

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.
Held at 8.00pm in Woodham Walter Women's Club, Top Road, Woodham Walter.
Monday 14th April 2014

Present:

Cllr. James Bunn (Chairman)
Cllr. Peter Warren (Vice Chairman)
Cllr. Andrew Newland
Cllr. Joanna Symons

Others: Jacky Bannerman (Parish Clerk)

Public: None

1158. Welcome Cllr. James Bunn welcomed those present to the meeting.

1159. Apologies For Absence Apologies were received and accepted from Cllr. Mark Durham, Cllr. Angus Neale and District Councillor Henry Bass.

1160. 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 declared and the register was duly signed.

1161. 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 no members of the public present.

1162. To approve the Minutes Of Parish Council Meeting Held On Monday 10th March 2014

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

1163. Matters Arising from Minutes of 10th March 2014 There are no matters arising.

1164. Woodham Walter Village Design Statement Working Party It was noted that the committee are due to meet on 23rd April.

1165. Planning – APPLICATIONS

There were no planning applications to consider.

1166. Planning – DECISIONS

1166.1 LBC/MAL/14/00075 West Bowers Hall, West Bowers Road APPROVE

To demolish the surviving part of the small bakehouse.

1166.2 FUL/MAL/13/000976 Warren Golf Club WITHDRAWN

To realign several of the current 18 holes of golf on the Warren course in order to eliminate the current fairway crossovers.

1166.3 FUL/MAL/14/00119 The Warren House, The Stable APPROVE (NW)

Conversion of stable building to provide a new five bedroom house.

1167. Other Planning Matters

1167.1 St Michael's Drainage Easement. The document has been sent to the PCC and awaits signature.

1167.2 MDC – Parish Council Representations on Planning Applications. Councillors commented that the form may not always do justice to the parish council's views for an application and therefore certain applications do not lend themselves to a response by a tick box. There will be times when additional narrative is required and councillors are keen to see that they are still offered an opportunity to do this. Councillors agreed that the parish council's role is to give officers/members the benefit of discussions as parish councils often have detailed information about the locality through personal knowledge/ historic knowledge/consultations/comments from local residents or there maybe anomalies which we would wish to bring to the council's attention. There was also a query in the information provided from MDC, councillors ask what Prematurity means in terms of Material Planning Considerations? Clerk to write with comments.

1168. Payments The following payments were authorised.

1168.1 e-on –Monthly DD

1168.2 A&J Lighting Solutions – Monthly DD

1168.3 Mrs J Bannerman - Clerks Salary/Allowance/HMRC including 28 hours + additional hours for Annual Report (16 hrs) and attendance at Parish Clerk's Forum and SLCC Training Event. (8 hrs)

1168.4 Mrs J Bannerman – expenses – stationery & postage.

1168.5 D Wallace (DW Maintenance)

1168.6 LJ Print (Printing of Annual Report)

1168.7 Woodham Walter Village Hall Assoc. (Hire of hall for Annual Parish Meeting)

1168.8 EALC/NALC Affiliation Fees

1169. Other Financial Matters

1169.1 Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
01-Apr-14	Balance	4493.42		4493.42
14-Apr-14	Transferred to Community A/C 60978876		1100.00	3393.42
Community Account				
01-Apr-14	Balance			645.14
14-Apr-14	Transferred from Business Reserve A/C 40622818	1100.00		1745.14
14-Apr-14	April Debits		1160.56	584.58

1169.2 Payroll Services. Clerk reported that there was a further issue with services provided by Douglas Tonks Ltd. Clerk liaised with Chairman and HMRC to insure all matters are now resolved. Having considered all the options it was decided to bring the administration of the payroll back in-house with relevant authorisation and checks put in place. Clerk to make necessary arrangements with HMRC.

1169.3 Having investigated dual authorisation with our on-line banking system it was noted that as long as it is possible to continue making payments by cheque, which is the preferred method of this parish council, this will not be necessary.

1169.4 31st March marks the end of the financial year, clerk has prepared the end of year accounts. Audit information has been received and the accounts need to be formally signed off at the May meeting before being sent off to the Auditors by 9th June. Clerk to arrange for Chairman and internal auditor to view accounts in order to meet with financial requirements and best practice. It was confirmed that Mr Derek Turner would be asked to carry out the internal audit. Clerk to arrange.

1169.5 Insurance renewal information received, clerk to review.

1169.6 Geoff Hicks has been in touch on behalf of the school regarding funding for a 5 a-side/netball court in return for community access to the new facilities. Councillors concluded that there are not sufficient funds available to provide financial support and they have no evidence that the facility is in demand by the community. It was noted that there may be grants available from various sources for example the Community Initiatives Fund. Clerk to forward details to Mr Hicks.

1170. Report Of The District Councillor There was no report available.

1171. Other Council Matters

1171.1 Councillor Vacancy – to date no enquiries have been made. Clerk has advertised the position in parish magazine and annual report.

