

MINUTES

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

Monday 14th March 2011

Present:

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

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

Public: 0

411. Welcome Cllr. Bunn welcomed those present to the meeting. Cllr. Robinson proposed and Cllr. Potter seconded that Cllr. Bunn should chair the meeting. All in agreement.

412. Apologies For Absence received and accepted from Cllr. Mark Durham and Cllr. Angus Neale.

413. Register of Declared Interests No interests were declared and the book was duly signed.

414. Public Forum

414.1 Mrs Christine MacDonald the Village Agent commented that the Annual Parish Report was very good and worthy of being permanently archived. Cllr. Bunn agreed to move agenda item 14.9 See minute ref: 424.9 Mrs MacDonald then left the meeting room at 8.07pm

415. Minutes Of The Parish Council Meeting Held On 14th February 2011. The minutes were approved as a true record of the meeting and duly signed.

416. Matters Arising

416.1 (406.8) Cllr. Potter apologised that he had not been able to attend the litter pick in February and commented on the staggering amount of rubbish that had been collected.

417. Planning – APPLICATIONS

417.1 No planning applications were received.

418. Planning - DECISIONS

418.1 Noted Cllr Bunn attended the NW Committee meeting to represent WWPC on two applications. (Meadows Barn & Hoe Farm) Cllr. Durham to attend NW meeting in March where Hoe Farm application will be decided as this had to be deferred due to a mistake in the paperwork.

418.2 FUL/MAL/10/01058 Meadows Barn, Bassetts Lane **APPROVED (NW Committee)**
Erect balconies to front and rear and change window design in midstreys and additional dormer to rear elevation.

Councillor's asked clerk to write and express that the council is disappointed with the decision because the property is on higher ground and they think the balconies will be visible and overlook neighbouring properties.

419. Other Planning Matters

419.1 Falconers Lodge. Clerk has requested progress report.

419.2 Planning Service Restructure – information sheet received.

420. Payments The following payments were authorised and cheques duly signed.

420.1 e-on – Monthly DD – noted the account is currently £94.74 in credit (Minute Ref: 331.1)

420.2 A&J Lighting Solutions – £20.52 inc VAT. Cllr. Robinson proposed and Cllr. Potter seconded that a Monthly Direct Debit be set up. Clerk filled in the necessary form which was signed by Cllr. Bunn and Cllr. Warner.

420.3 Clerks Salary + Allowance/Expenses. Plus additional salary for Annual Report production.

420.4 Hamiltons £465.00 (Work is due to commence on 15th March, clerk has requested invoice as soon as possible in order that payment can be made in this financial year, cheque for amount in original quote authorised but will not be paid until work is completed). Cllr. Bunn to inspect work before cheque is paid. All councillor's in agreement.

420.5 Alzheimer's Society. 100 copies printed. Total Sold to date: 86, 12 unsold, 2 foc copies were sent to Mr Woodcraft. Total income received to date: £260 Total possible income if/when all copies are sold: £296. Printing costs were: £49.09. Cllr's agreed to pay Alzheimer's Society £210.91 with a view to making a further payment when the remaining copies are sold. Clerk to write to Alzheimer's Society and Mr Woodcraft.

421. Other Financial Matters

421.1 Audit Commission – noted appointment of auditor.

421.2 HMRC - Parish Council Clerks PAYE implementation. Councillor's discussed with clerk the new arrangements which are due to come into effect from 6th April. Clerk informed councillors that she would have an additional tax liability of approximately £220 per year. According to HMRC rules there should also be a reduction in the monthly allowance for use of home as office. Clerk will be entitled to receive holiday pay which has not previously been claimed, provision for this will need to be made in the budget. Clerk to register Parish Council as employee with HMRC. Clerk to investigate financial implications for both clerk and parish council and find out how the parish council should legitimately pay clerk to compensate for resulting loss of earnings. Clerk to seek advice from personal accountant and internal auditor and attend course at EALC (see minute ref: 421.3).

421.3 Tax & Audit course at EALC – 8th April. Councillor's agreed that it would be useful for clerk to attend this course.

422. Report Of The District Councillor No report available.

423. Highways

423.1 Ref: 3047205 Salt for salt bin. Chased 8/3/11 as still empty, awaiting response.

423.2 Cllr Warner has removed the concrete debris on corner of triangle at junction of Curling Tye Lane/Manor Road which was felt to be hazardous and is waiting to speak with Mr Pearce.

423.3 Ref: 1841795 Rotten finger post on HPR at Warren entrance. Update 8/3/11: Inspector visited and felt that this was sturdy and no maintenance required.

423.4 Correspondence received from Victoria Nolan regarding condition of Little London Lane. Councillors ask clerk to report with Highways.

423.5 (405.5) Drainage problem at the bottom of Bassetts Lane caused in part by blocked ditches adjacent to Elwy Cottage which is going to be cleared by owner. But there is also a blocked pipe opposite the entrance to Yeoman's. (West towards Little Baddow). Clerk to report.

423.6 Curling Tye Lane – junction of Old London Road. Both new road name signs have disappeared. Clerk to report.

423.7 Salt bin request from local resident - Spring Elms/Bassetts Lane clerk to email gritting criteria to Cllr. Bunn.

423.8 Hoe Mill Road/Rectory Road – opposite Blue Mill Lane junction. Broken manhole cover near finger post sign on verge. Clerk to report.

424. Local Issues

424.1 **Bell Meadow/Playground** There were no reported incidents and the book was duly signed.

