

# **MINUTES**

Minutes of Meeting of Woodham Walter Parish Council – Annual General Meeting  
Held in Women's Club Room, Top Road, Woodham Walter.

**Monday 11<sup>th</sup> May 2009**

## **Present:**

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

Others: Jacky Bannerman (Clerk)

Public: 2

**20. Welcome** Cllr. Warner welcomed those present to the meeting.

**21. Apologies For Absence** Apologies were received and accepted from Cllr. Angus Neale and District Councillor Sheila Young

**22. Election of Chairman** Cllr. Colin Warner confirmed that he was happy to continue as Chairman for another year. The nomination was therefore proposed by Cllr. David Potter and seconded by Cllr. Mark Durham. There were no further nominations and Cllr. Colin Warner was duly elected to the position of Chairman for the year 2009/10.

**23. Election of Vice-Chairman** Cllr. Mark Durham confirmed that he was happy to continue as Vice-Chairman for another year. The nomination was therefore proposed by Cllr. Claire Robinson and seconded by Cllr. Peter Warren. There were no further nominations and Cllr. Mark Durham was duly elected to the position of Vice-Chairman for the year 2009/10.

**24. Declarations of Acceptance of Office** All councillors present duly signed the annual forms, clerk countersigned and filed. Cllr. Neale to sign form at meeting on 8<sup>th</sup> June 2009.

**25. Register of Members Interests** Councillor's Warner, Potter, Warren and Robinson duly signed the annual forms, clerk countersigned and filed. Councillor's Durham, Bunn and Neale to submit and sign forms at meeting on 8<sup>th</sup> June 2009.

**26. Register of Declared Interests** No interests were declared, the record book was duly signed.

## **27. Public Forum**

Cllr. Bunn requested he leave the meeting due to feeling unwell. Chairman Warner and all councillors in agreement.

There were two members of the public present, in attendance regarding planning application FUL/MAL/09/00328 & LBC/MAL/09/00329. Mr Connett explained that following meetings with Maldon District Council Planning & Conservation officers he is now hopeful that plans at Ashmans will be approved.

**28. Minutes Of The Parish Council Meeting Held On 14<sup>th</sup> April 2009.** The minutes were approved as a true record of the meeting and duly signed.

## **29. Matters Arising**

29.1 Street Lighting (2008/09:196.7/204.2) Clerk has spoken Angela Balcolmbe at ECC who has confirmed that we will be awarded funding by ECC through the Making The Links budget for replacing lighting if the Parish Council pay 20% of the cost. Clerk to issue an invoice to ECC and provide bank details and contact A&J Lighting.

29.2 Bell Car Park (2008/9: 211 and 2009/10:8.1) Cllr. Potter asked if any response had been received to letter written regarding Bell Parking. Clerk informed that no response had been expected as the letter sent to MDC Planning was updating on situation and had not initiated any questions for them to respond to. The letter had been copied to the owner of the Car Park and no response had been received.

29.3 Party Tents (2008/9: 16.11) Cllr Robinson and Cllr Durham continuing investigations regarding storage boxes/bags.

29.4 Top Road Hedge (2008/09: 18.1) Clerk had spoken to the owner of hedge and was informed that it will be cut back when the nesting season has concluded.

29.5 Cllr. Bunn reported that he had spoken to Dave Weedon regarding new catch on the Bell Meadow gate.

## **30 Annual Parish Meeting on 20<sup>th</sup> April – Matters Arising.**

30.1 Ivor Brearley drew to the attention of councillors that the street light opposite his house (Coppers, The Street) was very overgrown with ivy including the wires. He had reported this some weeks ago and been informed that it would be 18 weeks before anything is done. Councillors agree that clerk should also report this problem to the electricity company.

30.2 Vivienne Clark asked when the gating is likely to happen. Clerk has chased - waiting response.

30.3 Graham Beighton commented on the appearance of hedge rows with gaps and stated that it would be better if there was visual continuity, particularly Oak Farm Road between the Church towards Tom Tit Lane. Cllr. Warner informed that the Parish Council could ask the landowner to fill the gaps and that grants may be available

to achieve this. Councillors conclude that this cannot be achieved at this time of year but Cllr. Warner will investigate.

