

## MINUTES

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

**Monday 12<sup>th</sup> November 2018**

### **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)  
Cllr. Henry Bass (District Council)  
Cllr. Penny Channer (County Council – in attendance from 8.30pm)

Public: 0

**2427. Welcome** Cllr. John Tompkins welcomed those present to the meeting.

**2428. Apologies For Absence** There were no apologies.

**2429. 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).  
There were no interests to declare and the register was duly signed.

**2430. Public Forum** There were no members of the public present.

**2431. To approve Minutes of Ordinary Parish Council Meeting held on Monday 8<sup>th</sup> October 2018** The minutes were approved as a true record of the meeting and duly signed.

**2432. Matters Arising from the minutes.** There were no matters arising.

### **2433. Planning – APPLICATIONS**

2433.1 18/01279/COUPA Barn 1 & 2, Lodge Farm, Old London Road  
Prior approval of proposed change of use of agricultural building to a dwelling house (Class C3)  
Councillors had no evidence to offer and no comments to make.

2433.2 18/01132/LBC The Bungalow, Warren Golf Club  
Demolition of the laundry building with replacement building comprising wedding guest accommodation.  
Councillors had no further comments to make.

2433.3 18/01203/FUL The Bungalow, Warren Golf Club  
Variation of condition 2 for approved planning permission FUL/MAL/18/00726 (Demolition of the laundry building with replacement building comprising wedding guest accommodation (Class C1 Use)  
Change in design to elevations and minor adjustment to plan.  
Councillors had no further comments to make.

### **2434. Planning – DECISIONS**

2434.1 18/00935/LBC Little London Cottage, Little London Lane **WITHDRAWN**  
Demolition of existing single storey garage and replacement of double single storey garage with parking bay, with minor adjustments to fencing.

2434.2 18/00934/HOUSE Little London Cottage, Little London Lane **APPROVE**  
Demolition of existing single storey garage and replacement of double single storey garage with parking bay, with minor adjustments to fencing.

2434.3 WTPO/MAL/18/00983 Grove Cottage, Common Lane **APPROVE**  
3 Oaks, 2 Hornbeams and 1 Ash – prune overhanging branches by 5 metres (TPO 1/14).

2434.4 18/01010/LDP 4 Mead Pastures **GRANT LDC**  
Claim for Lawful Development Certificate for proposed conversion of existing garage to a play room and utility room.

## 2435. APPEALS

2435.1 18/00216/FUL (Appeal Ref: SSP/X1545/W/18/3201933 Somerset, West Bowers Road  
Change of use of land from agricultural to residential and new access. AWAIT DECISION

## 2436. Other Planning Matters

2436.1 Parish Trigger update – no further information.

2436.2 Enforcement - the updates were noted.

- Falconers Lodge Office – await update.
- Woodham View – await update
- The Grange – No further action.
- Meadows Barn – Occupation of holiday lets – no further action
- Meadows Barn – investigation into field entrance – await update

2436.3 TPO 14/18 The Warren Golf Course including Bunsay Downs and Badgers  
Information received regarding Tree Preservation Order which was made on 29<sup>th</sup> October 2018. The order became provisionally effective on the date it was made and remains so until confirmed or otherwise within the period of six months from that date.

To monitor and report any activities noted.

## 2437. Reports Of the District/County Councillor

Cllr. Bass provided an update on the Superfast Broadband Funding. At the Full Council meeting District Councillors resolved to continue with the original agreed funding of £45k (which will be match funded by ECC and the Government) subject to conditions which are to be negotiated with Essex County Council/Superfast Essex. It has been confirmed that most of the central area of the village should be completed during Phase 2 by December 2019. Although as it is known that some work has already been started, an earlier date may be achieved. Cllr. Bass thanked the Parish Council for the useful information which had been submitted prior to the Full Council meeting which had enabled further research to inform the debate.

Cllr. Bass informed that the MDC reorganisation is continuing and it is likely to be an upheaval for the Council including staff and councillors with proposals for changes to the committees and the constitution but that the result should be some big savings which are essential.

