

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 8th June 2015

Present:

Cllr. Peter Warren
Cllr. Joanna Symons
Cllr. Mark Durham
Cllr. Angus Neale
Cllr. James Rushton
Cllr. John Tompkins

Others: Jacky Bannerman (Parish Clerk)
District Councillor Henry Bass (Present until 9.50pm)
County Councillor Penny Channer (From 8.30pm-1030pm)

Public: 0

1543. Declarations of Acceptance of Office Cllr's Symons, Neale and Durham duly signed their forms.

1544. Welcome Cllr. Warren welcomed those present to the meeting.

1545. Apologies For Absence Apologies were received and accepted from Cllr. James Bunn.

1546. Election of Vice-Chairman Nominations were invited for the position of Vice Chairman. Cllr. Peter Warren nominated Cllr. Joanna Symons, this nomination was seconded by Cllr. John Tompkins and supported by all councillors present. There were no other nominations and Cllr. Joanna Symons was duly elected Vice Chairman.

1547. Register of Members Interests It was noted that all councillors present had completed their forms. Clerk will remind Cllr. Bunn that this needs to be done.

1548. Reviews & Adoptions – To review and adopt the following and/or arrange a meeting with representative in order for various matters to be further reviewed.

1548.1 Employee Annual Review – To be arranged with Chairman/Vice Chairman.

1548.2 Risk Assessments – to arrange reviewing risk assessments. (Playground, Bell Meadow, Trees) Clerk to liaise with Cllr. Neale

1548.3 Tree Policy – to update. Clerk to liaise with Cllr. Warren and Cllr. Tompkins.

1548.4 Councillors consent to email service – Cllr. Symons, Durham and Neale duly signed the record according to their requirements.

1548.5 Other policies to consider: Community engagement strategy; Disciplinary Policy; Grants Awarding Policy; Grievance Procedure; Health & Safety Policy; Strategic Plan; Terms of reference for Committees; Emergency Plan.

Councillors concluded that other than keeping a note of the terms of Working Parties of the Parish Council including committee members, looking into a Community engagement strategy and updating the emergency plan it is not necessary to have any further additional policies for this small council.

1549. 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 were reminded they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

Cllr. John Tompkins declared a non-pecuniary interest in planning application LBC/MAL/15/00502 The Bell Public House as he had assisted with the application.

Cllr. Mark Durham disclosed a Pecuniary Interest in the planning application FUL/MAL/15/00047 as the applicant is his employer. It was agreed that agenda item 15.1 would be moved to the end of the meeting when Cllr. Durham would leave the meeting room. There were no other issues declared. The register was duly signed.

1550. Grant Dispensation It was resolved that the report of the Monitoring Officer be re-adopted and grant dispensations to all members and co-opted members of Woodham Walter Parish Council until May 2019.

1551. Public Forum There were no members of the public present.

1552. To approve the Minutes of Parish Council Meeting Held On Monday 11th May 2015 The minutes were approved as a true record of the meeting and duly signed.

1553. Matters Arising from Minutes of 11th May 2015

1553.1 .gov email address – clerk reported that investigations are on-going.

1554. Official Council Business

1554.1 Elections – Councillors were reminded that they should have returned expenditure forms.

1555. Planning – APPLICATIONS

1555.1 OUT/MAL/15/00419 Land at Broad Street Green Road, Maypole Road and Langford Road, Great Totham/Heybridge

Part outline/part detailed (hybrid) application for mixed development inc. Residential (1235 homes); Neighbourhood uses e.g. retail, commercial, community; Primary school and early years; strategic flood relief infrastructure; relief road between Broad Street Green and Langford Road; amenity space. For full description please see MDC website.

Discussion regarding capacity at The Plume School which could have an impact on Woodham Walter residents, concluded that as this site has been proposed as part of the strategic development area, MDC/ECC have assessed that there is sufficient school capacity for both the North Heybridge and South Maldon garden suburbs. Councillors concluded that no response was required.

1555.2 LBC/MAL/15/00502 The Bell Public House, The Street

Works of maintenance and repair relating to replacement of an existing rotten bay window and repairs to an existing plain tiled roof on a like for like basis.

Councillors strongly support this application for like for like repairs to The Bell Public House which was noted as being a strategically important building for the village and lies in the proposed new village conservation area.

1556. Planning – DECISIONS

1556.1 HOUSE/MAL/15/00326 & LBC/MAL/15/00327 Little London House, Little London Lane

Alterations to listed dwelling house.

