

MINUTES

Minutes of Annual General Meeting and Ordinary Meeting of Woodham Walter Parish Council.
Held at 8.00pm in Woodham Walter Women's Club, Top Road, Woodham Walter.

Monday 9th May 2016

Present:

Cllr. Joanna Symons
Cllr. Mark Durham
Cllr. Jenny Hughes
Cllr. James Rushton
Cllr. John Tompkins

Others: Jacky Bannerman (Parish Clerk)
Cllr. Henry Bass (District Councillor) (in attendance until 9.30pm)
Cllr. Penny Channer (Essex County Councillor) (in attendance until 9.40pm)

Public: 5

1794. Welcome Cllr. Joanna Symons welcomed those present to the meeting.

1795. Declarations of Acceptance of Office All councillors present signed the forms in the presence of the Parish Clerk as the proper officer of the council. Cllr. John Tompkins proposed and Cllr. Mark Durham seconded that Councillors not present need to complete their Declarations of Acceptance of Office in the presence of the Clerk at the earliest convenience or at the next meeting on Monday 13th June at the latest. All councillors present agreed.

1796. Election of Chairman Nominations were invited for the position of Chairman. Cllr. Joanna Symons nominated herself, this was seconded by Cllr. Mark Durham. There were no other nominations, all councillors present supported the nomination. Cllr. Joanna Symons was duly elected to the position of Chairman.

1797. Apologies For Absence Apologies were received and accepted from Cllr. Peter Warren and Cllr. James Bunn.

1798. Election of Vice-Chairman Nominations were invited for the position of Vice-Chairman. Cllr. Mark Durham nominated Cllr. James Rushton, Cllr. John Tompkins seconded the nomination. There were no other nominations. All councillors present supported the nomination. Cllr. James Rushton was duly elected to the position of Vice Chairman.

1799. Register of Members Interests Councillors were reminded they need to complete their disclosed interests on the Maldon District Council on-line form if they have not already done so. Clerk reminded councillors that this should be updated whenever Councillors have an update at any time of the year but needs updating at least on an annual basis (usually in May) in order to confirm that all details are up to date.

1800. 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 to declare and the register was duly signed.

1801. To adopt the Maldon District Council Local Code of Conduct – Revised Version

Cllr. Joanna Symons proposed and Cllr. James Rushton seconded that the MDC Local Code of Conduct – Revised Version dated 7th April 2016 be adopted. All councillors present agreed and the code was duly adopted.

1802. Reviews & Adoptions Cllr. Mark Durham proposed and Cllr. John Tompkins seconded that the following be adopted, this was agreed by all as detailed in minute reference 1802.2-1802.8.

1802.1 Standing Orders. To adopt the latest version with proposed changes: Proposed change to period of time designated for of Public Participation, that it shall not exceed 15 minutes unless directed by the Chairman of the meeting. And a member of the public shall not speak for more than 3 minutes. (Currently 30 minutes and 5 minutes). Proposed change to maximum length of meeting to 2 ½ hours. (Currently 3 hours). Cllr. Joanna Symons proposed and Cllr. John Tompkins seconded that the Standing Orders be adopted with the proposed changes as above. All councillors present agreed and the Standing Orders were duly adopted.

1802.2 Financial Regulations & Annual Investment Strategy was duly re-adopted.

- 1802.3 Council's complaints procedure was duly re-adopted.
- 1802.4 Council's Freedom of Information procedure was duly re-adopted.
- 1802.5 Equal Opportunities Policy was duly re-adopted.
- 1802.6 Media Policy was duly re-adopted.
- 1802.7 Staff Appraisal Policy was duly re-adopted.
- 1802.8 Inventory of land and assets was duly accepted.
- 1802.9 Confirmation of arrangements for insurance cover. A quote had been received from Zurich Municipal insurance. Cllr. Mark Durham proposed and Cllr. James Rushton seconded that this quote should be accepted, all councillors present agreed and the insurance premium will be duly paid.
- 1802.10 Setting the dates, times & place of ordinary meetings of the full council for the year ahead. After discussion it was confirmed that the dates of the Parish Council meetings would be on the 2nd Monday of the month at 8pm in Woodham Walter Women's Club, Top Road. Any changes to these arrangements will be duly notified. With the noted exception of the August meeting which will only take place if there is a planning application to discuss and the date will be duly notified.
- 1802.11 Risk Assessments – Clerk to attend Risk Assessment course on 28th June and will then review.
- 1802.12 Tree Policy – updated policy to be adopted at the next Parish Council meeting. Tree survey has been completed by Cllr. Warren.
- 1802.13 Councillor's consent to email service. All councillors present confirmed that the arrangements as per the consent form are correct.

