cllr. John Brown seconded that the MDC Local Code of Conduct – Revised Version dated 7th April 2016 be adopted. All councillors present agreed and the code was duly adopted.

2264. Reviews & Adoptions

2264.1 Cllr. James Rushton proposed and Cllr. John Brown seconded that the following be adopted, this was agreed by all Councillors as detailed in items 2264.1, i-viii.

- i. Standing Orders (Updated version dated July 2018).
- ii. Council's complaints procedure (Updated version dated 23/4/18).
- iii. Equal Opportunities Policy (dated May 2017).
- iv. Media Policy (Dated 3/12/12).
- v. Tree Policy (Updated version dated May 2019) .
- vi. Staff Appraisal Policy (dated 5/5/17). Staffing Committee & Staffing Sub Committee Terms of Reference. (dated 7/3/18). It was noted that the annual review is due soon.
- vii. Council's Freedom of Information procedure. (dated 07/05/2019)
- viii. Setting the dates, times & place of ordinary meetings of the full council for the year ahead. To be confirmed that the dates of the Parish Council meetings will be on the 2nd Monday of the month at 8pm in Woodham Walter Women's Club. Any changes to these arrangements will be duly notified. With the noted exception of the August meeting which will only take place if there is urgent business or planning applications to discuss and the date will be duly notified.

2264.2 Cllr. James Rushton proposed and Cllr. John Brown seconded that the following be agreed, this was confirmed by all Councillors as detailed in items 2264.2, i-ii.

- i. Confirmation of arrangements for insurance cover. It was agreed that as information and quotes from Insurance companies had only recently been received, that more time is needed to analyse. Councillors agreed that Clerk should speak to existing insurance company to enquire if they can match the other quotes received and if so, the Parish Council agrees to renew the policy with Zurich. Or the Clerk will advise on the best alternative. The Chairman and Vice Chairman are authorised to sign the cheque outside of the meeting to the value of the received quotes.
- ii. Councillor's consent to email service – Councillors signed the consent list and confirmed arrangements.

2264.3 Cllr. James Rushton proposed and Cllr. John Brown seconded that the following be adopted, this was agreed by all Councillors as detailed in items 2264.3, i-ix.

- i. Financial Regulations (dated July 2012) & Annual Investment Strategy (dated 5/5/17) & Financial Risk Assessment (dated 5/5/17).
- ii. Inventory of land and assets
- iii. Risk Assessments – which are continually reviewed and updated.
- iv. Community Engagement Strategy
- v. Risk Management Policy
- vi. Action Plan
- vii. Data Audit and Retention Policy
- viii. GDPR Privacy Notice and Policies
- ix. Business Continuity Plan

2264.4 Cllr. James Rushton proposed and Cllr. John Brown seconded that the following are appointed to Working Parties and as representatives on Committees and as Councillors with special responsibilities. This was agreed by all councillors as detailed in items 2264.4 i-ix.

- i. Bell Meadow Playground Working Party: Cllr. Joanna Symons (Chairman) and Cllr. John Tompkins, Jacky Bannerman, Graham Bannerman, Lisa Carter, Pam Seear, Nigel Cornwell, Bob Jones, Carolyn Filmer.
- ii. Woodham Walter Primary School Governing Body: Cllr. Joanna Symons
- iii. Woodham Walter Allotment Association: Cllr. James Rushton
- iv. Bell Meadow Village Association: Cllr. Jenny Hughes
- v. Village Design Statement: Cllr. John Tompkins and Mr David Beattie

- vi. Footpaths Officer – Cllr. Peter Warren
- vii. Tree Officer – Cllr. Peter Warren
- viii. Broadband – Cllr. John Brown
- ix. Defibrillator – Cllr. John Tompkins

2265. To approve Minutes of Ordinary Parish Council Meeting held on Monday 8th April 2019

The minutes were approved as a true record of the meeting and duly signed.

