

## 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 13<sup>th</sup> June 2016

### **Present:**

Cllr. Joanna Symons (Chairman)  
Cllr. James Bunn  
Cllr. Jenny Hughes  
Cllr. James Rushton  
Cllr. John Tompkins  
Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

Public: 0

**1824. Welcome** Cllr. Joanna Symons welcomed those present to the meeting.

**1825. Declarations of Acceptance of Office** Councillor Peter Warren signed the form. It was noted that Councillor James Bunn had signed his form at the meeting on Monday 6<sup>th</sup> June.

**1826. Apologies For Absence** Apologies were received and accepted from Cllr. Durham, Cllr. Bass and Cllr. Channer who are attending the NW Area Planning meeting.

**1827. 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.

### **1828. Reviews & Adoptions**

1828.1 Inventory of land and assets – further research required before new register can be adopted.

1828.2 Tree Policy – It was noted that the annual Tree survey has been completed by Cllr. Warren and no matters were requiring attention. Cllr. Warren proposed and Cllr. Tompkins seconded that the Tree Policy be adopted, all councillors agreed.

1828.3 Insurance – it was noted that Zurich have added the Laptop and printer to our policy at no additional cost.

**1829. Public Forum** There were no members of the public present.

**1830. To approve the Minutes of Ordinary Parish Council Meeting on Monday 11<sup>th</sup> April 2016, the Extraordinary Parish Council Meeting on Monday 18<sup>th</sup> April 2016, the Ordinary Parish Council meeting on Monday 9<sup>th</sup> May 2016 and the Extraordinary Parish Council Meeting on Monday 6<sup>th</sup> June 2016.** The Minutes were approved and duly signed.

### **1831. Matters Arising from Minutes**

1831.1 Air Cmdr. Sismore memorial bench on Bell Meadow. Clerk has now had further contact from the family who are keen to proceed. They had offered suggested wording for the plaque. Councillors felt that it was a shame that the proposed wording did not include information on what he did and ask if the family would consider including at least his full rank. It was agreed that the Parish Council will arrange for the concrete base to be installed by Rob Hamilton as per the quote received and then the family will reimburse the Parish Council. Clerk has written to MDC to confirm that Planning Permission is not required following advice from Cllr. Durham. Await response.

### **1832. Planning – APPLICATIONS**

1832.1 HOUSE/MAL/16/00529 15 Rectory Road

Single storey rear extension.

Councillors commented that they were disappointed with the design, however they supported the application.

1832.2 HOUSE/MAL/16/00573 Robins Wood, Twitty Fee

Single storey rear extension and erection of new car ports

Councillors support the application.

1832.3 COUPA/MAL/16/00572 Lodge Farm, Old London Road

Prior approval for proposed change of use of agricultural building to a dwelling house (Class C3) and for associated operation development.

Whist Councillors realise that the application will be judged against government policy they do have some concerns with regards to the site.

Councillors expressed some concerns at the creeping industrialisation and commercialisation of the site and they are concerned at the loss of farming assets. There is no size designation in the application so it is not possible to judge whether it fits correctly into the criteria. There is already a fixed site caravan in position. There are concerns about the increased traffic along the track and question the merit of a condition to make the track further along Old London Road the access to the new properties.

**1833. Planning – APPEALS**

1833.1 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 21<sup>st</sup> June at 9am. Cllr. Warren and Cllr. Symons to attend.

**1834. Planning – DECISIONS**

1834.1 HOUSE/MAL/16/00094 Albany Orchards, Old London Road **APPROVE (DEL)**  
Erection of outbuilding for swimming pool and associated accommodation.

1834.2 HOUSE/MAL/16/00402 Penrith, Little Baddow Road **APPROVE (DEL)**  
Single storey rear extension and alterations to existing rear extension.

1834.3 LBC/MAL/16/00339 Hoe Mill, Hoe Mill Road **APPROVE (DEL)**  
Partial conversion of cellar to habitable accommodation.

**1835. Other Planning Matters**

1835.1 Woodham Walter Conservation Area. MDC have informed that the proposed Conservation Area and the Article 4 Direction is to be taken to the Planning & Licencing committee on 4<sup>th</sup> August 2016 to seek approval for 6 week consultation. Once agreed officers will provide recommendation for designation of the Conservation Area and Article 4 direction to the P&L committee.  
It was noted that no mapping had been received by the Parish Council so we do not know what area is being put forward to the committee.