APPROVE (DEL)

1556.2 OUT/MAL/14/01103 Land south of Wycke Hill and Limebrook Way, Maldon **APPROVE**

South Maldon Garden suburb with up to 1000 dwellings.

1557. Other Planning Matters

1557.1 FUL/MAL/15/00047 Residential development comprising 11 dwellings

Land adjacent to Whitegates, Herbage Park Road, Woodham Walter.

Await confirmation about date of committee which is expected to be 22nd June. Cllr. Warren to attend.

1557.2 HOUSE/MAL/15/00342 Berberis, West Bowers Road

Await confirmation about date of committee which is expected to be 22nd June.

Councillors noted that following query regarding pre-planning advice the applicant had been informed that this is not included by MDC as part of the application process. Cllr. Bass and Cllr. Channer confirmed that this information is private and confidential and explained that it is not included as it could prejudice a future report. It is the opinion of the officer and would only be included if the applicant chooses to do so.

1557.3 Woodham Walter Conservation Area - See minute ref: 1561.1

1558. Payments The following payments were authorised and cheques duly signed.

1558.1 e-on –Monthly DD £17.81 (inc. 0.85p VAT)

1558.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

1558.3 Mrs J Bannerman - Clerks Salary & Allowance 28 hrs - £337.28

1558.4 Mrs J Bannerman – Expenses £145.99 (inc. £19.93 VAT) (Postage, Internal Audit, Tie Down Kits for Party Tents)

1558.5 HMRC ¼ly PAYE payment £151

1558.6 DW Maintenance £170

1558.7 Rob Hamilton £250.00

1558.8 CPRE (Campaign to Protect Rural England) Membership Renewal £36

1559. Other Financial Matters

1559.1 Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
	Business Reserve A/C			
11-May-15	Balance			13685.64
01-Jun-15	Party Tent Income (Tipper)	50.00		13735.64
01-Jun-15	Party Tent Income (Neale)	50.00		13785.64
08-Jun-15	Transferred to Community A/C 60978876		1100.00	12685.64
08-Jun-15	Party Tent Income (Carter)	100.00		12785.64
08-Jun-14	Interest Received	1.14		12786.78

Community Account

11-May-15	Balance			500.77
12-May-15	Party Tent Income (Maranca/Symons)	125.00		625.77
08-Jun-15	Transferred from Business Reserve A/C 40622818	1100.00		1725.77
08-Jun-15	June Debits		1132.02	593.75

1559.2 Income received from hire of party tents: £325. Interest received £1.14

1559.3 Party Tents – Clerk reported that party tent bookings so far should result in income of £1025 this year. Cllr. Bunn had reported to clerk his recommendation on bags which was to use industrial tarpaulin material with webbing handles (similar to the red/blue bags already in use) and a zip up top. Cllr. Durham advised that the additional 3 tents should be circulated in order to keep them equally used and that the parish council are at liberty to hire them out. Various options were discussed and the final decision proposed by Cllr. Durham was that we purchase 3 sets of bags in different colours at a cost of £163 + VAT per set. All councillors in agreement. Clerk to liaise with Cllr. Bunn.

1559.4 Updated financial regulations mean that we now need to report all expenditure over £100 in the public domain – the minutes will therefore be detailed to include the amount of all fees payable. This will then be available to view in the minutes on line.

1559.5 Bank Statements – it was noted that Barclays bank have written to inform that printed bank statements will no longer be sent out unless specifically requested. Clerk to enquire with internal auditor if copies printed from on-line banking will be acceptable.

1559.6 Pensions Regulator – it was noted that the staging date for a workplace pension scheme is 1st May 2017. Clerk to monitor when further information is made available.

1560. Report Of The District Councillor Cllr Durham reported that the cycle of committees is due to re-commence after the break due to the elections. He reported that he is now the Deputy Leader of the Council and that Cllr. Bass is now the Chairman of the NW Area Planning Committee; An announcement regarding the latest clarification on the LDP is expected very soon; The Community Services Committee has announced an extension of the market in the High Street on a Monday;

1561. Other Council Matters

1561.1 Village Design Statement progress report. Cllr. Tompkins reported that he had attended a constructive and positive meeting with MDC who gave good feedback and offered assistance in order to make the final document as watertight as possible. The VDS group are now due to meet in order to address some of the comments from MDC and make the document even more Woodham Walter specific. The document will include headings 1) Guidance 2) Evidence Based Policy 3) Wishlist. Cllr. Tompkins reported that MDC suggested doing a Parish Plan or Neighbourhood Plan but the VDS group would like to finish the VDS first before making a decision on this. Regarding the Conservation Area Cllr. Tompkins reported that Jackie Longman the Conservation Officer at MDC would like to agree some boundaries and suggest proposing a conservation area in the VDS document incorporating a wider area than previously outlined in order to include not just the historic buildings and Bell Meadow but the views and setting incorporating a wider village area. If the Parish Council is minded to approve this proposal then the Conservation Area status can be moved forward.