Cllr. Bass commented on the District events for Remembrance which had been well supported and that the silhouette soldiers had been very well received.

Cllr. Channer had sent her report electronically which had been shared with councillors. She also reported on her new role as an Essex Highways Relations Manager. Cllr. Channer had submitted the pot holes reported in the village into the County Councillor Pot Hole scheme. She had also submitted the pavement defects to Julie Martin at Highways who will look into these.

## 2438. Payments

Ref: 2438.9 Poppy Appeal. It was agreed to add a £10 donation to the cost of the wreath.

Ref: 2438.12 Election Course training, it was noted that this would be partially refunded via the Essex Clerks Bursary Fund.

Ref: 2438.13 Annual Direct Debit instruction - Information Commissioners Officer for Annual Data Protection Fee. Clerk advised that a saving of £5 for payment by Direct Debit could be achieved.

Cllr. James Rushton proposed that an annual Direct Debit be set up, this was seconded by Cllr. John Brown, all councillors agreed.

The following payments were authorised and cheques duly signed.

	Payee	Gross	VAT	Net
2438.1	E-on (DD)	25.70	1.22	24.48
2438.2	A&J Lighting Solutions (DD)	25.20	4.20	21.00
2438.3	Mrs J Bannerman (Clerks Salary)	528.26	0.00	528.26
2438.4	Mrs J Bannerman (Clerks Expenses)	16.72	0.00	16.72
2438.5	DW Maintenance (Grass Cutting/MemGdn Seeding)	425.00	0.00	425.00
2438.6	MDC (Community Protection Team)	317.42	52.90	264.52
2438.7	Danbury Fencing (Await invoice)	832.08	138.68	693.40
2438.8	Mr J Warner (Fixing goal posts)	45.00	0.00	45.00
2438.9	Royal British Legion - Poppy Appeal (Wreath)	30.00	0.00	30.00
2438.10	NALC (Local Council Award Scheme)	60.00	10.00	50.00
2438.11	MDC (Grass Cutting)	121.63	20.27	101.36
2438.12	EALC (Election Training Course)	85.00	0.00	85.00
2438.13	I.C.O. (Annual Data Protection fee) (DD)	35.00	0.00	35.00

**2439. Other Financial Matters****2439.1 Summary of Accounts to date.**

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
08-Oct-18	Balance			18338.40
12-Nov-18	Transfer to Community A/C 60978876		2400.00	15938.40
<b>Community Account</b>				
08-Oct-18	Balance			521.07
	tbc Party Tent Income (Lee)	75.00		596.07
12-Nov-18	Transferred from Business Reserve A/C	2400.00		2996.07
12-Nov-18	November Debits		2547.01	449.06

2439.2 ¼ly Expenditure Review to 30<sup>th</sup> September 2018. As part of the system of internal control the Chairman reported that he had reviewed accounts documents and banking statements and found them to be in order. This check will help inform the Annual Governance statement.

2439.3 Barclays Bank – Account Information Update request – Relevant sections were completed and signed. Clerk to action further information requested and send off form.

2439.4 2019/20 Budget – Draft budget considerations to be discussed at the December meeting. Councillors to notify clerk of any budget requirements.

Cllr. Bunn informed that the Memorial Shelter was in need of some maintenance which should be budgeted for. Cllr. Bunn and Cllr. Tompkins will work on a document in order to gain quotes for the work.

**2440. Other Council Matters**

2440.1 Woodham Walter Common. Essex Wildlife Trust – Cllr. Tompkins, Cllr. Warren and Cllr. Brown had attended a tour on 10<sup>th</sup> November with EWT Neil Bedford and Volunteer Warden Chris Wheadon. It had been very useful and interesting to see and understand the works which are taking place. It was agreed that councillors should make an effort to attend a tour on an annual basis. It was agreed that the Common is not widely used and more information should be made available for residents to visit. A public tour will be arranged for the Spring. Further work will take place to formalise an agreement with EWT and the Parish Council. Cllr. Tompkins and Cllr. Warren will continue to liaise with Neil Bedford in this matter. Clerk to write to Neil Bedford and thank him for the tour.