1171.2 Annual Report 2013/14 It was noted that the report has been received from the printer. Councillors commented that it looks very good and provides excellent information to parishioners. Clerk has arranged distribution routes for councillors and the reports are to be delivered over the coming week. It was noted that the Annual Parish Meeting is on Monday 28th April at 8pm. Invitations have been sent and the meeting has been advertised. Members were asked to arrive from 7.15pm in order to help set out chairs etc. It was confirmed that Mrs Tina Warren and Mrs June Chandler will attend to make tea/coffee. Clerk to purchase refreshments.

1171.3 Clerk reported that she has attended two parish clerks events – the Maldon District Parish Clerk's Forum on 12th March included information about new guidelines to respond to Planning Applications, Tree Management, Cost of Elections amongst other things. And SLCC training day including information on insurance.

1172. Consultations/Questionnaires

1172.1 Essex Replacement Mineral Local Plan – Notification of Proposed Main Modifications – Public Consultation from 13 March – 24 April. Cllr. Newland viewed documents and reported on the limited scope of the consultation which does not require a response from WWPC.

1172.2 Mobile Library Service – Queen Victoria PH stop will cease from 30th June. Correspondence with councillors concluded no response required.

1173. Highways

1173.1 2286979 The Street –drainage problem adj to Lynton House. Clerk to chase up.

1173.2 2207327 Little Baddow Road – drainage problems. Works have now taken place – await rain to see if it has worked!

1173.3 Broken finger posts at The Warren entrance(ref:2235941)/Blue Mill Lane/Rectory Road junction (2275631). *These have been inspected and assessed.* Clerk to chase up.

1173.4 2298696 Curling Tye Lane –drainage problems. Awaiting inspection.

1173.5 2298685 Herbage Park Road pothole reported. This has been inspected and assessed.

1173.6 2311641 Little London Lane adjacent to Ravens. Await inspection.

1173.8 2311676 (2269129) Blue Mill Lane adj. The Forge. Large re-occurring puddle reported. This has been inspected and assessed.

1173.9 2308883 Curling Tye Lane, missing manhole reported. Report on line reads: ...has been assessed and the hazard has either been resolved or does not meet our investigatory levels. Councillors ask clerk to enquire what are the investigatory levels used?

1174. Local Issues

1174.1 **Bell Meadow/Playground.** It was noted that Colin Warner has tended to the tree which fell in the storms. There were no issues to report and the book was duly signed.

1174.2 **Footpaths Report** 1) The broken stile on FP12 adjacent to the water pumping station has been removed. 2) There are still 3 trees across footpaths and flooding is still an issue in places although paths are passable. 3) Most of the crossfield paths have been sprayed off by farmers.

1174.3 **Woodham Walter Common** Cllr. Warren and Cllr Symons reported that they had visited WW Common on 14th March for an interesting tour. Adam Rochester, The Essex Wildlife Trust representative explained that they are seeking Parish Council backing to the blocking off of some duplicate paths, they have cut down some holly trees to block them, this is necessary in order to minimise the number of tree inspections or remedial work that they have to carry out and also to assist with muntjac deer management. They are also proposing developing a new pond where regular flooding occurs and the existing footpath will be re-routed accordingly. They are also seeking to use an enclosure system for sheep to graze in order to clear certain areas. Councillors discussed the proposals and offered support in principal although seek clarification on the policy basis on which they are blocking off the paths. Are the official footpaths the only right of way and therefore users wander at the own risk on other areas? Cllr. Warren to speak to Adam Rochester at EWT to discuss further.

1174.4 **One Place On Wheels** - Woodham Walter. Next visit including mobile police vehicle – TBC.

1174.5 **School Report** The projected intake for September is 15 pupils which will result in a school role of 107.

1174.6 **Allotments Report** Cllr. Warren attended the AGM at which Gill Orford stepped down as chairman and the role was taken on jointly by Sue Cumming and Jane Weedon, the Secretary and Treasurer . It was reported that Mr Maynard had been informed and was happy with the arrangements. Cllr. Warren confirmed that he was happy to remain as the nominal Parish Council representative.

1174.7 **Community Speed Watch** Sessions due to begin again.

1174.8 **Litter** Clerk has reported the litter between The Warren and The Anchor.

1174.9 **Police Report** PC Lea Keane had offered her apologies. It was noted that there were 3 reported crimes in the parish since the last meeting.

1175. Correspondence

1175.1 EssexWildlife Trust - Danbury Ridge Living Landscape – Partnership Working. They would like to arrange a meeting during week beginning 28th April. Cllr. Bunn offered to liaise with this.

1176. Points of Information

1176 It was noted that Priti Patel MP will be holding an open meeting at the Village Hall on Friday 25th April.

1177. Date of Next Parish Council Meeting: Monday 28th April 2014 Annual Parish Meeting at 8pm in Woodham Walter Village Hall. Date of next Ordinary Parish Council Meeting and Annual General Meeting - Monday 12th May 2014 at 8pm in Women's Club.

Signed

Meeting ended at 9.30pm

Dated