

## MINUTES

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

**Monday 9<sup>th</sup> October 2017**

### **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)  
District Councillor Henry Bass (until 9.20pm)

Public: 6

**2157. Welcome** Cllr. Symons welcomed those present to the meeting.

**2158. Apologies for absence** None.

**2159. 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.

### **2160. Public Forum**

Dr Arun Perumpallil was in attendance with Latha Amma as the applicants of planning application HOUSE/MAL/17/01036 Chelmer, West Bowers Road. He outlined the reasons for the application, that the ceilings were too low upstairs and that they wanted to make layout changes to create a house that will work for their needs.

Mr Robert Jones was in attendance with Mrs Ann Jones as the applicants of planning application RES/MAL/17/01068 Spring Elms Farm, Spring Elms Lane. He commented that the design of the building took into account the Maldon Design Guide and the Woodham Walter Village Design Statement including layout, scale, appearance and landscaping. The house has been designed to be sympathetic to the surroundings and they have paid attention to sustainability. He hopes that the Parish Council can support the application.

Mrs Pam Seaar commented that she supports the application at Spring Elms Farm. Mrs Seaar was in attendance to talk about the Parish Council's application to extend the School Keep Clear road markings at the junction of Top Road, outside Tadpoles Nursery which she owns and runs. She supports the application and has been very concerned about the way vehicles currently park and manoeuvre which is considered very dangerous at times. She pointed out that Tadpoles parents use the Queen Victoria car park and that her opening/closing times are staggered so as not to clash with the school drop off and collection times. As Tadpoles is a not for profit organisation they are unable to provide any funding for the lines, although she could possibly do a specific fundraiser to help.

Mrs Ann Jones commented that she has spoken to the Head Teacher with her concerns about the parking in this location and has written to the Police but had no response.

The Chairman thanked Members of the Public for their comments and closed the public forum.

**2161. Parish Councillor Vacancy** To co-opt a Parish Councillor.

There was one applicant for the position, Mr John Brown who explained that he has been in the village for 13 years and had been involved in the Broadband working party and has helped to maintain some footpaths. He is interested in being a Parish Councillor to continue helping the village where he can. He then stepped out of the meeting room while a vote was taken. Mr Brown was then invited back into the meeting room and it was announced that he had been elected by an absolute majority decision of the Council. Mr Brown will officially take up his position by signing the Declaration of Office at the next Parish Council meeting. Clerk will deliver information for Mr Brown to read prior to the next meeting.

**2162. To approve Minutes of Ordinary Parish Council Meeting on Monday 11<sup>th</sup> September 2017.** The Minutes were approved as a true record of the meeting and duly signed.

**2163. Matters Arising from Minutes** There were no matters arising.

## **2164. Community Playground**

### **2164.1 Terminating the agreement with the school**

Clerk informed that the response from the MDC solicitor advised that it would be in the best interests of the Parish Council to instruct a specialist contract solicitor. Clerk has requested quotes from 3 solicitors, only Birkett Long replied with a quote for £575 + VAT which includes drafting a Deed of surrender; agreement with the other party or their solicitor and completing the deed. District Councillor Henry Bass suggested it would be worth speaking to alternative contact at MDC, Simon Quelch to see if he is able to help. It was agreed that clerk will contact Mr Quelch and if he is unable to help that Birkett Long will be instructed.

### **2164.2 New Playground**

Meeting has been arranged on Monday 16<sup>th</sup> October at 8pm in Women's Club for parishioners interested in forming a Working Party to work on this project. This has been advertised in the October parish magazine and a number of people have already come forward. Clerk has been investigating various funds and has been in touch with Claire Hodgson from Little Baddow to gain her experience.

## **2165. Planning – APPLICATIONS**

### **2165.1 HOUSE/MAL/17/01036 Chelmer, West Bowers Road**

First floor extension to chalet bungalow to form two storey dwelling house.

Cllr. Hughes reported that she had carried out neighbour consultations and both of those consulted were supportive of the application.

