

## MINUTES

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

**Monday 8<sup>th</sup> October 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. Mark Durham (District Council)

Public: 0

**2406. Welcome** Cllr. John Tompkins welcomed those present to the meeting.

**2407. Apologies For Absence** were received and accepted from District Cllr. Henry Bass and County Cllr. Penny Channer.

**2408. 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. Symons declared a Pecuniary Interest in the planning application at Shrubbery Farm as she is the applicant. Cllr. Tompkins declared a non-pecuniary interest as he has assisted with the application. All other councillors present declared non-pecuniary interests as Cllr. Symons is a member of the Parish Council. Cllr. James Bunn declared a non-pecuniary interest in planning application at Little London Cottage as he is a close friend of the applicant.

There were no other interests declared and the book was duly signed.

### **2409. Public Forum**

There were no members of the public present.

**2410. To approve Minutes of Ordinary Parish Council Meeting held on Monday 10<sup>th</sup> September 2018** The minutes were approved as a true record of the meeting and duly signed.

### **2411. Matters Arising from the minutes.**

There were no matters arising.

### **2412. Planning – APPLICATIONS**

2412.1 18/00934/HOUSE and 18/00935/LBC Little London Cottage, Little London Lane  
Demolition of existing single storey garage and replacement of double single storey garage with parking bay, with minor adjustments to fencing.

It was noted that Councillor James Bunn declared a non-pecuniary Interest as he is a close friend of the applicant.

It was noted that amendments have been made to the application. Councillors support the application.

2412.2 18/01010/LDP 4 Mead Pastures

Claim for Lawful Development Certificate for proposed conversion of existing garage to play room and utility room.

Councillors had no evidence to offer and no comments to make.

2412.3 18/01119/HOUSE 5 Church Corner, Oak Farm Road

Two storey and single storey extensions.

Councillors concluded that although this is a large extension, the site can take it and the design is good. Of the neighbours consulted there were no objections. Councillors support the application.

2412.4 18/01125/LDE Shrubbery Farm, Curling Tye Lane

Claim for Lawful Development Certificate for the existing use of land to the south of Shrubbery Farm as private amenity space serving Shrubbery Farm.

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

This application had arrived after the setting of the agenda. It was discussed under the scheme of delegated powers and the clerk will respond accordingly.

Councillors had no evidence to offer and no comments to make.

#### **2413. Planning – DECISIONS**

2413.1 18/00956/FUL Warren Lodge Park, Herbage Park Road **APPROVE**

Extension to existing swimming pool and gym building.

It was noted that Councillors had raised no objections but commented that given that the extension is a very large hall that consideration to be given to conditioning hours of use and noise levels in order to avoid continuing complaints from villagers. The Officer concluded that this would not be possible because the original approval did not have any such conditions.

#### **2414. APPEALS**

2414.1 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.

Notification of appeal which will be determined by written representations. Councillors had no further comments to make. Clerk to respond that the position of the Parish Council remains extant.

#### **2415. Other Planning Matters**

2415.1 Parish Trigger update – no further information.

2415.2 Enforcement

- Falconers Lodge Office – await update.
- Woodham View – The enforcement officer has visited the site and investigations are continuing.  
Resident informed clerk that ECC Highways have confirmed that the new gate in the field entrance is acceptable.
- The Grange – await update.
- Meadows Barn – Occupation of holiday lets and investigation into field entrance - await update

2415.3 Warren Estate – Pre-Application Consultation. The fact-finding meeting had been very useful and Clerk has written to invite again as the plans progress.

#### **2416. Reports Of the District/County Councillor**

Cllr. Durham reported on a Broadband issue which has emerged. The Maldon District Council Finance Committee have proposed axing funding for Superfast Broadband across the District and has recommended to the Full Council that the funding should be withdrawn. Councillor Durham is appalled at the decision and indicated that he does not support the proposal. It will be voted on at the full Council meeting on 8<sup>th</sup> November. Cllr. Durham had been involved in the negotiations and decision originally and the funding of £45k from Maldon District Council was to be match funded by Essex County Council and then the Government would further match fund the full amount. MDC are therefore turning their backs on £135k of funding. The decision will be to the detriment of rural areas in the district including Woodham Walter. Cllr. Durham advised the Parish Council to write to every member of MDC.

