

MINUTES

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

Monday 12th February 2018

Present:

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

Others: Jacky Bannerman (Parish Clerk)
Adrian Rayner (Community Protection Team, MDC)
Cllr. Mark Durham
Cllr. Henry Bass

Public: 0

2252. Welcome Cllr. Symons welcomed those present to the meeting.

2253. Apologies for absence were received and accepted from County Councillor Channer.

2254. 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).

All councillors declared a Non-Pecuniary interest in the Planning Application at the Memorial Garden, adjacent to Bell Meadow as the application has been submitted by the Parish Council.

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

2255. Public Forum There were no members of the public present.

2256. To approve Minutes of Ordinary Parish Council Meeting held on Monday 8th January

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

2257. Matters Arising from the minutes.

There were no matters arising.

2258. Community Protection Team – Adrian Rayner explained what the Community Protection Team from Maldon District Council can do in the village. They have a team of 11 officers working 7 days a week, they wear uniform and body cams. Their vehicles also have cameras and are being sign written. It is a very flexible service. The team communicate with parishes and provide monthly reports on the activities undertaken. They encourage the public to sign up to the Park Watch scheme in order to provide the team with information, the service relies on intelligence received in order to target problems. The team are accredited and have the power to prosecute. The Team is a model project and being used as an example of good practice across the county. They are the only council team in the country, trained to use Tru-cam. The team can carry out the following sorts of services:

- Tru-Cam – to tackle speeding - ready to begin sessions in the District. This results in prosecutions.
- Parking enforcement – e.g. issue tickets for parking on zig zag lines. They can only deal with parking infringements where there are road markings.
- Fly Tipping – Will trace rubbish where evidence allows and carry out covert operations and use cameras where intelligence is received.
- Dog Fouling – working on intelligence they will target suspects
- Litter – on the spot fines. Can also use dashcam footage. They can also use receipts found within rubbish e.g. McDonalds wrappers which can then be traced back using CCTV and number plate readers at point of purchase.
- Playground Inspections – visual inspections on each visit. Weekly full inspections in summer and less frequent in Winter. The team are ROSPA trained.

Mr Rayner was asked about Fly Posting – specifically as the village has recently been inundated with a Lost Dog poster – research has found that the dog went missing from Rochford in October. Whilst the Parish Council has sympathy for the owner it is considered that the huge number of posters on almost every post/telegraph pole etc is not acceptable in the village. Clerk will put a one poster on the noticeboard and all others will be removed. Mr Rayner will investigate if action can be taken. Clerk will liaise with Mr Rayner and councillors regarding a Service Level Agreement with a view to launching the service in April. It was agreed that the Parish Council will engage the CPT for 4 hours per month. Mr Rayner will attend the Annual Parish Meeting to give a short presentation and introduce the service to members of the village.

Cllr. Symons thanked Mr Rayner for attending the meeting and he left the meeting room at 8.40pm.

2259. Clerks Progress Report – Councillors had found the report useful. Clerk will continue to refine in order that it does not become an onerous task.

2260. Bell Meadow Playground

Results from the questionnaire have been analysed. Just over 30% of questionnaires were returned. Results showed that there are more children in the village than had been expected. The next meeting of the Working Party is 20th February. Clerk to check insurance and inspections costs etc.

2261. Planning – APPLICATIONS

2261.1 HOUSE/MAL/17/01036 Chelmer, West Bowers Road
Application for non-material amendment following grant of planning permission HOUSE/MAL/17/01036 (First floor extension to chalet bungalow to form two storey dwelling house). Amendment sought: To add window on the rear elevation between the French doors/Juliet balconies. On all elevations change rough render at first floor with Marley Cedral Weatherboard leaving render at ground floor. Councillors noted that the proposed amendment does not adhere to the suggested finishes in the adopted Village Design Statement. They consider that it would be better left as a render finish.

2261.2 LBC/MAL/18/00065 The Warren, Old London Road
New build linking building between clubhouse and barn to replace existing structure which has approved for alteration in 15/01155/FUL and 15/00915/LBC
Councillors support the application.

2261.3 TCA/MAL/18/00127 Land Adjacent Bell Meadow, Church Hill
Crown lift all the trees within the defined area, as outlined in red on drawing WWPC/1, to a height of 1.8m-2.4m to facilitate improved growth and ease of maintenance. Cut back the gorse bushes from the highway.

All councillors had declared a non-pecuniary interest as the application has been made by the Parish Council. Councillors support the application.

2261.4 FUL/MAL/18/00022 & LBC/MAL/18/00023 Hoe Mill, Hoe Mill Road
Repair/reinstatement of the vinery for use as habitable annexe.
Councillors support the application.

