

MINUTES

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

Monday 12th March 2018

Present:

Cllr. Joanna Symons (Chairman)
Cllr. John Brown
Cllr. James Rushton
Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)
Cllr. Mark Durham
Cllr. Henry Bass

Public: 3

2275. Welcome Cllr. Symons welcomed those present to the meeting.

2276. Apologies for absence were received and accepted from Councillor John Tompkins, Councillor Jenny Hughes, Councillor James Bunn and County Councillor Channer.

2277. 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 declared and the register was duly signed.

2278. Public Forum There were 3 members of the public present.

A representative from The Warren was in attendance to listen to proceedings regarding the planning application FUL/MAL/18/00160.

A local resident was in attendance to register objections to the planning application FUL/MAL/18/00160. She outlined her objections regarding highway safety and concern that the entrance to the site will be opposite her property which would create headlights disturbance. She questioned whether the application was for 1 property as there were references to more than 1 property in the application.

The representative from the Warren stated that the application is for 1 property.

Mr Chris Wheadon was in attendance as the Woodham Walter representative on the Living Landscapes committee. See Minute ref: 2291.1

Mr Wheadon then left the meeting room at 8.10pm

2279. To approve Minutes of Ordinary Parish Council Meeting held on Monday 12th February

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

2280. Matters Arising from the minutes.

2281.1 (2270.5) Cllr. Warren reported that he had enquired about the tyres at the top of the Water Pumping track and they are in fact being used by the maintenance team and will be removed when works are complete.

2281. Community Protection Team The Service Level Agreement had been received having taken account of the alterations which had been proposed by the Parish Council. Cllr. John Brown proposed and Cllr. James Rushton seconded that the document be approved and signed. All councillors agreed and Cllr. Joanna Symons signed the document on behalf of the Parish Council. Clerk will liaise with Sharon Bartle at the CPT. The Parish Council looks forward to welcoming the team in the parish in April.

2282. Clerks Progress Report It was agreed that the document is useful even though it is additional work for the clerk.

2283. Bell Meadow Playground

Cllr. Tompkins reported: At the behest of the Parish Council a Working Party was formed to consider the feasibility of creating a new children's playground following the withdrawal of community use of the School installation.

The Working Party has now met three times. The first meeting decided that it was necessary to establish community interest and the level of likely usage. This was demonstrated by circulating an agreed

questionnaire to every household in the Parish as well as to the School and Tadpoles as interested parties. There were 93 questionnaires returned representing a 30%+ return, of which 23 were from the School and Tadpoles. The returns indicate a child village residency of 27 aged up to 16 years and up to 127 regular children visitors. 88% of the returns indicated that a community playground would be a village asset with a 76% encouragement of use. There were 5 negative responses and with some expressing concern on costs. It is hoped to display the questionnaire results at the Annual Parish Meeting; in the meantime they will be available on the Parish Website.

At its latest meeting, the Working Party considered an illustrated factual report on the questionnaire. It concluded that there was a sufficient positive response to proceed to the next stage of inviting three selected suppliers to put forward proposals and costs for consideration. To this end a sub-group has been formed to instigate negotiations with prospective suppliers and to consider funding. When all the proposals and costs have been submitted it is hoped that the Parish Council will support an exhibition to facilitate a full public consultation before any major decisions are taken. The next meeting is set for 4th April 2018.

Clerk reported on additional costs for the Parish Council which are currently being investigated and will include a maintenance contract.

Cllr. Durham reported on Active Essex who are encouraging the use of adult equipment and that funding may be possible.

2284. Planning – APPLICATIONS

2284.1 FUL/MAL/18/00160 Land south of The Grange (Whitegates), Herbage Park Rd
Residential development for one detached dwelling.

Clerk reported to councillors that two letters had been received from neighbouring properties and a summary of the points raised was read out. Cllr. Warren had carried out neighbour consultations and of the properties visited they all object to the application.