Parish Councillors agreed that the decision was to the detriment of the rural district including Woodham Walter. Clerk to send a letter to all Members at MDC, our County Councillor, Penny Channer and the County Councillors responsible for Superfast Essex, urging them not to ratify this decision but to honour the agreement made with Essex County Council and Superfast Essex. Clerk will also send a village email to alert parishioners and urge them to contact our District Councillors.

Cllr. Durham concluded his MDC report, informing Councillors that the Transformation Project at MDC is progressing. He also informed that there will be a Library Consultation soon.

Clerk reported that Cllr. Channer had sent various pieces of information including an initiative for County Councillors to nominate their 20 worst potholes in the district which need urgent attention. Clerk to compile a list of potholes and footpath defects in Woodham Walter.

**2417. Payments** The following payments were authorised and cheques duly signed.

- 2417.1 E-on –Monthly DD – £24.87 (inc. £1.18 VAT) Await Invoice
- 2417.2 A&J Lighting Solutions – Monthly DD £25.20 (inc. £4.20 VAT)
- 2417.3 Mrs J Bannerman - Clerks Salary (31 hours) & allowance £398.07
- 2417.4 DW Maintenance (await invoice)
- 2417.5 MDC (Grass Cutting at Bell Meadow) £30.41 (inc. £5.07 VAT).
- 2417.6 EALC ( Local Council Awards Briefing) £10.00

- 2417.7 Essex Records Office £50 (Donation re: storage of documents)  
 2417.8 Boyd Sports & Play Equipment Ltd (Backtube) £235.20 (inc. £39.20 VAT)  
 2417.9 Boyd Sports & Play Equipment Ltd (Nets) £80.00 (inc. £14 VAT)  
 2417.10 SLCC – Clerks Joint Networking Event/Training £15.00

**2418. Other Financial Matters**

2418.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
10-Sep-18	Balance			18838.40
08-Oct-18	Transfer to Community A/C 60978876		500.00	18338.40
<b>Community Account</b>				
10-Sep-18	Balance			1033.82
08-Oct-18	Transferred from Business Reserve A/C 40622818	500.00		1533.82
08-Oct-18	October Debits		1012.75	521.07

2418.2 ¼ly Expenditure Review to 30<sup>th</sup> September 2018 The document was noted. The Chairman will carry out a review of the accounts.

**2419. Other Council Matters**

2419.1 Woodham Walter Common. Essex Wildlife Trust – a meeting has been arranged for Councillors to tour the common on 10<sup>th</sup> November, meeting at Pheasant House Farm (parking available, gate open from 9am) for a 9.30am departure. A public tour will be arranged for the Spring.

2419.2 Bell Meadow Village Association – No information to report.

2419.3 Community Protection Team - to note August and September statements which detail 27 Trucam reports of speeding which will result in police prosecution. Councillors are encouraged at the numbers of offenders being caught and hope that this will result in a general reduction in speeding through the village as word spreads that the team are regularly out and about in the village. Clerk to request that multiple locations are used.

2419.4 Bell Meadow Playground – The final quote has now been received. The Working Group are due to meet to discuss the next stage. Planning Application to be submitted. Open meeting to be arranged to present proposals.

2419.5 Clerks Progress Report – This has now been updated and will be posted to the dropbox.

2419.6 Business Continuity Plan – Cllr. James Rushton proposed and Cllr. John Brown seconded that the report be adopted, all councillors agreed and the revised report was duly adopted.

2419.7 Risk Assessments – work in progress

2419.8 Staffing Committee – Discussion took place in closed session due to the confidential nature of the content. The Parish Council agreed to increase the Clerk's contracted hours by four per month bringing them to thirty-two with immediate effect. The final report of the Staffing Committee will be presented to Councillors at the next meeting.

