

MINUTES

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

Monday 14th June 2010

Present:

Mark Durham (Chairman)
James Bunn (Vice Chairman)
David Potter
Claire Robinson
Colin Warner
Peter Warren

Others: Jacky Bannerman (Clerk) Christine McDonald (Village Agent)

Public: 1

252. Welcome Cllr Durham welcomed those present to the meeting.

253. Apologies For Absence Apologies were received and accepted from Cllr. Angus Neale and District Councillor Sheila Young.

254. Register of Declared Interests There were no interests declared, clerk duly signed book.

255. Public Forum There were 2 members of the public present.

255.1 Mrs Sue Williams thanked the parish councillors for their support in opposing the Meadows Barn holiday lodge application and for representing neighbours at the recent Appeal hearing.

255.2 Mrs Williams also commented on the grass triangle at the junction of Bassetts Lane/Little Baddow Road which she feels is in poor condition. Cllr Durham and Clerk informed that they had visited this location with the Highways Officer and there is little that can be done, other than a kerb which is not desirable in this location. No remedial action will be taken.

255.3 Christine McDonald the Village Agent gave her report (see minute ref:265.9). Cllr Durham thanked her for the update and Mrs McDonald then left the meeting room.

255.4 Comment received from Arthur Harlow who could not attend the meeting: he is concerned about the condition of the war memorial shelter and feels that it needs some maintenance work.

Councillors will investigate and report back at next meeting. Also look at the location of the rubbish bin as this has to be leant over to view the notice board.

256. Minutes Of The Parish Council Meeting Held On 10th May 2010. The minutes were approved as a true record of the meeting and duly signed.

257. Matters Arising

257.1 (234) Annual Register of Member Interests – Cllr Durham & Cllr Bunn to return forms at next meeting. Clerk to arrange copies.

257.2 (235.1) Standing Orders – These are currently being circulated to all councillors with a view to adopting at the next meeting.

257.3 (235.4) Confirmation of Insurance Cover. Clerk has been looking into the arrangement regarding school playground insurance. Due to the insurance issues clerk/chairman decided to close the playground outside of school hours on 11th May 2010 until it has been resolved. Clerk has now received confirmation from A-On specifying the required public liability cover. Looking into this matter has also unveiled that the school/parish council dual use agreement needs updating. Clerk is liaising with Head Teacher in this matter. Councillors confirmed that at far as the Parish Council is concerned the playground can now be reopened subject to school confirmation. Clerk to notify Head Teacher.

The insurance policy states that play equipment should have an annual independent technical examination. The school arranges this inspection for the play equipment at the school and provides a copy to the Parish Council but the football posts at Bell Meadow also need to be inspected. Clerk to enquire with Universal Services, the inspection company who visit the school to see if Bell Meadow could be added to their visit. Clerk will talk to Ken Rennie regarding Risk Assessments for Bell Meadow – clerk awaiting risk assessment information from school for the playground.

257.4 (239.1) Little Baddow Footpath leaflet. Clerk has investigated costs of the LB leaflet which were in the region of £1200, this was funded partly by ECC Public Rights of Way office and local sponsorship. The map was reproduced using the licence held by ECC. Councillors conclude that whilst this is a nice idea, it would take a lot of work and unless a grant/sponsorship could be found, it would be too expensive. Clerk to keep an eye out for suitable grants/Cllr Peter Warren to enquire with P3 officer.

258. Planning – APPLICATIONS

258.1 FUL/MAL/10/00324 Jasmin, Blue Mill Lane
Demolition of bungalow and erection of house.

This application is for alterations to existing permission. Councillors had no objections, clerk to write accordingly.

258.2 HOUSE/MAL/10/00374 Hoe Farm, Hoe Mill Road

Retention of gated entrance and new vehicle crossover.

Councillors raised objections to this application on the grounds that the paddock is agricultural land and would need a change of use certificate to which they would also object. It is understood that the land should be used only for purposes incidental to the residential enjoyment of the dwelling and a drive would be in breach of this. The open nature of the countryside in this location should be maintained. They were concerned that developing the paddock would set a precedent for other similar properties with adjoining agricultural land in the village. Councillors felt that the existing entrance has functioned well for many years with good visibility and could see no reason for the proposed changes. Clerk to write with objections to this application.

258.3 HOUSE/MAL/10/00412 Hoe Farm, Hoe Mill Road

New front porch, detached cart lodge/garage.