Discussion concluded that whilst councillors understand and appreciate the householder's reasons for the application they could not agree to either support or object to the application with a vote split equally between Support 2, Object 2, Abstain 2. With some councillors expressing that the existing building would be improved by the plans as the current building is not particularly attractive and some councillors concerned that because of its raised elevation close to the road, it would be out of character with the area and overbearing on the street scene. It would also be visible from the river valley conservation area and by virtue of its design, be intrusive. These reasons would be contrary to policies S1 and D1 of the approved Maldon District Local Development Plan, the endorsed Woodham Walter Village Design Statement and the requirement for good design as contained within the National Planning Policy Framework.

It was therefore agreed that the response to MDC would be to raise no objection but make comments as outlined above. It would also be noted that there was concern that the plans were unclear in places and the contrived hipped end to the building together with a hipped bay has been shown incorrectly on the drawing and presents a false impression.

### **2165.2 RES/MAL/17/01068 Land adjacent Spring Elms Farm, Spring Elms Lane**

Reserved matters application for the approval of appearance and landscaping on approved application OUT/MAL/14/01160 (Outline application for removal of two former poultry sheds and erection of one dwelling and detached garage).

Cllr. Symons reported that she had carried out neighbour consultations and there were no objections from those consulted.

Cllr. Tompkins noted that the application sums up what the VDS has been trying to do, it is a discriminating piece of work and well presented. Concern was raised regarding the materials to be used for the windows which was not detailed and Chairman opened the meeting up to the applicant who confirmed they would be wooden.

Councillors concluded that they support the application and will recommend approval.

### **2165.3 HOUSE/MAL/17/00883 Albany Orchards, Old London Road**

Erection of outbuilding for swimming pool and associated accommodation. (Amendments to 16/00094)

Councillors support the application and will recommend approval.

### **2165.4 HOUSE/MAL/17/01118 Ashmans, Curling Tye Lane**

Erection for temporary period 7.5m lattice communications pole and receiving dish.

The application had arrived too late to be included on the agenda. It was decided to call an Extra Ordinary Parish Council meeting on Monday 30<sup>th</sup> October at 8pm in Women's Club.

## **2166. Planning – DECISIONS**

### **2166.1 FUL/MAL/17/00774 St Michael's Church, Church Hill **APPROVE (DEL)****

Proposed illumination of church access pathway to facilitate disabled person access.

### **2166.2 FUL/MAL/17/00778 Somerset, West Bowers Road **REFUSE (DEL)****

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

### **2166.3 FUL/MAL/17/00823 The Calf Shed, West Bowers Farm **APPROVE****

Retrospective – change of use from agricultural use to class D1 (c) (non-residential institution – music school).

### **2166.4 LDE/MAL/17/00824 The Old Granary Room, West Bowers Farm **INVALID****

Claim for Lawful Development certificate for the existing use of agricultural barn as a commercial unit.

2166.5 NMA/MAL/17/00715 Holly Lodge, Hop Garden Lane

**APPROVE**

Application for non material amendment following grant of planning permission HOUSE/MAL/16/01353

Removal of facing brick plinth feature and stained timber boarding extended down to ground level.

**2167. Planning – APPEALS**

2167.1 APP/X1545/D/17/3181375 Spring Elms Farm, Spring Elms Lane

**DISMISSED**

HOUSE/MAL/17/00399 Construction of tennis court.

2167.2 APP/X1545/W/17/3172133 Falconers Lodge, Oak Farm Road

**DISMISSED**

FUL/MAL/16/01404 Retrospective – use of building as a single dwelling house.

2167.3 APP/X1545/X/17/3168107 Barn 1 & 2, Lodge Farm, Old London Road

**DISMISSED**

LDP/MAL/16/01165 Claim for Lawful Development Certificate for proposed development: Change of use of two agricultural buildings to residential.