1835.2 Woodham Walter Village Design Statement. Letter received from Devan Lawson, Planning Officer at MDC regarding VDS. They have suggested that as the Conservation Area forms an integral element of the VDS, in order to present the VDS to the P&L committee for endorsement as a material consideration in decision making, it is recommended that the Conservation Area and Article 4 Direction are first designated and approved by the P&L committee. They go on to say that MDC officers would welcome the opportunity to provide comments on the final version of the VDS prior to presentation to the P&L committee and will provide further comments in due course.  
Cllr. Tompkins expressed his dismay at the slow progress of the District Council in this matter. It looks likely that the first opportunity for the VDS to go before the P&L committee will be November or January 2017. It is also considered unacceptable that MDC require further opportunity to comment despite having 4 previous opportunities to comment and those comments have been taken into account in the latest document. There have been a number of staffing changes and staff shortages at MDC along with the priority of completing the LDP which has added to the frustrating process of our Village Design Statement receiving attention. The VDS committee are very despondent after all the work and effort that has been put in to get it to this stage. There is also concern that District Councillors do not appear to be offering support. It was agreed that Cllr. Tompkins will draft a letter to Priti Patel MP to raise our concerns at the slow progress from Maldon District Council.

1835.3 Enforcement Investigations – response from MDC that our concerns regarding holiday accommodation conditions are being investigated re: Warren Holiday Lodges and Meadows Barn.

1835.4 Representations on Planning Applications - Training on 27<sup>th</sup> June 2016. It was noted that the training has been cancelled.

1835.5 16/01235/DRAIN - Chamberlain Cottage, Little Baddow Road, Woodham Walter.  
Investigations are on-going having established that there is a leak from a cesspit or septic tank. The owners have been made aware of the problem and asked to investigate.

**1836. Payments** The following payments were authorised and cheques duly signed.

1836.1 E-on –Monthly DD £17.81 (inc. £0.85 VAT)

1836.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

1836.3 Mrs J Bannerman - Clerks Salary 38 hours & Allowance £441.12 Increase in clerks pay scale for 2016-17 as per the SLCC/NALC National Salary Award was approved by all councillors.

1836.4 Mrs J Bannerman – Expenses re: Street Party £101.50 inc. VAT)/General £43.23 Wheelie bin stickers £70/party tent bags and spares £300.48 inc. £43.12 VAT

1836.5 DW Maintenance (Grass Cutting) £170.00

1836.6 Woodham Mortimer Village Hall (Hire of Tables for Street Party) £15

1836.7 Mrs J Newton – Expenses re: Street Party £99.04

- 1836.8 Mrs A Lucas (Cake for Street Party) £20.00  
 1836.9 EALC (Training – Chairman) £150.00  
 1836.10 CPRE (Campaign to Protect Rural England) Membership Renewal £36.00  
 1836.11 HMRC 1/4ly payment £171.20  
 1835.12 Woodham Walter Women’s Club (Hire of Hall for meetings) £22.50

**1837. Other Financial Matters**

1837.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
09-May-16	Balance			15873.38
06-Jun-16	Interest Received	1.28		15874.66
13-Jun-16	Transferred to Community A/C 60978876		1500.00	14374.66

<b>Community Account</b>				
09-May-16	Balance			570.27
17-May-16	Party Tent Income (Gavrilovic)	50.00		620.27
20-May-16	Party Tent Income (Collins)	75.00		695.27
23-May-16	Party Tent Income (Flower Festival/PCC)	75.00		770.27
13-Jun-16	Transferred from Business Reserve A/C 40622818	1500.00		2270.27
13-Jun-16	June Debits		1712.78	557.49
13-Jun-16	Party Tent Income (Beattie)	50.00		607.49
13-Jun-16	Donations (Street Party)	50.00		657.49

1837.2 To change signatories on bank account. Remove Cllr. James Bunn and Cllr. Mark Durham and add new Chairman and Vice Chairman. As it has not been possible to authorise the changes on line, it was agreed to change the signatories by signing of paperwork.

1837.3 Chairman’s Inspection of Accounts: As part of our internal control measures the new Chairman has inspected the accounts. This will continue to be done on a quarterly basis.

1837.4 Audit year to end 31 March 2016 – it was confirmed that the accounts are available for inspection and the notice has been displayed on the noticeboard and website. The audit paperwork has been submitted.

**1838. Reports Of The District Councillor** The report was read out including information on:

**Waste Collections:** The new service commenced last Monday and has gone fairly smoothly. They are hopeful that teething problems will be solved over the next couple of weeks as people get accustomed to the alternate recycling and residual waste collections. From the initial figures, it appears that food waste recycling saw a massive increase which is vitally important to assure the necessary level of credit from ECC.

**Planning Enforcement:** Unfortunately the council’s enforcement team have been reduced to just a single officer. This effectively means that there will be delays in getting cases investigated and actioned. Cases will obviously be prioritised accordingly.

**Local Development Plan:** The authority has been in close contact with the newly appointed inspector and he has requested some changes to the presentation of the plan on the web site. The program officer has already given the planning department quite a lot of additional work which is to be shared around the reduced staff resource. This will mean that other less urgent items are highly likely to be held over until we have been able to fulfil the inspectors requirements. Regrettably this will almost certainly include the Woodham Walter Conservation area and VDS, along with the allocated sites under the rural allocation scheme.