Councillors raised objections to the porch. They are concerned that the architectural integrity of the façade should be preserved. The porch is not in keeping with the style of the house and the visual impact of the house would be reduced by the addition of a porch. Councillors had no objections to the cart lodge/garage. Clerk to write accordingly.

259. Planning - DECISIONS

There were no decisions to report.

260. Other Planning Matters

260.1 Falconers Lodge. Nothing further to report.

260.2 Woodham Walter Hall Ruins. Councillors are concerned that the scheduling has not received approval from Secretary of State and ask clerk to write to Priti Patel MP and request she looks into matter.

260.3 Meadows Barn appeal: Appeal hearing took place on 2nd June at MDC offices – Cllr. Warner and Cllr Robinson had attended on behalf of the Parish Council. Cllr Warner noted his concern that Maldon District Council do not insist that buildings need to be “redundant” before applying for this kind of change of use.

The result of the appeal hearing is awaited. Mrs Sue Williams left the meeting room.

260.4 (243.4) Hoe Barns site visit – Cllr. Durham trying to arrange.

260.5 (241.1) MDC – response regarding matters arising from lawful development certificates for change of use from agricultural to residential. Extracts from letter as follows: “*Change of use to residential is normally associated with the erection of ancillary garden structures, formal planting of borders and the land being used as a normal residential garden. We rely on Parish Councils and neighbours to alert us to any potential breaches of planning control. Should planning permission be granted for a change of use of land from agricultural to domestic a condition would normally be attached which would read as:*

‘The use of the land hereby permitted shall be used only for purposes incidental to the residential enjoyment of the dwelling to which this permission relates. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order amending, revoking or re-enacting that Order), no buildings, swimming pools, or other structures shall be constructed nor any hardstanding be laid on the extended garden area without express planning permission having been granted by the local planning authority

This condition is normally attached to ensure that the open nature of the countryside is maintained. There is no defined limit to the size of a domestic garden/curtilage, however the size of a house generally corresponds with the size of the garden and this in turn fits in with the adjacent field pattern.

260.6 (241.1) Albany Orchards – response from MDC regarding works taking place which have been investigated and found to be not in breach of any planning conditions. Clerk to enquire if a new entrance gate on the field would need permission.

261. To Authorise Any Payments Due

261.1 e-on – Monthly DD

261.2 A&J Lighting Solutions – Monthly DD

261.3 Clerks Salary + Allowance/Expenses. For purposes of payment this has been calculated at 2009/10 rate.

261.4 Clerks salary + Mileage for attending EALC Finance Course. (NB: Separate payment as coming from Training budget)

261.5 P.H.Williams (Blackwater Landscapes)

261.6 A-on Ltd – Annual Insurance £287.95

261.7 EALC £57.00 (Council Finance Course attended by clerk on 18 May 2010)

261.8 CPRE – Annual Subscription £29.00

261.9 Essex County Council £350.00 (Salt Bin)

261.10 RCCE – annual subscription £40.00

262. Other Financial Matters

262.1 End of financial year – Audit. Clerk informed that the Audit papers have been approved by Derek Turner the Internal Auditor. The Parish Council are very grateful for his help in this matter. Copies of accounts had been distributed to all councillors. 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 read each of the statements in the Annual Governance Statement and after discussion each response was approved. As part of the annual review of council accounts clerk informed that it would be best practise if a councillor viewed the bank statements on a quarterly basis in order to maintain an adequate system of internal control. It was decided that this role should be fulfilled by the Chairman/Vice Chairman. Clerk to arrange as

necessary. Clerk informed that there was one set of figures in this year's accounts that had a significant variation of more than 15% on the previous year; that of income received because the parish council had received funding for the upgrading of the street lights. The Accounts were then proposed for approval by Cllr James Bunn and seconded by Cllr. David Potter. All councillors in agreement, the audit paperwork was duly signed by clerk and Chairman. Clerk to return to Auditors by 12th July 2010

262.2 (244.3) To discuss Clerks Annual Salary review – traditionally clerk has received 1 Spinal Column Point increase. This is an hourly rate increase from SCP 22 £10.198p to SCP 23 £10.498. Also £1 annual increase to monthly allowance from £15 to £16. Councillors had copies of NALC pay scales and Clerk confirms it is councillors discretion as to the award made. Clerk then left the meeting room in order that councillors could discuss. On returning councillors informed clerk that they had unanimously agreed to a 2 point Spinal Column Point increase to SCP 24 in recognition of the courses attended and skills developed.