Councillors concluded that they strongly object to the applications and made the following points:

- The application site falls within a Section 106 agreement which was created to protect the area from future development.
- The new entrance onto the highway presents a significant risk. It was noted that the Highways Authority have not raised objections but councillors disagree with this report and continue to raise objections on the grounds of highway safety.
- There are numerous inaccuracies within the application documents and supporting paperwork, as there have been in previous applications made by the same agent on behalf of the applicant. Mistakes include naming the wrong village; the shop which closed down in 2013; References to Bell Common and the village green which is incorrect and should be Bell Meadow; Reference to Waggars dog kennels which has been closed down for a couple of years; The bus timetables are out of date.
- The application is for 1 dwelling but there is clear reference to 4 houses within the supporting documents which refer to 'housing' and 'houses' including a plan showing 4 houses within the Access Appraisal information. The location of the access road also adds to this evidence.
- The village does not need this sort of housing.
- The site is outside of the village settlement boundary.
- Sustainability has not been proven.
- There would be a detrimental impact on the adjacent property at The Grange and to the houses opposite.
- The supporting documentation does not list the adopted Woodham Walter VDS as being a material consideration. There are a number of elements of the application which are not in line with the VDS document and this should have been taken into account by the applicant.
- The woodland fronting Herbage Park Road plays an important role at the entrance to the village by screening the golf club and the lodge site and forming the entrance to the Arcadian village. This would be partially destroyed and fragmented by the new access and the forward visibility splays required for highway safety. There is also insufficient width for a supplementing green screen.
- The Heritage statement sets the Church at 80m due north of the proposal yet the other supplied documentation sets it as 95m. This is inconsistent. The impact on the heritage asset will be significant and will add further distraction when conjoined with the Grange, making the vista from the Church even more unacceptable. The proposal sits within the Church setting and does not outweigh the loss or harm to the heritage asset.

District Councillor Durham interjected on a number of occasions during the discussion and commented that with his knowledge of the area it is not ancient woodland and was the location of an orchard. He also said that the Highways response would negate any highways safety comments. He questioned if the S106 agreement included the application site but clerk was able to clarify that it is.

Councillors asked Cllr. Durham and Cllr. Bass to call the application in for a committee decision if the officer recommendation differs from the Parish response. They agreed to do this.

Clerk will liaise with councillors to write a strong objection including relevant policies.

The local resident then left the meeting room at 8.40pm

2284.2 AGR/MAL/18/00219 Barn at Manor Farm, Manor Road

Prior notification for a proposed new barn to store hay and straw.

Councillors support the application.

2284.3 FUL/MAL/18/00216 Somerset, West Bowers Road

Change of use of land from agricultural to residential and new access.

Councillors agreed it would ultimately be down to Highways safety, but in terms of planning permission for a change of use they had no objections.

The representative from The Warren then left the meeting room at 8.45pm

2286. Planning – DECISIONS

2286.1 NMA/MAL/18/00132 Chelmer, West Bowers Road **REFUSE (DEL)**

Application for non-material amendment following grant of planning permission HOUSE/MAL/17/01036 (First floor extension to chalet bungalow to form two storey dwelling house). Amendment sought: To add window on the rear elevation between the French doors/Juliet balconies. On all elevations change rough render at first floor with Marley Cedar Weatherboard leaving render at ground floor.

2286.2 TCA/MAL/18/00127 Memorial Garden, adj to Bell Meadow **APPROVE (DEL)**

Crown lift all the trees within the defined area. Removal of gorse bush.

2287. Other Planning Matters

2287.1 Memorial Garden Trees – it was noted that works may now be undertaken. Clerk to arrange with DW Maintenance and Colin Warner.

2287.2 Parish Trigger update – District Cllr. Bass/Cllr. Durham reported that MDC had looked into the legal requirements of the council and that all they have to do by law is notify the Parish Council of the application. It is up to each Parish Council to access the documents from the MDC website. It has been decided that it is not possible for MDC to send out emails with all the documents to clerks and that they will all need to be downloaded individually from the Planning Portal. MDC are looking into the possibility of a Download All button on the Planning Portal.

Councillors/Clerk outlined the difficulties of this including the additional time and data allowance that will be required for clerk and for all councillors. The new arrangement makes the Parish Council's system of circulating documents more complicated and it will be less easy to carry out neighbour consultations without the documents. The village is still very poorly served by Broadband and the MDC website is not fit for purpose. This new system will result in an onerous task for all parishes.

A response had been received from EALC but this was confusing and they have not addressed the point which the Parish Council had asked them to look at which was a mechanism for a group of Parish Councils from the Maldon District to get together to discuss the removal of the Parish Trigger. Councillors are resigned to the fact that this decision is unlikely to be reversed and are disappointed that Maldon District Council and Councillors did not sufficiently consider the impact on Parish Councils.

In terms of having the documents available to view during Parish Council meetings, this will need to be considered further. The Clerk will need to download the documents onto the laptop prior to the meeting because broadband is not available in the meeting room. It will be considered if the purchase of an A3 printer is necessary, although it was agreed that the clerk should not rely on having to get copies printed by external methods which would add time and inconvenience to the process.