2262. Planning – DECISIONS

2262.1 HOUSE/MAL/17/01400 Ashman’s Farmhouse, Curling Tye Lane **APPROVE**
Retrospective – single storey attached pool plant outbuilding, to existing granary workshop.

2262.2 LBC/MAL/17/01402 Ashman’s Farmhouse, Curling Tye Lane **APPROVE**
Retrospective – single storey attached pool plant outbuilding, to existing granary workshop.

2262.3 LDE/MAL/17/01404 Ashman’s Farmhouse, Curling Tye Lane **APPROVE**
Claim for Lawful Development Certificate for the existing landscaping, pool, surround and balustrade screening.

2262.4 LBC/MAL/17/01405 Ashman’s Farmhouse, Curling Tye Lane **APPROVE**
Minor alterations – removal of section of modern brickwork to accommodate new opening through to utility.

2262.5 LDP/MAL/17/01370 Barn 1 & 2 Lodge Farm, Old London Road **REFUSE**
Claim for Lawful Development Certificate for proposed change of use of agricultural building to residential under class Q of the general permitted Development order.

2262.6 TCA/MAL/17/01397 Severn House, The Street **APPROVE**
T.1-3 Crab Apple. To trim the shoots/new growth by 2m

2262.7 CCC – 17/01902/OUT Land East of Runsell View/North Maldon Road, Danbury **REFUSE**
Outline planning application for up to 90 residential dwellings.

2262.8 RES/MAL/17/01068 Land adj. Spring Elms Farm, Spring Elms Lane **APPROVE**
Reserved matters application for the approval of appearance landscaping, scale and layout on approved application OUT/MAL/14/01160 (removal of two former poultry sheds and erection of one dwelling and detached garage).

2262.9 LDE/MAL/17/01424 Stables, West Bowers Farm **APPROVE**

Claim for Lawful Development Certificate for existing use of stables for equestrian use, including stabling of horses and storage of associated equestrian equipment.

2263. Other Planning Matters

2263.1 Memorial Garden Trees – application submitted as per Minute Ref: 2261.3 Colin Warner has offered to remove the gorse bushes – this needs to be done before the end of February in order to meet with the nesting season – otherwise it will be delayed until after August. DW Maintenance will carry out the tree work as per quote received.

2263.2 Parish Trigger update.

- Response received from MDC – Councillors were dissatisfied with the latest response from MDC which was considered poor and unhelpful especially considering the amount of negative response from across the Town & Parish Councils in the District.
- The removal of the paper copies is considered unacceptable. Maldon Council’s website is not fit for purpose (a point acknowledged in the meeting by Cllr. Bass) and the broadband available in the village is not sufficient for many people to access the documents, plus the scale of the plans on a small screen make it very difficult to see the detail required to make a decision. The Women’s Club meeting room does not have access to the internet and there is not the facility to be able to show the plans in the meeting room other than on laptop devices.
- Cllr. Bass thought that the Parish Council should receive the planning application documents by email and not have to rely on the website. Cllr. Bass and Cllr. Durham will look into this which has not been communicated effectively to Parish Councils if this is the case. Councillors acknowledged that this would be an improvement although the download time would still be inconvenient and with poor broadband speeds in the village, still difficult to achieve.
- The Parish Council may need to consider purchasing an A3 printer and paper in order to engage with Neighbour consultations. They may consider the costs of printing by an external source to see if this would be cost effective.
- It was agreed that a letter should be written once the result of the email/website discrepancy is known. Clerk to liaise with Chair/Vice Chairman.
- Clerk to send the latest MDC letter to Joy Darby at EALC and ask for update on their investigations.
- Councillors continue to be disappointed at the lack of consultation and poor communications with the Parish and Town council sector.
- It was also noted that other Parish Councils in the district have been investigating if there should be a joint meeting to discuss.

2263.3 Enforcement 1) Warren Lodge Park – MDC have responded that investigations have been concluded and all is now in order. The Parish Council will remind MDC every year to carry out checks. 2) Granville Manor – Clerk to check regarding lighting conditions and forward information to Cllr. Durham. 3) Falconers Lodge Office – Cllr. Durham reported that this is being investigated.