262.3 Paperwork for new signatories on the bank account. Clerk to pursue.

262.4 Council Finance course – attended by clerk. Clerk had found course to be very useful and will implement best practice procedures.

263. Report Of The District Councillor Councillor Young had offered her apologies for not attending and did not have anything to report.

264. Highways

264.1 (194.16) New road enforcement signage outside School on The Street. Nothing further.

264.2 Annual inspection took place on Wednesday 19th May. Clerk & Cllr. Durham carried out a village inspection with Frances Edwards and Steve Broad.

264.3 Response received following annual inspection. Including approval for salt bin to be located on verge at junction of Top Road/Little Baddow Road; Timing of Verge Cutting – Cllr Warner to speak to Dave Taylor at MDC; Information received regarding gritting schedule, Cllr Warner to forward to Del Butcher; Old London Road – large pot hole will be looked at; Herbage Park Road – due for surface dressing in June; Inspection of Little London Lane revealed condition not too bad, nothing bad enough to need attention, especially considering the low usage; Various pot holes marked up for repair inc. Top Road; Manor Road inspected; Triangle at Bassetts Lane/Little Baddow Road junction inspected and not considered to be in bad condition, no remedial work, only solution would be kerbing which is not desirable in this location.

265. Local Issues

265.1 **Playground/Bell Meadow Rota.** See Minute ref: 257.3 There were no incidents reported and the book was duly signed.

265.2 **Footpath Officer Report** 1) Walkers have queried whether they can still use FP 39 that runs around the eastern perimeter of Thrift Wood. At its northern end where it splits from Woodham Mortimer path FP 4 the farmer has erected a sign that reads "Wild Life Area – Please Keep Off". The path is still a public right-of-way, the sign is just requesting walkers to keep to the path close to the crops and not to stray onto the wildlife strip that he's created between the path and the wood. 2) The discs for FP 6 disappeared from the waymark post at the northern end of the path on Retreat Farm and have now been replaced.

265.3 **PCSO Crime Report for Woodham Walter** No report received.

265.4 **Neighbourhood Action Panel** Date of next meeting: Thursday 1st July 7-9pm W-Walter Village Hall.

265.5 **School Report** Other than the playground insurance, there was no other information to report.

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

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

265.8 **Litter** No information to report.

265.9 **Village Agent** Mrs McDonald had attended the meeting earlier and reported that the project had now been extended to other villages and was going well. There had not been very many referrals in Woodham Walter which was thought to be due to a good community and active parish council. She would be happy to visit and explain the service to anyone interested. Leaflets were left and Mrs McDonald reported that she would be attending the Village Festival in July and Bell Meadow Day in August.

265.10 **Herbage Park** – Cllr. Durham reported on a joint venture agreement with the Dream Lodge Group which will result in further lodges being delivered to the site.

266. Correspondence

266.1 Priti Patel MP – Letter of introduction received. Clerk to write back with an open invitation to attend one of our Parish Council meetings and raise concerns regarding the scheduling of Woodham Walter Hall Ruins with the Secretary of State.

266.2 EALC Mailing – County Update Etc (Including Rural Broadband Partnership info) Councillors completed the broadband survey. Clerk to send off.

266.3 Maldon District Local Strategic Partnership – Making Choices for the District – Survey

266.4 EALC – Highway Panel for Maldon District

266.5 MDC – Rural Facilities Survey

266.6 ECC – Mobile Library timetable

266.7 MDC – Maldon Motor Show – Sunday 4 July 10am-4pm

266.8 MDC – Cleanest Streets in Eastern England

266.9 Essex Biodiversity – Hedgerow Survey (June-Oct 2010) Training Day 13 June.

266.10 Census 2011 – Recruitment information

267. Points Of Information

267.1 Cllr Warner asked if any response had been received regarding Mike Woodcrafts report of his life in Woodham Walter. Clerk informed that she had received an email from his son with permission for the document to be reproduced and an electronic version. Cllr. Durham/Clerk to make further enquiries with a view to printing copies for sale in aid of a chosen charity.

267.2 Cllr Potter had been interested to read planning reports in local newspapers. To be circulated.

267.3 Cllr Robinson reported that the hedge at Fort Cottage was encroaching on the path. She will request owners cut hedge.

267.4 Cllr Durham to attend Armed Forces Day service at MDC. Clerk to chase up passes.

268. Date of Next Parish Council Meeting: Monday 12th July 2010.

Signed

Dated

Meeting ended at 10.40pm