424.2 **Footpath Officer Report** i) The branches of a fallen tree blocking FP22 have been cut back. ii) Extra or replacement waymark discs have been nailed up on FP6, 13, 18 and bridleway BR2.

424.3 **Crime Report for Woodham Walter.** No information received. The One Place on Wheels visits are now on a Friday from 1-2pm. Next visit which includes the mobile police vehicle – Friday 11th March and Friday 15th April from 1300-1400 at WW Village Hall.

424.4 **Neighbourhood Action Panel** No information received.

424.5 **School Report** No information received.

424.6 **Allotments Report** A cheque had been received for the next instalment of the loan repayment. However as this has arrived a month earlier than expected Clerk will await new financial year in April before paying into account. This has been accepted by Allotments Association.

424.7 **Community Speed Watch** Clerk has spoken to Richard Ager at Safer Roads Bureau and to PC Tony England. They have agreed that we can operate with volunteers who received the original training back in 2007 and the re-training/training of all volunteers will be arranged as soon as possible. PC England is investigating a venue with over-head projector, possibly at MDC one evening. The risk assessments will be done by Richard Ager who is going to contact Jacky to arrange soon. Jacky is liaising with team to arrange a suitable time for a session.

424.8 **Litter** i) Clerk enquired about formal arrangements for disposing of the litter following future village litter picks. Gerald Lewsey from MDC Waste Management informs that if we let them know in advance and leave it all in one place, they will arrange to collect on the next working day.

ii) Correspondence received from Chris Wheadon re: litter picking in Wood Corner area.

Councillor's felt that suggestion to ask Wood Corner residents to litter pick was not likely to achieve a positive reaction. Cllr. Robinson to speak informally to new site manager.

iii) Clerk to report propane cylinder along Curling Tye Lane near the bridge between Old London Road and Manor Road junctions.

424.9 **Village Agent** Mrs MacDonald delivered a set of information regarding the Digital Switchover which will be delivered with April parish magazines. Assistance is available and she can be contacted on the usual numbers or via parish clerk.

424.10 **Street Lights** Clerk believes that all the street lights are now functioning correctly.

424.11 **Collapse of bank** Further correspondence from Mr Keep. Clerk to enquire with Environment Agency for feedback. The ECC Footpath Officer had felt that users of FP36 would walk further into the field.

424.12 **Woodham Walter Common** i) Proposed signage from Essex Wildlife Trust. Councillor's felt that the sign would have no impact on the course of the incident between horse and cyclist and had no relevance; they assumed the wrong sign had been sent. Clerk to respond accordingly.

ii) Living Landscapes consultation. Cllr. Warren reported that the document is part of a national initiative. Essex Wildlife Trust, the County Council and other organisations have come together to produce an ambitious project which is a vision for the next decade including wildlife corridors, ideas on land for better use. It is a far reaching document and includes several mentions of Woodham Walter. Councillor's agree that they should all read it and discuss at next meeting. Leanne has offered to attend one of our meetings. Councillor's to view document and then decide if meeting was necessary.

424.13 **Rectory Road** – noted grass outside houses has been cut by Moat but not collected, clerk has written to request collection.

425. Miscellaneous

425.1 Annual Parish Meeting & Report – Report has been completed and needs to be distributed by councillors before the period of election purdah. Councillor's agreed that the report was informative and was a good way of communicating to the parish. The Annual Parish meeting is scheduled to commence promptly at 8pm. People are invited to arrive from 7.30pm. Councillor's asked to arrive at about 7.15pm to help set out the chairs/tables? Cllr Warren confirmed that Tina Warren & June Chandler would be able to serve the refreshments.

425.2 Elections – Thursday 5th May 2011. (Including elections for District Councillor's and Parish Councillor's as well as the referendum on the voting system for UK parliamentary elections) Deadline for nominations is noon on 4th April. Nominees will need to be proposed and seconded by members of the parish electorate. If the number of nominations does not exceed the number of vacancies (i.e. 7 nominations for councillor's for Woodham Walter Parish Council) then the positions will be uncontested. If more than 7 parish councillor nominations are received then a poll will be necessary and this will take place on 5th May. There are financial implications if a poll is necessary although precise figures are not available. Councillor's agreed that if a poll is required, separate polling cards will not be requested as ballot papers can be issued at the polling station, this will minimise the costs to the parish council as far as possible. We will still have to pay for the ballot papers and a proportion of the hall hire and staffing costs. It was noted that the period of election purdah begins on 28th March until polling day on 5th May. Normal parish council business can continue during this period under certain rules. Further information on elections available from Parish Clerk. Formal notices to be displayed on notice board outside Chapel Stores.

425.3 Census Day – 27th March 2011.

426. Correspondence

426.1 Mobile Library service review – no community will lose its mobile library service and no changes are proposed to the stops in Woodham Walter.

426.2 Parish Transport Rep Meeting – Tuesday 12th April

426.3 English National Concessionary Travel Scheme (Bus Pass) – important changes to be displayed on notice board.

426.4 Essex Police – Parish Councillor briefing.

427. Points Of Information

427.1 Cllr Warner informed that the crime rate in the Witham area has increased significantly recently and incidence have also been reported in Hatfield Peveral and Terling. Reports of theft of oil from oil tanks; break in's of sheds and outbuildings; theft of old 4x4 vehicles.

428. Date of Next Parish Council Meeting: Monday 11th April 2011.

NB: The April Parish Council meeting will follow the Annual Parish Meeting which begins at 8pm. The venue for the April meetings is Woodham Walter Village Hall.

Signed

Dated

Meeting ended at 9.40pm