1803. Public Forum There were 5 members of the public present all were in attendance regarding planning application OUT/MAL/16/00398 Land between Beightons and Barrow Cottage, Bassetts Lane.

Mr John Williams lives adjacent to the site and outlined his objections to the application. The land is agricultural. There have been numerous applications on this and adjacent land in the same ownership over the last 25 years including 4 times on this land. One occasion was for the formation of an access which was refused but this was still created. He also objects to the erection of a bungalow outside the area for residential development. A bungalow would be out of character for the location which currently has large houses and gardens interspersed with fields. It is also close to a pond and he is concerned that any development will deter and disrupt the wild life in their transit across the site to the pond opposite with particular reference to the newts and snakes. Bassetts Lane is a single track lane with no pavements or passing places adjacent to the site, so an additional dwelling in this location would cause safety issues for horse riders, cyclists and walkers. It is remote from services, there is not a regular bus service and there is a lack of other services including the loss of the shop in recent times so it is unsuitable for development and it is not needed to fulfil the Maldon Development plan. He calls upon the Council to reject the application.

Mr Keith Amato also lives adjacent to the property and concurred with Mr Williams points. Further he wanted to add that agricultural land should be protected from development. The Meadows Barn was turned into a house and with plots in lots of places he has great concerns.

Mr Michael Collins also lives adjacent to the property and endorsed what Mr Williams and Mr Amato had said.

Mrs Sue Williams lives adjacent to the site and has supplied photographs from 1996 of when the hedge ran the length of the plot and with details of when the access was made.

1804. To approve the Minutes of Parish Council Meetings On Monday 11th April 2016 and the Extraordinary Parish Council Meeting on Monday 18th April 2016. To be approved at the June meeting.

1805. Planning – APPLICATIONS

1804.1 OUT/MAL/16/00398 Land between Beightons and Barrow Cottage, Bassetts Lane Outline planning application for two bedroom detached bungalow, lay out parking and amenity areas, stop up existing access and form new vehicular and pedestrian access onto Bassetts Lane. Councillors discussed the application and concluded that they strongly object to the application. Objections were raised based on comments made at the time of the previous application at the site. Councillors agreed with the Planning Inspectors decision to uphold the decision by MDC to refuse the application in 2012 and consider that the reasons are still relevant for this application. Namely that the application should not be allowed as it would be a new dwelling in the countryside outside of the defined settlement area, in an unsustainable location, on agricultural land, it is also considered that a bungalow in this location would be detrimental to the character of the area. Nothing has changed since the last application, in fact the shop has closed so the site is even less sustainable. Councillors are concerned at the strip of land which has been left, that this could provide access to further land at the rear and would therefore ask that if Maldon District Council are minded to approve

the application that a Section 106 agreement (in lieu of a Grampian condition) is sought to prevent access to rear of the site.

Clerk to draft a response and liaise with councillors.

Mr & Mrs Collins then left the meeting room at 8.25pm.

Cllr. Tompkins raised concerns which had been discussed with him during his neighbour consultations on the above application regarding the Holiday lets at Meadows Barn. Councillors agreed that MDC should be asked if an enforcement officer has visited to view the register and if not that this should be requested. It was noted that proving habitation could be very difficult but a visit by the Enforcement Officer would provide evidence to prevent future applications which claim habitation rights.

1804.2 HOUSE/MAL/16/00402 Penrith, Little Baddow Road

Single storey rear extension and alterations to existing rear extension.

Councillors discussed the application and concluded that they support the application. As a point of information they wished to note that whilst it is generally considered that the plans will be an improvement to the existing property, the multiple roof format of the extension goes against the emerging Woodham Walter Village Design Statement recommendation.

1804.3 HOUSE/MAL/16/00094 Albany Orchards, Old London Road

Erection of outbuilding for swimming pool and associated accommodation.

Councillors discussed the application and concluded that they support the application

1804.4 FUL/MAL/16/00389 Waggors, Hop Garden Lane

Erection of replacement dwelling, garage and outbuildings (amendments to previously approved design under FUL/MAL/16/00030).

Councillors discussed the application and concluded that they object the application. Discussion concluded that the application is materially a new application. The garage is considered to be disproportionately large. Councillors are concerned that the first floor, now containing the staircase raises concerns that it could be converted into a dwelling house and will therefore ask that if Maldon District Council are minded to approve the application, that conditions should be placed on the approval that the outbuilding shall be used only for the parking of vehicles and storage purposes, incidental to the enjoyment of the associated dwelling house and not for commercial, business use or as residential accommodation. Councillors also seek the removal of permitted development rights for future development because the application does not accord with the emerging Woodham Walter Village Design Statement.

Clerk to draft a response and liaise with councillors.