2287.3 Enforcement 1) Granville Manor - no breach found re: building works, case closed. There are no conditions attached to permission regarding lighting. 2) Falconers Lodge Office – await update. 3) Woodham View - Clerk to enquire if any permission is required for recent works.

2287.4 Essex Design Guide – available on-line from 28th February.

2287.5 Maldon Design Guide – now available on-line. Adopted in December. Hard copy will be sent to Parish Council.

2288. Payments The following payments were authorised and cheques duly signed.

2288.1 E-on –Monthly DD – £20.43 (inc. £0.97 VAT) . Notification that prices due to go up in April from 15.75p per kWh to £17.90p per kWh

2288.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

2288.3 Mrs J Bannerman - Clerks Salary 32 hours + allowance £403.01

- 2288.4 HMRC ¼ly payment £123.80
 2288.5 Mr J B Warner £70 (Supply and fit new dog bin post)
 2288.6 Mrs J Bannerman Expenses (Toner) £48.78

2289. Other Financial Matters

2289.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
12-Feb-18	Balance			11212.98
05-Mar-18	Interest Received	6.15		11219.13
12-Mar-18	Transferred to A/C 60978876		700.00	10519.13
Community Account				
12-Feb-18	Balance			507.28
12-Mar-18	Transferred from A/C 40622818	700.00		1207.28
12-Mar-18	March Debits		689.96	517.32

2289.2 Appointment of Internal Auditor – Appointment of Internal Auditor – Cllr. James Rushton proposed and Cllr. Peter Warren seconded that Nancy Powell-Davies be appointed as the Internal Auditor. All councillors agreed. Clerk to arrange.

2289.3 Bank Account Signatories – it was agreed that the signatories will be changed after the AGM in May to include the outgoing Chairman, new Chairman and new Vice Chairman.

2290. Reports Of the District/County Councillor it was noted that Cllr. Channer had sent a copy of her report by email.

Cllr. Durham reported that MDC still do not know the details of the Business Rate retention; MDC are hosting a national conference re: Nuclear facilities; Site investigations have started taking place at Bradwell B; Draft NPPF have been received and they are checking how the changes will impact on the district.

Cllr. Symons asked the District Councillors to explain about the current poor service that the Parish has received with refuse collections. Clerk noted that she had been in touch with MDC to complain that the Parish has been missed out and currently looks very untidy with pink sacks all over the place and misleading information being given on the MDC website. It is disappointing that so soon after the village litter pick was completed, that there are now bits of rubbish all over the place again and that MDC were looking into the possibility of carrying out a litter pick following the collection of the rubbish. Cllr. Durham and Cllr. Bass explained that the snow had led to a number of difficulties in catching up and that areas on a Thursday collection (which includes Woodham Walter) had been particularly badly affected. There were problems with the information received from the contractor who was unable to fulfil what was promised due to an increase in the amount of rubbish to be collected, working within maximum driver hours etc. The council are looking at how they can deal with similar situations better in the future.

2291. Other Council Matters

2291.1 Woodham Walter Common/Living Landscapes – Chris Wheadon reported that that the Living Landscapes group are carrying out an ancient tree survey, establishing how many ancient trees are in each parish. The survey will be done with land owner permission and he will liaise with Cllr. Warren as the Tree Officer. They are also identifying areas where wild flowers can be planted on verges/banks and would also like to encourage residents to grow wild flowers in their gardens. The group recently held a successful hedge row planting in Little Baddow. He is due to meet with the Warren Golf Club to discuss the conservation area near to the lodges and will provide more details in due course. Cllr. Symons asked who is represented at the Living Landscapes meetings and Mr Wheadon informed that there are about 7 organisations including local Parish Councils. Mr Vaughan from The Warren informed that the meeting is on 28th March with Essex Wildlife Trust and they are going to discuss internal walks and trails.

2291.2 Bell Meadow Village Association. Next meeting has been arranged for 7pm on 21st March at the Queen Vic – all welcome, the committee need to encourage more volunteers.

2291.3 Allotments Association. Cllr Rushton reported that the AGM had taken place. The plots have all now been taken.

2291.4 Annual Parish Meeting – notes have gone out requesting annual reports.

It was agreed that as well as the Community Protection Team, there should also be an agenda item for an update on the playground working party.

Councillors considered an Annual Parish Award as suggested at our September meeting but decided although a nice idea it would result in difficulties. It was decided that it would be better to send out thank you letters on an ad-hoc basis.

2291.5 Annual Parish Meetings – Danbury (Monday 23rd April) Cllr. Symons to attend. Little Baddow (Wednesday 18th April) – Volunteer needed.