30.4 Sheila Young commented on rubbish between Runsell Green & Warren entrance. Clerk has chased – waiting response/action.

30.5 Hilda Field raised concerns re: MALBUS 4. Clerk/Chairman have written/attended meeting to support. See item 38.10

### **31. Planning – APPLICATIONS**

31.1 FUL/MAL/09/00328 & LBC/MAL/09/00329 Ashmans, Curling Tye Lane.

Demolition of porch and boiler building, new two storey side extension, flat roofed glazed link as entrance to house and access to outbuilding, new dormer to rear elevation and roof and glazed screen to hallway.

Councillors discussed the plans and had no objections. Clerk to write accordingly.

Mr Connett & Ms Dolphin left the meeting.

31.2 FUL/MAL/09/00289 Greenlanes, Spring Elms Lane.

Extension to existing utility area.

Councillors discussed the plans and had no objections. Clerk to write accordingly.

### **32. Planning - DECISIONS - None received.**

### **33. Other Planning Matters**

33.1 Falconers Lodge. Nothing further to report.

33.2 Woodham Walter Hall Ruins. Nothing further to report.

33.3 Meadows FUL/MAL/09/00163 – Clerk reports that the MDC web-site has been updated with further correspondence but that there is still no date for a decision. Councillors discussed the site and that they understood that the agricultural restriction was down to the owners using 'that' land at The Meadows for agricultural purposes and not as appears to be the case in letter received from Peter Le Gry, that the wording of the agricultural occupancy condition does not rely on any agricultural activity taking place on the site itself. Councillors conclude that as the agricultural restriction is not part of the planning application this was probably not relevant. It is clear that the application is a very technical case and Councillors remain concerned. Councillors ask clerk to raise with District Councillor Sheila Young and request that she updates the parish council.

33.4 Orchard Bungalow. Cllr Warren asked about the status of the building work taking place at Orchard Bungalow. It was thought that Planning Permission was approved some time back. Clerk to investigate/confirm.

### **34. To Authorise Any Payments Due** The following payments were authorised and cheques signed.

34.1 e-on – Monthly DD

34.2 A&J Lighting Solutions – Monthly DD

34.3 Clerks Salary + allowance. Councillors discussed and approved clerks annual salary increment and increase to monthly allowance for using home as office. The new Spinal Column Point is SCP 22 £10.097 per hour and the monthly allowance increases to £15.

34.4 Blackwater Landscapes

34.5 Woodham Walter Village Hall Association £15.50 (Balance of Hall Hire on 20<sup>th</sup> April)

### **35. Other Financial Matters**

35.1 Clerk had issued accounts to councillors in advance of meeting. Clerk detailed one alteration to the figures and explained the reason; that a cheque for £10 issued in 2008/09 period, had not been cashed before the year end of 31/03/09. Clerk read the annual governance statement and informed councillors of current controls for internal audit; this being that an internal audit is completed once per financial year and that the accounts are available for inspection by councillors if required at each parish council meeting. This discussion formed part of the review of the effectiveness of controls. Councillors did not have any questions and agreed that the form should be signed at the next meeting after the internal auditor had received the accounts. Clerk to arrange for internal audit to be completed. Clerk to arrange necessary paperwork for noticeboard.

35.2 It was noted that the Parish Council has received the Annual Precept from Maldon District Council £10,449.00

35.3 Allianz Insurance PLC renewal of policy. Clerk and Councillors agree the insurance documents and authorise cheque for £285.09

### **36. Report Of The District Councillor** No report.

### **37. Highways**

37.1 (194.1) Parking outside of The Bell Public House. Clerk has been informed that Highways have raised a work ticket which has been forwarded to the contractor to install the bollard opposite The Bell PH

Cllr Warner raised concerns regarding difficulty for Blackwater Landscapes to cut grass in this area, specifically near the horse chestnut tree, when cars are parked here. Councillors discussed installing bollards and/or signs to deter but this solution was not thought to be appropriate. Councillors decided the best solution was to put a return on the hedge which would stop cars being able to access the grass in this location. Cllr. Warner to ask Paul Williams from Blackwater Landscapes to carry out this work during the autumn.

