

MINUTES

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

Monday 14th January 2019

Present:

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

Others: Jacky Bannerman (Parish Clerk)
Cllr. Henry Bass (District Council) (Left meeting room at 9.20pm)
Cllr. Mark Durham (District Council) (Left meeting room at 9.20pm)

Public: 0

2468. Welcome Cllr. John Tompkins welcomed those present to the meeting.

2469. Apologies For Absence There were no apologies recorded.

2470. 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).

Cllr. Jenny Hughes declared a non-pecuniary interest in discussion regarding payment to National Association of Allotment and Leisure Gardeners Ltd because the landowners are close friends and she lives on and uses the land that the allotments are on. Further, a parent is a member of the Woodham Walter Allotments Association.

There were no other interests declared and the register was duly signed.

2471. Public Forum

There were no members of the public present.

2472. To approve Minutes of Ordinary Parish Council Meeting held on Monday 11th December 2018

The minutes were approved as a true record of the meeting and duly signed.

2473. Matters Arising from the minutes.

There were no matters arising.

2474. Planning – APPLICATIONS

2474.1 18/01427HRN The Bungalow, The Warren Golf Club
Hedge Removal to make way for approved building work.

Councillors had no comments. Response duly sent.

2475. Planning – DECISIONS

2475.1 COUPA/MAL/18/01279 Barn 1&2 Lodge Farm, Old London Road **REFUSE**
Prior approval of proposed change of use of agricultural building to a dwelling house (Class C3).

2476. Other Planning Matters

2476.1 FUL/MAL/18/00216 (Appeal Ref: APPX/X1545W/18/3201933) **APPEAL ALLOWED**
Somerset, West Bowers Road
Change of use of land from agricultural to residential and new access.

2476.2 FUL/MAL/18/00300 (Appeal Ref: APP/X1545/w/18/3211540) **APPEAL RECEIVED**
Meadows Barn, Bassetts Lane
Construction of 10 new holiday lodges

Councillors noted that an appeal has been made against the Council's decision to refuse to grant planning permission. Deadline for any further comments is 14th February. Councillors will review information in documents and discuss at February Parish Council meeting.

2476.3 Enforcement - Councillors noted the updates.

- Falconers Lodge Office – Response from Enforcement Officer: *I can confirm that there is not an active case on the above property. There was an enforcement case regarding the use of*

the property which was closed in December 2017 as it was established that the property was not being used as a dwelling house.

Councillors to monitor.

- Bassetts Lane – investigation into field entrance – Await review
- Warren Lodges – There have been a number of anecdotal reports expressing concern that there are a number of people who appear to be living at the Warren Lodges. Councillors agreed that MDC Enforcement should be asked to investigate (again) that the conditions are being adhered to including occupancy (Condition 2), closure period (15th-28th January) (Condition 3), Up-to-date register including main home addresses (Condition 4), structures (e.g. sheds) (Condition 5).

2477. Reports Of the District/County Councillor

Cllr. Bass reported that Phase 1 of the District Council restructuring is due to be completed at the end of February. Then there will be some office moves. Phase 2 will then begin including Planning and Environmental Health departments.

Cllr. Durham asked if the reported pot holes had been completed and was advised that the 2 reported (Top Road and West Bowers Road) had been repaired.

2478. Payments

The following payments were authorised and cheques duly signed.

2478.1	E-on	DD	25.70	1.22	24.48
2478.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2478.3	Mrs J Bannerman	C	507.83	0.00	507.83
	National Society of Allotment & Leisure				
2478.4	Gardeners Ltd	C	66.00	11.00	55.00
2478.5	Danbury Fencing Ltd	C	318.02	53.00	265.02
2478.6	MDC (Community Protection Team)	C	159.35	26.56	132.79

The following details were discussed and noted.

2478.1 E-on Deemed Prices increase. Clerk had not been able to secure an alternative cost-effective solution for the unmetered supply.