2440.2 Bell Meadow Village Association – No information to report.

2440.3 Community Protection Team - Councillors noted the October statement, the team had not been in the village for the full 4 hours during this month.

2440.4 Bell Meadow Playground – Councillors viewed the draft application documents and plans. It was agreed that subject to final details including location, that the principle of proceeding with the planning application was acceptable.

2440.5 Clerks Progress Report – This has now been updated and will be posted to the dropbox.

2440.6 Risk Assessments – work in progress

2440.7 Staffing Committee – Cllr. Tompkins confirmed the review had been completed.

2440.8 Memorial Garden/Remembrance Sunday. It was noted that the ground works were carried out by DW Maintenance. The 2 new trees were supplied free of charge by James Richmond’s Garden Centre, Greenbrooks (Writtle). James (who lives in the village) also helped to plant them. He also attended to the horse chestnut. The trees were dedicated during a ceremony on Remembrance Sunday which had been very well attended. It was agreed that a watering schedule should be maintained. So far Clerk/Graham Bannerman had watered the trees regularly. Cllr. Bunn agreed to water them every Friday. Councillors were also asked to water them during their inspections of Bell Meadow. Clerk/Graham Bannerman will continue to water weekly. A letter of thanks will be send to Mr Richmond.

2440.9 Standing Orders – clerk to ensure the most up to date version has been adopted.

**2441. Consultations/Questionnaires**

2441.1 Maldon District Skills Strategy. The consultation starts on 25 October and closes on 06 December 2018 at 5pm. Information noted.

## **2442. Highways**

- 2442.1 Devolution and Public Realm/Highway Services. Cllr. Tompkins to attend briefing session.  
2442.2 Pot Hole/Footpath defects – Cllr. Channer included potholes at Top Road and West Bowers Road on list for County Councillors scheme. The pavement defects have been reported separately.  
2442.3 Bassetts Lane/West Bowers Road – Cllr. Hughes reported on a highway surface problem which is causing slippery conditions for horses. There have been a number of slips around the area and in particular at the West Bowers Farm crossing. Cllr. Channer asked for the information to be sent to her.

## **2443. Local Issues**

- 2443.1 Bell Meadow 1) Gate at Bell Meadow – it was noted that the new gate has now been installed. 2) Goalposts – it was noted that the goal posts have now been repaired. Cllr. Bunn will attend to the anchor and cable tie the nets (due to the clips being broken). 3) There were no further issues to report.  
2443.2 Footpaths Report. There were no issues to report.  
2443.3 Tree Report – Cllr. Warren reported that he had inspected the trees on 12/13 September and they appear to be healthy with good growth. Cllr. Warren to review the Memorial Garden trees as part of the inspection.  
2443.4 School Report. – Cllr. Symons reported that as part of her outward facing responsibilities she had been into the school to talk to the School Council about the Parish Council. They had been very interested to hear about what the Parish Council does and are keen to visit Woodham Walter Common. The children were interested in ways that they could link with the Parish Council, one idea was to invite them to the litter pick.  
2443.5 Litter – no information to report.  
2443.6 Broadband – Cllr. Brown reported that County Broadband Fibre had sent letters to many properties in the village and to large areas of Essex generally looking for viable areas.  
2443.7 Zig Zag Lines. Clerk to chase up information and send to Cllr. Channer.

## **2444. Matters Raised by Local Residents**

There were no matters to discuss.

## **2445. Correspondence**

- 2445.1 Various items of correspondence have been emailed to Councillors or put in drop box.

## **2446. Points of Information and Items for the next Agenda**

There were no points of information.

## **2447. Date of Next Parish Council Meeting:**

Date of next Ordinary Parish Council Meeting Monday 10<sup>th</sup> December 2018 at 8pm in Women's Club.

Signed

**Meeting ended at 9.40pm**

Dated