2263.4 Essex Design Guide – available on-line from 28th February. Clerk to forward information to councillors.

2264. Payments The following payments were authorised and cheques duly signed.

- 2264.1 E-on –Monthly DD – £22.62 (inc. £1.08 VAT)
- 2264.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)
- 2264.3 Mrs J Bannerman - Clerks Salary 28 hours + allowance & holiday pay £503.45
- 2264.4 Woodham Walter Women’s Club – £144.00 - 2017 Hire of Hall
- 2264.5 EALC – councillor training £322.60
- 2264.6 Mrs J Bannerman – Expenses (Stationery/Postage) £39.15 (inc. £4.67 VAT)
- 2264.7 SLCC – Clerks Training Day £25

2265. Other Financial Matters

2265.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
08-Jan-18	Balance			12212.98
12-Feb-18	Transferred to A/C 60978876		1000.00	11212.98

Community Account

08-Jan-18	Balance			533.04
31-Jan-18	WW Allotment Association (ref: NSALG)	55.00		588.04
12-Feb-18	Transferred from A/C 40622818	1000.00		1588.04
12-Feb-18	February Debits		1080.76	507.28

2265.2 Appointment of Internal Auditor – Clerk had received recommendations from EALC. It was agreed that Nancy Powell-Davies will be engaged to carry out the internal audit. Clerk to arrange.

2266. Reports Of the District/County Councillor

It was noted that the report of Penny Channer had been distributed to councillors.

Cllr. Durham reported that the Budget had been agreed at an increase of 2.99% which equates to 10.8p per week for Band D properties. A report has been commissioned to investigate how the severe financial issues at the council can be addressed. Where possible they are devolving downwards.

Hospital – it has now been resolved that MDC will not proceed with any further funds or officer time until the Health Trust come up with a firm decision on the way forward.

Cllr. Bass and Cllr. Durham left the meeting room at 10pm.

2267. Other Council Matters

2267.1 Woodham Walter Common/Living Landscapes – Chris Wheadon has volunteered to represent Woodham Walter on the EWT Living Landscapes committee.

2267.2 Bell Meadow Village Association. Cllr. Hughes reported that plans are coming together. There was some discussion about the Parish Council rep and it was agreed that Cllr. Hughes will continue in the role. A meeting has been arranged for 7pm on 21st March at the Queen Vic – all welcome, the committee need to encourage more volunteers.

2267.3 Allotments Association – repayment for NSALG membership received. It is understood that all the plots are now filled again.

2267.4 Councillor Training – review session and action points from it.

- It was agreed that the training had been useful
- Local Council Award – it was agreed to pursue the Foundation Standard award.
- Clerks Report – discussed under Min. Ref. 2259
- Written Councillor Reports – it was agreed that these are useful but that a verbal summary needs to be given as this opens up the opportunity for useful discussions.
- Delegated Power Trigger – await information from MDC before decision can be made.
- Staffing Committee – Made up of Chair/Vice/Past Chair/Future Vice. Draft document will be amended to also include a Staffing Sub-Committee made up of Chair/Vice and Past Chair who can meet at short notice if required. Clerk to investigate a Dispute Policy.

2267.5 Parish Council Chairman/Vice Chairman – Cllr. Hughes indicated that she is likely to be available to take on the role of next Vice Chairman in May.

2267.6 Parish Emergency Plan – the plan has been updated and copies distributed. Clerk to send dropbox link.

2267.7 Annual Parish Meeting – date confirmed for Monday 16th April. Clerk to begin work on the Annual report for distribution by councillors in the village during early April. It was agreed that the Community Protection Team will give a short presentation to launch the service in the village.

2267.8 Annual Parish Meetings – Danbury (Monday 23rd April) & Little Baddow (Wednesday 18th April) – Volunteers to represent WW at these meetings to be decided.

2267.9 Nuclear Waste Meeting - Cllr. Symons reported that the meeting had been interesting.

2267.10 Archive of Parish Documents – Clerk to begin process of sorting through Parish documents for transfer to the Essex Records Office.

2267.11 Data Protection – Clerk to begin process of completing a Data Protection Audit in order to consider how the Parish Council will be compliant with new rules. Information is still not confirmed for the Parish Council sector.

2268. Consultations/Questionnaires

2268.1 CCG's in mid and south Essex – Public Consultation launched (runs until 9th March)

These proposals set out the ambition to reorganise services across hospital sites in Basildon, Chelmsford, Southend and Orsett so that they are working together to deliver the best services they can, using people and resources as effectively as possible for the greatest benefit. Full details of the consultation proposals can be found at www.nhsmidandsouthessex.co.uk.

It was agreed that a response be made. Clerk to liaise with Cllr. Tompkins.