Dr Arun Perumpallil and Latha Amma left the meeting room at 9pm

**2168. Other Planning Matters**

2168.1 Woodham Walter Village Design Statement.

- Launch Reception Review. It was agreed that the launch reception had been successful. A press release was circulated afterwards and an article appeared in the Maldon & Burnham Standard.
- How will the Parish Council promote the VDS to the village and newcomers to the village, in particular regarding permitted development. It was agreed that a monthly Parish Magazine article should be written under the banner of the VDS. Cllr. Tompkins will produce this.
- When will the VDS be updated, including planning policy? It was agreed that Cllr. Tompkins will review on an annual basis in consultation with the VDS committee. If modifications are needed a consultation process will be required.
- How will the Parish Council manage enquiries from residents arising from the VDS? It was agreed that any enquiries should come via the Parish Clerk. Cllr. Tompkins will ask VDS Committee Chairman, David Beattie if he would be happy to be an independent advisor.
- Clerk noted that copies of the VDS have been distributed to Danbury and Maldon libraries and also copies will be placed at St Michael’s Church and sent to Essex Record Office and British Library.
- The Website needs updating – Cllr. Tompkins and clerk to liaise.

Mrs Pam Seear left the meeting room at 9.05pm

2168.2 Parish Trigger – clerk read out response from EALC which confirmed that this change is in line with many other authorities. Cllr. Bass noted that the Parish Council had misunderstood the whip as reported at the last Parish Council meeting by Cllr. Durham – the whip could be used in order to vote on the removal of the Parish trigger but individual planning decisions are never whipped.

Cllr. Henry Bass and Mr & Mrs Jones left the meeting room at 9.20pm

**2169. Payments** The following payments were authorised and cheques duly signed.

2169.1 E-on –Monthly DD – £21.89 (inc. £1.04 VAT)

2169.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

2169.3 Mrs J Bannerman - Clerks Salary 41 hours + allowance £486.52

2169.4 Mrs J Bannerman – Expenses (VDS launch/postage) £143.70 (inc. £7.65 VAT)

2169.5 D.W. Maintenance £140.00

2169.6 BT £1 (inc. £0.17 VAT) (adopting telephone kiosk)

2169.7 EALC (Data Protection Training) £45

2169.8 ECC - Woodham Walter Primary School ref: Grant for playground 2016/17 £400

2169.9 LJ Print (VDS printing) £87.04

2169.10 Woodham Walter Village Hall (Hire of hall for VDS) £25.50

2169.11 SLCC Essex £10 (Parish Clerks networking event)

2169.12 Mr J Tompkins – Expenses (Ink Cartridge re: VDS) £121.32 (inc. £20.22 VAT)

**2170. Other Financial Matters**

2170.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
11-Sep-17	Balance			14810.71
09-Oct-17	Transferred to A/C 60978876		1400.00	13410.71

## Community Account

11-Sep-17	Balance			567.52
09-Oct-17	Transferred from A/C 40622818	1400.00		1967.52
09-Oct-17	October Debits		1504.87	462.65

2170.2 ¼ly expenditure review to 30<sup>th</sup> September. Clerk had prepared the review and circulated to all councillors. Cllr. Symons confirmed that she has reviewed the accounts books as part of the internal control measures and found everything to be in order.

2170.3 Transparency Fund Application – Clerk has filled in the form for a grant to cover the costs of adhering to the transparency code. This is backdated to April 2016 up until March 2018 when the fund will cease. If we are successful this will amount to a grant of £502.56 The application form includes a box to state that the authority agree to this – Cllr. James Rushton proposed and Cllr. Peter Warren seconded that the grant should be applied for, all in agreement.

2170.4 Clerk informed that a quote for works to the trees along the Memorial Garden had been received from the contractor. It was agreed that this should be accepted and works should take place during the Autumn. Clerk to arrange.

### 2171. Reports Of the District/County Councillor

Cllr. Bass had provided comments during in the meeting regarding Parish Trigger, Playground and Zig Zag lines.

### 2172. Other Council Matters

2172.1 Woodham Walter Common – Cllr. Warren/Cllr. Tompkins continue to investigate. Clerk to provide further information. When the document is completed a meeting will be arranged to discuss with the Essex Wildlife Trust.

2172.2 Bell Meadow Village Association – Cllr. Hughes reported that she had attended the ‘wash up’ meeting where various items were discussed in order to note what worked and to make improvements where necessary. The committee are happy with the Parish Council suggestion that village organisations such as Church/Women’s Club could be invited to send a representative to committee meetings to strengthen community ties. The AGM date will be set and the date published in order to attract more support. It was also noted that there should be more formality including production of minutes and improved communications. Clerk to check the constitution.