1805. Planning – APPEALS

1805.1 FUL/MAL/15/00047 Land adjacent to Whitegates, Herbage Park Road

Residential development comprising 11 dwellings. Appeal ref: APP/X1545/W/15/3130915

No further information. Appeal date 21st June at 9am.

1806. Planning – DECISIONS

1806.1 LDP/MAL/16/00163 Penrith, Little Baddow Road

REFUSE

Claim for Lawful Development Certificate for a proposed development. Single storey rear extension and reconfiguration of ground floor.

1806.2 FUL/MAL/16/00191 7 Church Corner, Herbage Park Road

APPROVE

Renewal of consent ref: FUL/MAL/13/00101 for demolition of workshop, construction of single storey dwelling and widening of existing vehicular access.

Mr Keith Amato then left the meeting room at 8.50pm.

1807. Other Planning Matters

1807.1 Woodham Walter Conservation Area. Clerk has not received any information from MDC. Cllr. Tompkins reported that correspondence from MDC has indicated that there will be a further delay and they are now looking towards the 21st July Planning & Licensing Committee meeting.

1807.2 Woodham Walter Village Design Statement. Cllr. Tompkins reported that since the final round of public consultation there had been 11 sets of comments resulting in 2 changes to the document. It was noted that every property in the village had received notification of the consultation and an invitation to view the document at the Annual Parish meeting, on the website or to request a paper copy. To date the website has had 144 visitors to the VDS page.

Councillor Joanna Symons proposed and Cllr. James Rushton seconded that the document be approved. This was supported by Cllr. Hughes. Cllr. Tompkins abstained due to his membership of the Village Design Statement Working Group. Cllr. Mark Durham abstained due to his role as the District Councillor in order to maintain an open mind.

1807.3 MDC Planning – To discuss response from Nick Fenwick. Councillors agreed no further response was required.

1807.4 Representations on Planning Applications – noted information received from MDC –Training on 27th June 2016.

1808. Payments The following payments were authorised and cheques duly signed by Cllr. Durham, Clerk to arrange for Cllr. Bunn to countersign.

1808.1 E-on –Monthly DD £17.23 (inc. £0.82 VAT)

1808.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

1808.3 Mrs J Bannerman - Clerks Salary 43 hours (extra hours Annual Parish Meeting, End of Year Accounts etc) & Allowance £489.84

1808.4 Mrs J Bannerman – Expenses. Email/Domain registration and 1 year subscription £49.99 (inc £8.33 VAT) Stationery £6.99 (inc. £1.17 VAT)

1808.5 DW Maintenance (Grass Cutting) (£140.00)

1808.6 L.J. Print (Annual Parish Report & VDS and Street Party leaflets) £233.10

1808.7 A&J Lighting Solutions – Annual Maintenance (Replacement lamps) £78.00 (inc. £13.00 VAT)

1808.8 Zurich Insurance £232.71

1808.9 LCR Subscription Renewal £17.00

1808.10 EALC Affiliation Fee (includes NALC) £166.53

1808.11 Woodham Walter Village Hall Association (Hire of Hall for APM) £34.00

1809. Other Financial Matters

1809.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
11-Apr-16	Balance			4740.38
29-Apr-16	Precept Received from MDC	12333.00		17073.38
09-May-16	Transferred to Community A/C 60978876		1200.00	15873.38

Community Account

11-Apr-16	Balance			500.50
28-Apr-16	Party Tent Income (Hoare)		50.00	550.50
28-Apr-16	Party Tent Income (Warren)		75.00	625.50
09-May-16	Transferred from Business Reserve A/C 40622818		1200.00	1825.50
09-May-16	May Debits		1256.23	569.27

1809.2 To change signatories on bank account. Cllr. Mark Durham proposed and Cllr. Jenny Hughes seconded that the following actions taken place: To remove Cllr. James Bunn and Cllr. Mark Durham and add Cllr. Joanna Symons and Cllr. James Rushton as signatories. All councillors in agreement. Clerk to arrange.

1809.3 Internal Audit. Clerk reported that the accounts have been inspected by the Internal Auditor Mr Derek Turner, who acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016. On the basis of findings in the areas examined, Mr Turner agreed that the objectives of internal control in all significant respects and the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

1809.4 Chairman's Inspection of Accounts: It was noted that as part of our internal control measures the new Chairman is due to inspect the accounts. It was noted that the previous chairman has inspected the accounts during the course of the previous financial year.

1809.5 It was noted that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors. The end of year accounts have also been made available to all councillors. Relevant financial information is available on the Woodham Walter Parish Council website as per the Transparency Code dictates.