Cllr. Durham commenting on a report from MDC which was written prior to the meeting which Cllr. Tompkins reported on, raised concerns that the VDS document is not appropriate and the questionnaire had not been suitable and needs to be started again from scratch. He acknowledged that a VDS is an important document and that it is difficult to achieve for Woodham Walter as there are many different areas of the village which need to be addressed separately. Cllr. Tompkins responded that the RCCE took a different approach and felt that the questionnaire had been appropriate and that they had offered guidance where MDC were unavailable to offer guidance due to their own workload developing the LDP and they had instructed the VDS group to go ahead with developing the document themselves. Cllr. Tompkins acknowledged that the document was not complete yet and that more work needs to be done to make it more specific and localised but the VDS committee feel that they have the basics to re-do the document and will then be able to go back to MDC with another draft in due course. The document summarises the views of the village which are subjective. Cllr. Tompkins to investigate Community Assets.

The discussion opened up with other councillors concerned that Cllr. Durham's views seem inconsistent with the reported views of the officer given by Cllr. Tompkins which offered a more positive and encouraging understanding. Cllr. Bass commented that although he hadn't seen the report of the officer, when he had seen the draft VDS document it had looked comprehensive and very good. Cllr. Bass then left the meeting room at 9.50pm.

1561.2 Woodham Walter Common SSSI (80 acres). Clerk reported that she has spoken to Danbury Parish Clerk who informs that they do not own any of the land within the Danbury Ridge Nature Reserve so they do not have any management agreements with Essex Wildlife Trust. Clerk has spoken to Little Baddow Parish Clerk who informed that they have a 10 year lease with EWT for the Heather Hills area of land which is in their ownership and is managed by EWT for which they pay an annual fee. Councillors ask clerk to write to EWT and request an up to date Management plan. Clerk to check insurance.

1561.3 Bell Meadow Village Association –Cllr. Durham reported that the event planning is progressing well.

1561.4 Allotments Association – Cllr. Rushton reported that there are a number of unoccupied plots and discussions as on-going as to how to address this.

1562. Consultations/Questionnaires

1562.1 Statement of Community Involvement – Public Consultation (14th May – 25 June) No response agreed.

1562.2 Replacement Waste Local Plan – details emailed of consultation event for councillors.

1562.3 Local Bus Services – clerk to attend drop in session.

1563. Highways

1563.1 There are a number of on-going highways issues which clerk is pursuing.

1563.2 2395543 Damaged footpath adjacent to Cartref and the bridge near the Bell. This has been visited and raised as a defect and put on the jobs programme – no date!

1563.3 2395542 Church Hill footpath which is narrowing due to encroachment. Clerk has chased this up as the report on line was incorrectly reported as Footpath 14.

1563.4 Verge opposite The Bell – following complaint at works carried out response received informed that the verge was inspected and does not meet the investigatory level and no further works will be carried out. Councillors conclude that the only other option available would be to investigate the local Highways Area Panel.

1564. Local Issues

1564.1 **Bell Meadow/Playground.** The replacement nets have arrived. Cllr. Durham and Bunn to carry out maintenance and fix new nets. There were no issues to report and the book was duly signed.

1564.2 **Footpaths Report** Cllr. Warren reported that a hawthorn bush is blocking FP 18 through the ruins, he will attend to this. There is currently no ROW officer for the area, the position is being advertised.

1564.3 **School Report** Councillors have been invited to attend the Get Woodham Walter reading day on 19th June. Cllr. Symons and Cllr. Durham plan to attend.

1564.4 **Crime/Police Report** No issues to report. Currently there are no Street Meet dates for our area.

1564.5 **Litter** A recent fly tip along Curling Tye Lane was reported.

1564.6 **Broadband** No updates. The importance of registering with Superfast Essex was reiterated.

1564.7 **Vehicle Activated Sign** Enquiries are on-going. The Community Initiatives Fund is not suitable and clerk is investigating funding from the Area Highways Panel.

1565. Correspondence

1565.1 Priti Patel MP – General letter following re-election

1566. Points of Information

1567. Date of Next Parish Council Meetings:

Date of next Ordinary Parish Council Meeting Monday 13th July 2015 at 8pm in Women's Club.

Signed

Meeting ended at 10.40pm

Dated