**Armed Forces Day:** This is being held at Stow Maries Aerodrome on June 25<sup>th</sup>. The new museum was opened recently and their collection of flying aircraft is spectacular

**1839. Other Council Matters**

1839.1 Woodham Walter Common. Receipt of letter acknowledged with thanks.

1839.2 Bell Meadow Village Association. Plans continue to be made for the August event.

1839.3 Allotments Association. No information to report.

1839.4 Emergency Plan – on-going.

1839.5 Queen’s 90<sup>th</sup> Birthday – To receive the minutes to the Planning Meetings. Cllr. Symons and clerk reported on a very successful event which was attended by over 170 people. Enormous thanks to all those who helped make the event so successful especially the Women’s Club who coordinated all the catering. But also thanks to everyone who helped setting up, and clearing up, stewards, first aiders, straw bale providers, all those who provided food including Diane Lodge and Amanda Lucas,

Jane Weedon for the flower arrangements, Wally and Stuart from the Cats for the Organ, Tadpoles Nursery, Lucia and Fergus for the children's games and crafts, The Queen Victoria, the residents of TopRoad and everyone else who helped in any way. Councillor Warren proposed a vote of thanks to Councillor Symons and Parish Clerk for arranging the event.

**1840. Consultations/Questionnaires** None

**1841. Highways**

1841.1 There are a number of on-going highways issues which clerk is pursuing.

1841.2 Several roads are due for surface dressing.

1841.3 Winter Salt Bag Scheme – It was agreed that we still want to be included in the scheme. It is thought that we have enough stocks of salt but this will be checked.

1841.4 Flooding of Bell Car Park – Cllr. Bunn reported that the car park area has flooded again. The drain outside the pub needs clearing. Water now misses the drain opposite the pub and runs straight into the car park. The drains up Church Hill are also thought to be blocked. These problems have been reported to Highways by the Pub on many occasions. It was also noted that the Parish Council have previously reported. Clerk will report again.

**1842. Local Issues**

1842.1 Bell Meadow/Playground. 1) Rotten gatepost. Clerk to ask Andrew Upson for a quote 2) Field barrier at top of meadow. It was decided that a farm gate hinged on the lower side is required. Clerk to ask Andrew Upson to quote. 3) There were no matters to report and the book was duly signed.

1842.2 Footpaths Report. Cllr. Warren reported: The warm wet weather over the past month has resulted in most footpaths becoming very overgrown very quickly. FP18 by the old ruins is impassable and FP4 at the Gun Hill end is totally blocked until the rape has been harvested (so be warned if you start walking from the West Bowers end!). Additionally, high winds have brought down trees on FPs 12, 18 and 19. All have been reported to the landowners (FP19 has been cleared already – thanks Lee!). Also the large willow leaning over FP36 in the plantation area has dropped another couple of feet recently and is becoming increasingly dangerous. This has been reported yet again to ECC as has the sagging gate at the entrance to FP19 in Rectory Road. I will try to get the ECC cutting schedule for WW brought forward but of course every parish is in the same predicament.

1842.3 School Report. Cllr. Symons reported that the Chairman of the Governors is retiring from the school. The school are currently looking into the feeder school system which is of concern to parents. She had recently been on a visit to The Plume school and had been very impressed.

1842.4 Crime/Police Report. No reports available.

1842.5 Litter. Nothing to report.

1842.6 Broadband. County Broadband – Clerk has attended a couple of events recently and picked up some information including about this service which could now be made available to the village (subject to various criteria/funding/interest etc). They are keen to investigate and would be willing to attend a meeting. Judging by the amount of emails and comments we receive about the broadband in the village it was agreed it would be a good idea to have a meeting. Clerk to arrange.

1842.7 Wheelie bin stickers – These have now arrived and are available to properties in the 30mph zone: Rectory Road, The Street, Herbage Park Road, Oak Farm Road, Little Baddow Road.

1842.8 Vehicle Activated Sign – no update - clerk enquiring

1842.9 Bus Service – Passenger Transport Representatives Meeting on 17<sup>th</sup> June to discuss services due to be reviewed in 2017 where the cost per passenger journey criteria may put the service at risk. This includes service 5 and 31a through Woodham Walter.

**1843. Correspondence**

1843.1 Various items of correspondence emailed to councillors.

1843.2 WW Primary School – thanks for donation towards playground maintenance

1843.3 Eon – increase to deemed contract rates from 1<sup>st</sup> July 12.40p per kWh to 14.40p per kWh.

**1844. Points of Information** None

**1845. Date of Next Parish Council Meetings:**

Date of next Ordinary Parish Council Meeting Monday 11<sup>th</sup> July 2016 at 8pm in Women's Club.

Signed

Meeting ended at 10.15pm

Dated