2172.3 Allotments Association. Cllr. Rushton had no information to report.

2172.4 Party Tent Storage – no response

### 2173. Consultations/Questionnaires

2173.1 Mobile Library Consultation. The proposal is to remove the stop for Woodham Walter which currently calls at Wood Corner. Having looked at the list of current stops and potential stops it is a shame to note that Woodham Walter appears to be the only village in the Maldon District which is completely losing the service. Especially considering that the stop in the centre of the village was withdrawn in a previous review. Clerk to investigate further and respond that Woodham Walter should have a stop in the village to provide the service to our community. Also liaise with Cllr. Channer.

### 2174. Highways

2174.1 Little Baddow Road Footpath –Cllr. Channer investigated and received this response:

*This defect was logged however this did not meet the criteria for immediate repair does not warrant immediate attention so Essex Highways have continued to monitor the footpath for further deterioration.*

Councillors note that should an accident occur that Highways will be held responsible.

2174.2 Blocked Drain outside Church to be reported.

2174.3 The railings along Old London Road have again been damaged.

### 2175. Local Issues

2175.1 Bell Meadow 1) Gate at Bell Meadow – await final quote – Cllr. Bunn to advise. Otherwise clerk to proceed with quote from Danbury Fencing. 2) Hedge pack from Woodland Trust – successful application, plants due to arrive in November. Clerk to arrange working party. 3) There were no further matters for report and the book was duly signed.

2175.2 Footpaths Report. Cllr Warren reported that he had met with Lenny May from ECC who together viewed the outstanding areas requiring maintenance. He was sympathetic to the problems and explained that there is a 2 year back log which he is working hard to deal with. Cllr. Warren will now email Mr May directly as well as reporting through the ECC Highways webpage. Other reports include that paths have been cleared and the fence/gate at Mead Pastures removed. The path from the Water Works is due to be cleared by The Warren.

2175.3 School Report. Notification received from School and MDC regarding diseased Elm tree which has now been felled. A replacement tree will be planted in due course. Cllr Symons had

attended a recent Governor meeting and has volunteered as the SENCO representative. Two Parent Governor positions have been advertised. The Improvement Committee still attends to monitor.

2175.4 Crime/Police Report. Concerned to hear of a break-in Hoe Mill Road and tools stolen.

Discussed Black 4x4 which has been noted by several people in various areas of the village. Clerk to report as suspicious behaviour.

2175.5 Litter – Clerk reported 2 bags of asbestos along Hop Garden Lane.

2175.6 Broadband – there is still nothing to report. Awaiting update/installation of Essex Wifi service to some properties in the village.

2175.7 Vehicle Activated Sign – No further information to report. Cllr. Durham is chasing this up.

2175.8 Zig Zag Lines – Await feedback from School. Clerk had spoken to Gary from the Queen Vic who is supportive of double yellow line measures proposed. Pam Seear from Tadpoles had outlined her support for action during the public forum. Councillors do not support offering any funding as this is a safety issue which should be funded by ECC not at a local level but do support the idea of double yellow lines.

2175.9 Bus Services – Clerk has been in discussions with Arrow Taxis who are considering how they may be able to introduce a weekly service for the village. Await response.

2175.10 Telephone Kiosk – clerk has advertised for suggestions via the parish magazine. There is box in the telephone kiosk. Deadline 31<sup>st</sup> October. To discuss at November meeting.

**2176. Matters Raised by Local Residents** None

**2177. Correspondence**

2177.1 Mr Keep has copied the Parish Council into his correspondence with the Environment Agency.

**2178. Points of Information**

**2179. Date of Next Parish Council Meeting:**

Date of next Extra Ordinary Planning Meeting Monday 30<sup>th</sup> October 2017 at 8pm in Women's Club.

Date of next Ordinary Parish Council Meeting Monday 13<sup>th</sup> November 2017 at 8pm in Women's Club.

Signed

**Meeting ended at 10.40pm**

Dated