2268.2 GDF Consultation ref: Bradwell Power Station (geological disposal facility) Clerk to forward link to councillors.

2268.3 Chelmsford Local Plan Consultation. Chelmsford Pre-Submission Local Plan/Sustainability Appraisal/Habitats Regulations Assessment. Consultation runs from 31 January until 14th March 2018. Documents are being circulated. Response (specifically considering any impact on the Parish and plans for the areas adjacent to the parish) will be considered at the March meeting.

2268.4 Joint Health and Well Being Strategy for Essex – meeting on Wednesday 21st February. Noted.

2268.5 Fairglens Interchange Consultation – A130/A127 junction. Consultation closes 20th March.

2269. Highways

2269.1 Broken gully at the top of Brook Close – clerk to report.

2270. Local Issues

2270.1 Bell Meadow 1) Gate at Bell Meadow – await final quote 2) Dog post on Bell Meadow needs repair – clerk to ask Josh Warner.

2270.2 Footpaths Report. Councillor Warren reported that most paths are very muddy at present but the main problems in the past month have been caused by fallen trees brought down by high winds. FP16 north of Willow Cottages was completely blocked by a large tree and an enormous oak blocked FP14 in The Wilderness. Thanks to the landowners both paths have been promptly cleared. Minor blockages on FP18 and FP22 have been cleared by Councillor Warren.

2270.3 School Report. The school had written a letter of thanks for the final sum of Playground Maintenance money received from the Parish Council in November.

2270.4 Crime/Police Report. It was noted that a Fire at Manor Farm is being investigated for arson. A truck has been stolen from West Bowers Farm.

2270.5 Litter. February Litter pick Saturday 24th February with a reserve date of 3rd March. Clerk to collect litter pickers and advertise. Cllr. Warren to enquire about some tyres on the road down to the Water Pumping station.

2270.6 Broadband – Cllr. Brown reported that he and Graham Bannerman had attended the recent Superfast Essex meeting. There is little news to report for the village and the earliest that more information will be available is September. A recent survey carried out by Superfast Essex had resulted in only 16% (approx.40) of properties in Woodham Walter responding – this is a disappointing response rate for the village and will not help our case. Cllr. Brown is investigating FTTP (Fibre to the premises).

2270.7 Zig Zag Lines – await response.

2270.8 Bus Services – Clerk reported on recent news from Arrow who are going to be running a new DART service 2 days a week (Tuesday and Thursday) starting in East Hanningfield, via Danbury and Little Baddow through to Woodham Walter and Maldon, (the old 5 route) returning to the village a couple of hours later. This will be a DART service so can be pre-booked for collection at the door if required – subject to timetable restrictions. The timetable is being finalised, as is the route, as it has been noticed the DART99 service does not currently travel through the village, it comes along Oak Farm Road and then turns up Little Baddow Road at the Bell – missing out the whole of The Street & Rectory Road! Enquiries have shown that they think the Council Houses stop is at Church Corner and didn't realise the old route went up to Rectory Road Council Houses and turned around to come back down through the village – they are going to look into this.

They are also looking at adding another DART99 service at 9.40 in the Chelmsford direction – so we'll have 3 a day, 7.25, 9.40 and 11.40 - It never rains it pours! This service goes to Chelmsford and on to Broomfield Hospital.

Clerk to enquire if Bus passes will be valid on these services.

2270.9 Defibrillator Committee Report – Cllr. Tompkins reported that the first fund raising event took place on 10th February at the Church when over fifty people enjoyed an interesting a talk on St Roger of Beeleigh given by local historian, Stephen Nunn. This first event injected £777 into the fund and this when combined with other donation expectations should raise the fund beyond the £1000.00 mark, a good start at this early stage. It will enable the Church Working Party to progress to talking to providers and trainers to select the best unit to purchase and decide on the way forward for the benefit of the Village. This is a really good start to the venture and with further events in planning, it is hoped that the project will be well funded and achieve its goal.

2270.10 Telephone Kiosk – Await removal of telephony equipment.

2270.11 Mobile Library – clerk has been liaising with ECC regarding the removal of the mobile library service in Woodham Walter.

2271. Matters Raised by Local Residents

None

2272. Correspondence

2272.1 Various items of correspondence had been emailed to Councillors or put in drop box. No actions.

2273. Points of Information and Items for the next Agenda

2273.1 Cllr. Brown reported on the eye bolts for the Party Tent. The size is M6 but no alternatives can be found. Clerk to order from Party Tent suppliers.

2273.2 Cllr. Tompkins offered his apologies for the March meeting.

2274. Date of Next Parish Council Meeting:

Date of next Ordinary Parish Council Meeting Monday 12th March 2018 at 8pm in Women's Club.

Signed

Meeting ended at 11.10pm

Dated