2266. Matters Arising from the minutes.

There were no matters arising.

2267 Planning – APPLICATIONS

2267.1 19/00430/FUL Annexe Shrubbery Farm, Curling Tye Lane

Conversion of ancillary granny annexe to residential dwellinghouse.

Cllr. Symons having declared a Pecuniary Interest left the meeting room during this discussion.

It was noted that of the neighbours consulted all had been supportive of the application.

Councillors concluded that they support the application.

2267.2 There were no other Planning Applications to note.

2268. Planning – DECISIONS

2268.1 18/00300/FUL APP/X1545/W/18/3211540 **APPEAL DECISION – DISMISSED**

Construction of 10 new holiday lodges.

Appeal Conclusion: The proposed development would not accord with the development plan as a whole and there are no other considerations which outweigh this finding.

2268.2 19/00176/HOUSE High Oaks, Manor Road **REFUSE (DEL)**

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.

It was noted that members were disappointed with this decision.

2268.3 There were no other Planning Decisions to note.

2269. Other Planning Matters

2269.1 Enforcement

- i. Falconers Lodge: Considering the history of the site, Clerk to contact Enforcement Officers regarding deliveries of soil which have been noted at Falconers Lodge.
- ii. There were no other updates

2269.2 TPO 4/19 The Warren Golf Course including Bunsay Downs and Badgers

In the process of considering appropriateness of TPO (14/18) MDC Officers considered it appropriate to identify individual trees, groups of trees and woodlands. The council has therefore decided to withdraw TPO (14/18) and serve a new TPO to include these modifications.

It was noted that area W2 had been omitted from the list which had been noted by the Officer.

Councillors support the proposed TPO.

2269.3 There were no other Planning Matters to consider.

2270. Reports Of the District/County Councillor

To note that following the District Council Elections Cllr. Mark Durham and Cllr. Karl Jenkins were duly elected for the Wickham Bishops and Woodham Ward.

Cllr. Durham had sent a report regarding LED street lighting. Councillors agreed that consideration should be given to replacement of street lights to LED as and when bulbs fail, as the stocks of current type are depleting and no longer available. It was agreed that the colour and intensity of any replacements should be given suitable consideration. Clerk to contact Street Light Maintenance Contractors A&J Lighting regarding possible costs and stock levels of existing bulbs. Clerk to respond to Cllr. Durham and thank him for the information and register an interest in any possible funding options from the County Council.

2271. Payments

The following payments were authorised and cheques duly signed.

Ref:	Payee	Gross	VAT	Net
2271.1	E-on	30.71	1.46	29.25
2271.2	A&J Lighting Solutions	25.20	4.20	21.00
2271.3	Mrs J Bannerman	536.85	0.00	536.85
2271.4	Mr J Bannerman (Expenses – Dropbox annual fee)	79.00	13.17	65.83

2271.5	DW Maintenance	140.00	0.00	140.00
2271.6	CPRE (Annual Membership)	36.00	0.00	36.00
2271.7	LCR (Subscription)	17.00	0.00	17.00
2271.8	Insurance (See note below)	255.71	0.00	255.71

The following points to be noted:

2271.3 The Clerks Salary (32 hours) plus holiday pay and allowance.

2271.8 Insurance – clerk will review the insurance as per minute ref 2264.2.ii.

2271.9 It was noted that the Clerk concluded the process of setting up a new Payroll system with Iris and that the cheque for Clerk salary and Payroll fees for April were duly authorised by the Chairman outside of the meeting. (Min Ref: 2545.7)

2272. Other Financial Matters

2272.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
08-Apr-19	Balance			9854.28
02-May-19	Precept received from MDC	20281.00		30135.28
13-May-19	Transferred to Community A/C		1000.00	29135.28
Community Account				
08-Apr-19	Balance			598.49
01-May-19	Party Tent Hire - Purleigh PTA	75.00		673.49
13-May-19	Transferred from Business Reserve	1000.00		1673.49
13-May-19	May Debits		1120.47	553.02

2272.2 End of year accounts 2018/19 Clerk reported that the Internal Auditor had visited on Friday 10th May. Her written report when received will be shared with councillors. Clerk has carried out the recommendation regarding how to report unrepresented cheques on the account sheets. The deadline for submission of AGAR to the External Auditor is 1st July and the accounts will therefore be considered for approval at the next Parish Council meeting. The Chairman will review the 2018/19 files prior to the next meeting.