2291.6 Archive of Parish Documents – ongoing

2291.7 Data Protection – Ongoing. Update from Ian Phillipson (from MDC) who attended the Clerk's Forum: MDC are going to offer to provide a DPO and expect to make visits (probably 2 annually) to Parish Clerks to advise. The cost is likely to be in the region of £200. The Parish Council need to appoint a SIRO (Senior Information Risk Officer) and a DPO (Data Protection Officer). Latest advice seems to be that the SIRO could be the clerk or a councillor and has to be different to the DPO.

There is a wealth of information coming out from all directions.

Cllr. Brown noted that the NALC advice looked useful and that the Parish Council should consider adopting its recommendations. There are many areas of data protection that are likely to be covered by statutory laws. Clerk should investigate the cost of Insurance for breaches of Data Protection.

Clerk will liaise with Cllr. Brown on Data Protection.

2291.8 Staffing Committee / Grievance policy. The two policies were approved. Cllr. Joanna Symons proposed and Cllr. John Brown seconded that they be adopted. All councillors agreed.

2292. Consultations/Questionnaires

2292.1 CCG's in mid and south Essex – Public Consultation launched (extended to 23rd March.) Response has been emailed.

2292.2 GDF Consultation ref: Bradwell Power Station (geological disposal facility). There was no response required.

2292.3 Chelmsford Local Plan Consultation. Chelmsford Pre-Submission Local Plan/Sustainability Appraisal/Habitats Regulations Assessment. Consultation runs from 31 January until 14th March Clerk to respond that the Parish council should be noted as a stakeholder for Woodham Walter Common.

2293. Highways

2293.1 To consider how the village coped with snow – salt/grit management. No action needed.

2293.2 Cllr. Brown to complete Survey from Highways

2293.3 Cllr. Symons to attend Highways briefing.

2294. Local Issues

2294.1 Bell Meadow 1) Gate at Bell Meadow – it was agreed that sufficient attempt had been made to gain additional quote. Clerk will go back to Danbury Fencing and instruct them to complete job 2) Dog post on Bell Meadow has been repaired. 3) There were no issues to report and the book was duly signed.

2294.2 Footpaths Report. Cllr. Warren reported that the paths are all very muddy. The footpath at the Water Pumping Station is likely to be closed for another month. He has reported various broken footpath signs and other minor issues. The Bridleway at the back of Wood Corner is still blocked.

2294.3 School Report. Cllr. Symons reported that the Head Teacher is now back at work. Cllr Symons had recently been in to do some reading with children. She is currently doing a skills audit of the governors.

2294.4 Crime/Police Report. It was noted that the Warren had suffered another break-in and tractors stolen.

2294.5 Litter. February Litter pick - successful pick with 26 sacks collected by 12 volunteers. It was noted that the missing dog posters have reappeared – this has been reported to MDC. There is a poster on the noticeboard. Councillors are asked to remove any others that they see as they are considered obtrusive and litter.

2294.6 Broadband – Cllr. Brown reported that an investigation into the costs of FTTP (Fibre to the Premises) had resulted in a quote for £39k!

2294.7 Zig Zag Lines – await response.

2294.8 Bus Services – timetable information received for new D6 service which is on Tuesday and Thursday to/from Maldon.

2294.9 Mobile Library – the stop at Wood Corner will be withdrawn because it is not assessable to the new larger vehicle and therefore will not be served from 3 April. Consultation on going as to how libraries can interact with communities. We have been invited to attend an event at Maldon Library on 28th March from 7-9pm.

2294.10 Queen Vic – Councillors considered the impact of the closure of car park for school/Tadpoles users. Councillors agreed that it is a shame the new landlords have taken this decision. Cllr. Symons will talk to the school/tadpoles to find out if there had been any reasons. There were thought to be a number of areas that the pub could work with the local community and councillors will consider if they can help at all. Clerk will investigate how to register as a community asset.

Cllr. Durham then left the meeting room at 10.50pm

2295. Matters Raised by Local Residents

None

2296. Correspondence

2296.1 Various items of correspondence had been emailed to Councillors or put in drop box.

2296.2 Village of the Year – it was agreed not to enter.

2297. Points of Information and Items for the next Agenda

2298. Date of Next Parish Council Meeting:

Date of next Ordinary Parish Council Meeting Monday 9th April 2018 at 8pm in Women's Club.

Date of Annual Parish Meeting – Monday 16th April 2019 at 8pm, in Woodham Walter Village Hall.

Signed

Meeting ended at 11.00pm

Dated