2478.3 Payroo the payroll software we use are now going to charge for the service £5 per month plus £10 per month admin charge. Clerk is currently looking at other payroll services. It was agreed to continue with Payroo until the end of the financial year and investigate alternative solutions for next year.

2478.4 National Society of Allotment & Leisure Gardeners. Previously this has been reimbursed by the WW Allotment Association but the Internal Auditor did not approve of this practice because although the Allotments Association was formed to manage the Allotments on behalf of the Parish Council (with a Parish Councillor representative on committee) as per agreement with the Landowner, the Allotments Association is not a full Working Party of the Parish Council and their accounts are kept separately. It was agreed that it is the responsibility of the Parish Council to maintain the membership. To consider if a donation in future be requested from the Allotments Association. Clerk to see advice of Internal Auditor.

2478.5 Danbury Fencing Ltd – due to install fencing – await invoice. Payment was approved as per quotation but the cheque will be completed and signed on receipt of invoice.

2478.7 Agenda item 11.5 Woodham Walter Women's Club – invoice has not been received for hire of hall. Deferred to February meeting.

2479. Other Financial Matters

2479.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
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Business Reserve A/C

10-Dec-18	Balance			14447.41
14-Jan-18	Transfer to Community A/C 60978876		1200.00	13247.41

Community Account

10-Dec-18	Balance			504.02
12-Dec-18	EALC (Clerks Bursary for Election Course)	63.75		567.77
14-Jan-19	Transferred from Business Reserve A/C 40622818	1200.00		1767.77
14-Jan-19	January Debits		1102.10	665.67

2479.2 ¼ ly Expenditure Review to 31st December 2019 It was noted that the review with updated figures (correcting a Spreadsheet anomaly) had been circulated to all Councillors as part of the adequate system of internal control measures. There were no questions raised and the report was duly accepted.

2479.3 2019/20 Budget and Precept Request. The updated budget sheet (correcting a Spreadsheet anomaly) was discussed by councillors including:

- proposed general expenditure e.g. Parish Clerks Salary, Street Lighting, Hedge and Grass Cutting, Community Grants, Other regular costs
- additional expenditure e.g. Elections, Goal Post Maintenance, War Memorial Shelter Maintenance, Telephone Kiosk Maintenance, Signage, New Playground enabling works, Community Protection Team;
- the need to maintain sufficient reserves;
- and report from District Councillor Durham of a high possibility that there will be a cap placed next year on Parish Council precepts.

Councillors concluded that a 30% increase was required in order to meet all of the expenditure plans, maintain sufficient reserves and in order to future proof the Parish Council against a funding cap. Clerk explained using the Council's Tax Base figure of 269.6 that a precept at £20,281.00 will result in the Band D property charge of £75.23 for the year which is an increase of £17.32 on 2018/19.

Cllr. John Brown proposed that the precept request be set at £20,281.00 for the year 2019/20.

Cllr. James Rushton seconded the proposal. All Councillors were in agreement. The clerk will duly make the Precept demand from Maldon District Council.

Cllr. Peter Warren proposed a vote of thanks to the Clerk for carrying out the complicated budget setting process. Councillors agreed.

2480. Other Council Matters

2480.1 Woodham Walter Common. Essex Wildlife Trust. Councillors agreed that the draft agreement should be sent to EWT for comment.

2480.2 Bell Meadow Village Association. Following the sad death of Kerry Boswell who was one of the main organisers of the event, the BMVA are currently considering how to proceed. The committee have a report in the February Parish magazine requesting further assistance. Depending on the outcome a decision will be made of the way forward.

2480.3 Allotments Association – Cllr. Rushton will speak to the committee for a report.

2480.4 Community Protection Team - noted 1 speeding offence for December and monitoring of parking outside school.

2480.5 Bell Meadow Playground – the committee had been advised that despite the Conservation Officer view, a full planning application is required by MDC. District Councillor Henry Bass will check on this information. The committee are progressing with the application which should be made in due course.