2419.9 Memorial Garden/Remembrance Sunday

- Remembrance Day including WW1 Centenary – St Michael's Church are planning a service including re-dedicating the clock, wreath laying and dedication of 2 new trees. The service will be led by Dr Graham Blyth at 10.30am on Sunday 11<sup>th</sup> November.
- Cllr. Tompkins will lay the Parish Council wreath.
- The Parish Council will also be involved with the planting/dedication ceremony on the Memorial Garden - 2 trees are to be planted. Clerk has arranged with local resident Mr Richmond (Greenbrook Garden Centre) who has agreed to supply the trees. All councillors are invited to attend. Consideration being given to who will carry out planting/liasing with Church. It was noted that the original Planting and Dedication programme from 1936 was available for councillors to view.
- Memorial Garden – weeding, levelling, seeding - Quote from DW Maintenance was accepted.
- Memorial Garden – No parking signs – it was agreed that we should look into some no parking signs which are more in keeping.
- Memorial Garden – To consider a village sign. Councillors agreed to look into the idea of having a village sign – location to be decided. The sign can also be used as a Parish logo.

Cllr. Tompkins had done an initial design which includes the Bell, Church, Canal and Agricultural scenes. It was agreed that consultation and feedback from the village will be needed. Typical costs will be investigated as this will need to be budgeted for/grant funding applied for.

- MDC Silhouette Soldier on display in the church – Clerk has recently received a note that the soldier can now be kept permanently by the Parish.

#### **2420. Consultations/Questionnaires**

2420.1 Environment Agency Flooding – Cllr. John Brown had investigated, it was agreed that no comments were necessary.

#### **2421. Highways**

2421.1 Hoe Mill Bridge – Scour protection scheme. Delayed to August 2019.

2421.2 Devolution and Public Realm/Highway Services. Clerk has registered the interest of the Parish Council regarding the proposed pilot scheme and awaits further information.

2421.3 EALC Highways Briefing – There were no councillors available to attend.

2421.4 Pot Hole/Footpath defects – clerk to create list of most urgent problems and send to Cllr. Channer for inclusion in County Councillors scheme.

2421.5 It was noted that additional 30mph repeater signs have arrived in the village.

#### **2422. Local Issues**

2422.1 Bell Meadow 1) Gate at Bell Meadow – Danbury Fencing due to carry out works in approx. 4 weeks 2) Goalposts – Clerk has received delivery of replacement parts and nets from Sportsequip. Josh Warner is due to carry out repairs in a couple of weeks. 3) The Inspection Record is now available on the dropbox for updating. It was noted that the BMD Parking Signs have now been removed. There were no further issues reported.

2422.2 Footpaths Report. Cllr. Warren reported that the bridge on FP5 (West Bowers Road to Little London Lane) has been replaced.

2422.3 School Report. – Cllr. Symons is due to meet the Headteacher and had no information to report.

2422.4 Crime/Police Report. No information to report.

2422.5 Litter. The flytip along Manor Road has been reported.

2422.6 Broadband . Further to earlier discussion (min ref.2416) Cllr Brown reported on the recent Superfast Essex meeting which he had attended. Subject to the Broadband Funding/MDC Decision, what is planned for Woodham Walter should go ahead by end of 2019 but other areas in the village have no hope as there is no more money. It is worth noting that there are two wireless providers available in the village.

2422.7 Zig Zag Lines. Await update

#### **2423. Matters Raised by Local Residents**

2423.1 Ursula Lawton – would like the Parish Council to consider finding someone to tidy up the village – she manages her area but thinks the rest of the village could do with a tidy up.

Councillors do not consider the village to be so untidy that it warrants funding to employ someone. Councillors are concerned that when members of the parish go about tidying up that they do so at their own risk and should consider wearing high visibility clothing. The Parish Council organises an annual Village Litter pick which takes place in February and many residents litter pick as they go which is greatly appreciated.

#### **2424. Correspondence**

2424.1 Various items of correspondence have been emailed to Councillors or put in drop box.

2424.2 ACE weight management volunteer sought

2424.3 Royal Mail – SCAM Mail awareness

2424.4 Developing a Dementia Friendly Community – any volunteers for Little Baddow talk on 14<sup>th</sup> November at 7.30pm

#### **2425. Points of Information and Items for the next Agenda**

2425.1 Cllr. Bunn has a selection of historic village photos which he is happy to show to councillors. It was suggested that this could take place prior to the next meeting.

#### **2426. Date of Next Parish Council Meeting:**

Date of next Ordinary Parish Council Meeting Monday 12<sup>th</sup> November 2018 at 8pm in Women's Club.

Signed

Meeting ended at 9.20pm

Dated