1809.5 End of Year Accounts – Annual Return for the financial year ended 31 March 2016.

Councillor's confirmed the answers to the questions in the Annual Governance Statement 2015/16 in the Annual Return for the year ended 31 March 2016. It was proposed by Cllr. Jenny Hughes and Seconded by Cllr. James Rushton that the annual governance statement be approved by this smaller authority, this was agreed by all councillors present and the annual return form was duly signed by the clerk and Chairman. Clerk to arrange to send the accounts to the auditor. Clerk to arrange to display the relevant information on the noticeboard and the website as per the rules and Transparency Code dictates.

1810. Reports Of The District Councillor & County Councillor Cllr. Durham and Cllr. Bass reported that the District Showcase exhibition is due to take place with 254 delegates.

Cllr. Penny Channer reported that schools have received Olympic Legacy Inspired Education Packs; the ECC Keep Me Posted email now has 150,000 registered; She had attended a Boost for Business event which showcased some great initiatives; The Army & Navy roundabout has some changes to the timings; Adult community learning courses are starting in September including at Maldon; Celebrated real nappy week and Compost Awareness Week.

Cllr. Henry Bass then left the meeting room at .9.30pm

1811. Other Council Matters

1811.1 Transparency Funding Grant. The new equipment has been purchased and is now being utilised by the clerk. Thanks to Graham Bannerman for his time sorting out the new equipment, email, printer, software etc. The Parish Clerk's new email address is: parishclerk@woodhamwalterpc.org

Cllr. Penny Channer then left the meeting room at 9.40pm

1811.2 Woodham Walter Common. Discussed the sending of a letter to assist EWT in their application for grant funding. Cllr. Tompkins to liaise with clerk.

1811.3 Bell Meadow Village Association. Plans continue to be made for the August event.

1811.4 Allotments Association. AGM was held on 31st March. They are seeking quotes for replacing the wiring; weed killer has been used around the perimeter to tidy up; they are keen to see the gate at the street entrance repaired which is down to ECC.

1811.5 Emergency Plan – on-going.

1811.6 Annual Parish Meeting – It was noted that the evening had been well attended. To note the date clashed with Danbury and was in the same week as Little Baddow – try to arrange around them next year.

1811.7 Queen's 90th Birthday – The minutes to the Planning Meetings were duly received and Cllr Symons reported that plans were coming together for the event. An invitation will soon be delivered to houses in the parish inviting to the party. The next planning meeting is on 31st May at 8pm in Women's Club room.

1811.8 Chairman's Training Course – Cllr Symons reported that the training had been very useful and she would encourage councillors to attend EALC courses. It was an excellent opportunity to network with other councillors.

1812. Consultations/Questionnaires None at present.

1813. Highways

1813.1 There are a number of on-going highways issues which clerk is pursuing.

1814. Local Issues

1814.1 Bell Meadow/Playground. There were no issues to report.

1814.2 Footpaths Report. Five fallen trees blocking footpaths have been removed by the landowners (two on FP12 and two on BR10 all on The Warren plus one on FP27 Stivvy's Road); We now have permission to dig out the ditch that's causing the long term flooding on FP19 (at the bottom of the field as you enter the woods from the allotment field). All we need now are a couple more strong volunteers to join Dave Booker who has already kindly volunteered.

1814.3 School Report. Cllr. Symons reported that members of the Parish Council had recently attended a very useful meeting with the Headteacher and Chairman of the Governors in order to build good relationships with the school.

1814.4 Crime/Police Report. Shed break-in Blue Mill Lane. Burglary at The Warren on 3/5/16.

1814.5 Litter. Fly-tip Curling Tye Lane 12/4/16 – again on a Wednesday night, blocked road.

Cleared by MDC on Thursday morning. Vehicle involved also caused accident with one village resident and avoiding action had to be taken by another resident.

1814.6 Broadband. Superfast Essex survey information was sent out to villagers and clerk understands that many completed the survey. Especially interesting for the 75+ properties which fall outside of the proposed Superfast upgrade which is due for the central area of the village during 2016/17.

1814.7 Wheelie bin stickers – Discussion concluded that although on the one hand a proliferation of signs would not improve the design aspect of the village and could be considered to be unsightly, this is outweighed by the perceived benefits. It was acknowledged that to have best effect the bins should not be left out. Clerk to order 100 stickers which will be available to residents in the 30mph zones along Rectory Road, The Street, Church Corner and Little Baddow Road.

1814.8 Vehicle Activated Sign – no update - clerk enquiring.

1815. Correspondence

1815.1 Various items of correspondence emailed to councillors. No action required.

1816. Points of Information

Cllr. John Tompkins proposed a vote of thanks to the outgoing Chairman Cllr Peter Warren, all councillors agreed.

1817. Date of Next Parish Council Meetings:

Date of next Ordinary Parish Council Meeting Monday 13th June 2016 at 8pm in Women's Club.

Signed

Meeting ended at 10.00pm

Dated