2480.6 Clerks Progress Report – Councillors agreed that the changes to the format had been useful.

2480.7 Risk Assessments – work in progress

2481. Consultations/Questionnaires

2481.1 Essex Libraries Consultation 29th November – 20th February 2019. To note this consultation remains active and individual responses are encouraged. Clerk has responded on behalf of Parish Council.

2481.2 Draft Maldon District Green Infrastructure Strategy (Supplementary Planning Document)

To help the Council implement the Approved Local Development Plan for Maldon District (2014-2029) we would welcome your comments on the above document. The draft **Maldon District Green Infrastructure Strategy** provides further guidance on Policies N1, N2 and N3 of the Maldon District Local Development Plan regarding the Council's approach to the provision, improvement and enhancement of green infrastructure in the District. Once adopted, this Strategy will be a material consideration in the determination of planning applications. The consultation on the Strategy closes on **23 January 2019 at 4.30pm.**

Cllr. Brown and Cllr. Tompkins detailed their thoughts on the document as it affects Woodham Walter.

- Concerns about Chelmer & Blackwater project to improve path along canal.

- Woodland appears to be misnamed and should state that it is Woodham Walter Common.
- Quiet Lanes – do not approve the encouragement of cycle routes (no objection to individual cyclists, families but object to groups of cyclists who so often use our village)
- Country Park at Beeleigh Falls – Concerns expressed
- Support the principal of the document but details are lacking
- Should be a stronger emphasis on local characteristics to prevent degradation of green areas
- Local equipped areas of play – Woodham Walter missed off list.

It was agreed that Cllr. Tompkins will draft a report to be circulated before responding.

2482. Highways

2482.1 Devolution and Public Realm/Highway Services. Await further information about the precise works which the Parish Council will be required to take on.

2483. Local Issues

2483.1 Bell Meadow 1) Fence at Bell Meadow – works due on 15/1/19. 2) Goalposts – Cllr. Bunn to complete works on anchor and cable tie the nets on 19/1/19. 3) There were no reports to note and the Bell Meadow list was duly updated.

2483.2 Footpaths Report. Cllr. Warren reported that paths are in good condition for the time of year. The New Year walk had been a success with 65 people and about 20 dogs walking 3 miles. 1 new finger post has been erected at Blue Mill Lane. Cllr. Tompkins proposed a vote of thanks to Cllr. Warren for organising the New Year Walk, Councillors agreed.

2483.3 School Report. Cllr. Symons reported that the Ofsted inspection is not likely until May. The SATS results had been very good. The Governing body are working well.

2483.4 Litter – Couple of fly tips in various locations reported. McDonalds Wrapper (with receipt) had been collected by the Community Protection Team and it is hoped a fine will be issued.

2483.5 Broadband Update. Cllr. Brown reported that the works have been progressing at a pace and orders for superfast broadband are now being taken. Many areas of the village are having Fibre to the Pole installed which results in a shorter run of copper to the house, thus increasing speeds available. Cllr. Brown will work on an information document with a view to including in the March parish magazine.

2483.6 Zig Zag Lines. Clerk to chase up information and send to Cllr. Channer.

2483.7 Telephone Box – works are due to begin. Cllr. Tompkins is liaising with the Church Defibrillator group and volunteers.

2483.8 Defibrillator update - the equipment is currently held at the school. As soon as the telephone box is available it will be transferred.

2484. Matters Raised by Local Residents

2484. Warren Lodges – see minute ref: 2476.3

2485. Correspondence

2485.1 Various items of correspondence have been emailed to Councillors or put in drop box.

2485.2 Christmas Cards were received from Priti Patel MP, the Community Protection Team and Magnox.

2485.3 RCCE Village of the Year – Councillor's do not want to enter the competition.

2486. Points of Information and Items for the next Agenda

2486.1 Report of theft from Rectory Road garden of Wheelbarrow.

2487. Date of Next Parish Council Meeting:

Date of next Ordinary Parish Council Meeting Monday 11th February 2019 at 8pm in Women's Club.

Signed

Meeting ended at 9.35pm

Dated