2273. Other Council Matters

2273.1 Woodham Walter Common. Essex Wildlife Trust.

- i. Await information re: agreement.
- ii. Date for Village Tour of WWC – morning of Saturday 1st June. There are currently 14 interested persons on the list. Clerk will liaise with EWT and update.
- iii. Parking Area at end of Common Lane – Councillors were concerned to learn of an encroachment on Woodham Walter Common caused by car parking for a domestic party. It was agreed that the Clerk should write to remind the resident that the Common is a Site of Special Scientific Interest (SSSI) and as such enjoys legal protection.
- iv. Danbury Ridge – Living Landscapes – it was agreed that Mr Chris Wheadon should be asked to continue as the Woodham Walter representative.
- v. It was noted that a Tree risk assessment had been received from Essex Wildlife Trust regarding Woodham Walter Common.

2273.2 Bell Meadow Village Association. Cllr. Hughes reported that event planning continues. Clerk has submitted details of the Premises Licence terms to the BMVA.

2273.3 Allotments Association Report. There was no information to report.

2273.4 Community Protection Team i) the following report was noted.

04/04/2019	15:00:00	15:40:00	School parking patrol and check on Bell Meadow
08/04/2019	12:05:00	12:50:00	Tru Cam M038 Rectory Rd x 5 captures
16/04/2019	13:30:00	14:15:00	Tru Cam M038 Rectory Rd x 1 captures

Clerk to request that the team attends during the rush hours with Tru Cam.

2273.5 Bell Meadow Playground – Await Planning Application decision. This will be decided at the NW Area planning meeting on 20th May.

2273.6 Clerks Progress Report - noted

2273.7 Elections – Councillors were reminded to submit a Candidate Expenditure Return even where the submission is nil. The forms will be available this week and should be submitted to the Returning Officer at MDC by 30th May.

2274. Consultations/Questionnaires

2274.1 Park & Ride Concessionary Bus Pass Consultation (Consultation Closes 31st July). Details are posted on the website.

2275. Highways

2275.1 Sustrans Cycle Signposts– await response. Cllr. Channer is investigating.

2275.2 Footpath Works – County Councillor's nomination list – await information.

2275.3 Clerk to report the following issues: Gully's/Footpath Gaps at Church Hill and Little Baddow Road. Pot Hole – Brook Close.

2275.4 It was noted that various road works and road closures had been notified. Including Curling Tye Lane (13-17 May), Rectory Road (28/29 May) and Old London Road (2-4 July).

2275.5 Top Road verge – it was noted that the bank/verge along Top Road and corner Little Baddow Road is looking overgrown. It is noted that many residents maintain the verges adjacent to their properties but if they are not maintained the verges are only cut by the tractor/flail periodically (usually twice in the season) by Highways.

2276. Local Issues

2276.1 Bell Meadow

- i. Goalposts – Cllr. Bunn to install steel wire/clip fixings and submit expenses
- ii. Bees at the goalposts – warning signs erected, the first lot of bees died before any action could be taken, however a second swarm gathered at the same location a few days later and clerk has asked representative from British Bee Keeper's Association to attend.
- iii. Cllr. Tompkins will talk to resident at bottom of Bell Meadow regarding a tree which is over-hanging the footpath.
- iv. There were no other issues/ comments from inspections.