37.2 (194.16) New road enforcement signage outside the Primary School on The Street.

Clerk has been in contact with Highways and they are looking into the suggestions of using the Traffic Signs 2002 Act to reduce the size/position of the signs.

37.3 Noted various pot holes along Little Baddow Road have been filled.

37.4 Cllr Durham informed clerk of new white lines painted along Herbage Park Road, they have painted over or against pot holes including ones which have been marked out with orange marker! Clerk informed Highways – no response received.

### **38. Local Issues**

38.1 **Playground/Bell Meadow Rota.** The book was duly signed. There was one report of broken glass which had been cleared from Bell Meadow.

#### **38.2 Footpath Officer Report**

Mark Durham has arranged for a lorry load of road planings supplied by ECC to be spread along the stretch of FP 12 between the pumping station and The Warren House. Hopefully this will cure what has been an extremely boggy path every winter. It was also reported that some new way markers have been erected in the parish.

#### **38.3 PCSO Crime Report for Woodham Walter (March & April) .**

28/03/09 – Theft– Informant reports that he has just come out to his car to find drivers side window smashed and sat nav taken. No CCTV and no persons seen enquiries ongoing.

38.4 **Neighbourhood Action Panel** Date of next meeting: tba

38.5 **School Report** It was reported that the school are being routinely visited by the Ofsted inspection team.

38.6 **Allotments Report** There was no report. Cllr's ask clerk to check if water has now been connected.

38.7 **Community Speed Watch** 4 sessions were completed in April.

38.8 **Annual Parish Meeting** Cllr. Robinson reported that she had attended the Danbury Annual parish meeting. Regarding producing a printed version of the Woodham Walter Annual report, Clerk has looked into printing costs. Rev Ken Dunstan who prints the Parish Magazine is happy to do this publication at a cost of approximately £100 (subject to increases in his supplier costs) for 250 copies of a 48 page A5 booklet with a colour front cover. 48 pages (12 pieces of A4 paper) is the maximum size which he can copy and will allow approx. 2 xA5 pages per report. Clerk estimates that it will take an additional 10-12 hours work (on top of that which needs to be done anyway towards the Annual Meeting) in order to compile the magazine. Councillors agree that the estimated costs are acceptable and that this will be a much better way of communicating the reports to a wider audience.

38.9 **Litter** – Cllr Warner suggests that the Parish Council ask for volunteers for an adopt-a-road litter scheme. Clerk to include in Parish magazine.

38.10 **MALBUS4** – Cllr Warner attended Parish Passenger Transport Representatives Meeting and reports that they will recommend support of the Malbus4 service to continue operating and will relay this proposal to team at ECC Passenger Transport Contract Management Team. It was noted that parishioners should be encouraged to use the bus in order to maintain its continuance.

### **39. Correspondence**

39.1 **RCCE** – Moira Groborz, Rural Housing Enabler. Letter requesting a Housing Needs Survey be completed for the village. Councillors discuss and conclude that they do not feel there is a sufficient need in Woodham Walter. If a survey was to be completed there is a danger that an artificial 'need' will be found. There are no suitable sites in the village for an affordable housing scheme and proving a need will not make a site available, therefore the Parish Council do not support such a survey. Clerk to write back.

39.2 **MDC - Maldon District Local Strategic Partnership Consultation Event (Core Strategy Development Plan Consultation)** – invitation to attend event on Thursday 21<sup>st</sup> May from 5.30pm-8pm. Information received in order to make formal response to the consultation. Cllr Potter to attend and work on Parish Council response. He is concerned that rules are becoming vague and would like to know what influences there are on the local plan by regional or central government.

39.3 **Maldon District Community Safety Partnership – annual Emergency '999' Services day – Sunday 7<sup>th</sup> June 2009** at Riverside Park, Burnham.

39.4 **MDC – Notice of European Parliamentary Election – Eastern Region and ECC Elections – Heybridge & Tollesbury/Maldon/Southminster electoral divisions.** Information on notice board.

**40. Points Of Information** None

**41. Date of Next Parish Council Meeting : Monday 8<sup>th</sup> June 2009**

Signed

Dated

**Meeting ended at 10.00pm**