2276.2 Footpaths Report. Cllr. Warren reported:

- i. Bridleway BR5 (Green Road) has at long last been cleared. Completely blocked by a large fallen tree for 2 years it had fallen into disuse. The tree has been removed and overgrown vegetation cut back by ECC contractors. All that remains to be done by MDC is the removal of the many car tyres, bonnets and other car parts that border the path.
- ii. Another long-term problem, the jammed gate on FP4, has now been fixed. Thanks to Colin Warner for an excellent repair job!
- iii. Branches overhanging FP12 south of the Pumping Station have been removed, courtesy of a kind Essex & Suffolk Water workman.

2276.3 School Report. There was no information to report.

2276.4 Litter. There was no information to report.

2276.5 Broadband Update. The report submitted by Cllr. Brown was noted. He had attended a Superfast Essex Meeting and was given information that properties recorded on the Superfast Essex map, to be completed before December 2019, should be completed slightly earlier than that. That is properties spanning from Rectory Road across to and including Bassetts Lane. The reason for the coiled-up cables on the poles and the delay to complete the work in our village, is that the back-haul 'spine' capacity, out of sight, elsewhere on their network is not yet capable of supporting all the extra fast connections. Once the 'spine' work has been completed they will return to connect up the properties to fibre. Apparently, the village end is the easy bit. There is no more information about which properties will get 'full fibre' to the premise (FttP). Some are indicated as such on the interactive map the inference is that the others will not get that. The cut off point is the 30Mbits/s speed. Only if they can't get that with FttC, will they install FttP. For those that are not in any plans, there is still little sign of any money to directly do further works for the benefit of residential properties. There are still current and potentially future plans to help out small rural businesses. Those schemes can include nearby residential properties as long as the primary focus is the business. Outside of the Superfast meeting it was noted that this is something that is being investigated for properties in the village on the Maldon Exchange to pool available grants.

There has been little official information regarding the County Broadband proposal (they have not engaged directly with the Parish Council) but we understand that the County Broadband proposal was 23 properties short but they have extended the deadline and will review it monthly.

2276.6 Zig Zag/Double Yellow Lines - no information to update.

2276.7 Telephone Box – works by volunteers to maintain the telephone box and install the defibrillator ongoing.

2276.8 Crime Reports – Councillors were concerned to note a number of crimes which have been reported in the village over the last few weeks including: House burglary; Suspected Rogue Traders – re: Trees who targeted resident, charged a large sum of money and disposed of the rubbish in an adjacent field, the resident subsequently noted that jewellery had also gone missing; Attempted theft of tractor from Curling Tye Lane, car damaged by hammer after assailants were challenged; Theft of ride-on-mower. In both these cases information shared has found that a silver/light grey Vauxhall was seen in the area during the days prior to the robbery and the subsequent robberies/attempted robberies took place during the same week between 1030 and 1130pm. There were 4 assailants wearing balaclavas. Residents are reminded to report any suspicious incidents to the Police.

Councillors ask clerk to write to Police & Crime Commissioner, copied to District Commander, District Councillors and County Councillor expressing concern at the level of crime in the village

2277. Matters Raised by Local Residents

2277.1 Chris Wheadon had updated councillors that he had decided against planting wild flowers.

2277.2 Cllr. Bunn informed that The Bell who have been storing salt supplies for several years now need the space and ask for it to be removed. Clerk to investigate alternative storage facilities.

2278. Correspondence

2278.1 Various items of correspondence have been emailed to Councillors or put in drop box.

2278.2 Emergency Plan information. Cllr. Tompkins to discuss with Church Wardens.

2278.3 Little Baddow Parish Assembly - Wednesday 15th May at 7.30pm

2278.4 Danbury Parish Assembly – 20th May

2279. Points of Information and Items for the next Agenda

2280. Date of Next Parish Council Meeting:

Date of next Ordinary Parish Council Monday 10th June 2019 at 8pm in Women's Club.

Signed

Meeting ended at 9.40pm

Dated