

MINUTES

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

Monday 10th May 2010

Present:

Colin Warner
Mark Durham
Angus Neale
James Bunn
David Potter
Claire Robinson
Peter Warren

Others: Jacky Bannerman (Clerk)

Public: 0

229. Welcome Cllr Warner welcomed those present to the meeting.

230. Apologies For Absence There were no apologies.

231. Election of Chairman Cllr. Colin Warner confirmed that he would be standing down as Chairman. Nominations for chairman were invited. Cllr. David Potter proposed Cllr. Mark Durham and this was seconded by Cllr. Claire Robinson. There were no further nominations and Cllr. Mark Durham was unanimously elected to the position of Chairman for the year 2010/11. Cllr. Durham took the Chair from Cllr. Warner and proposed a vote of thanks to Cllr. Warner for his sterling work for the Parish Council over last 2½ years, all councillors in agreement.

232. Election of Vice-Chairman Cllr. Mark Durham invited nominations for the position of Vice Chairman. Cllr. Peter Warren proposed Cllr. James Bunn and this was seconded by Cllr. Angus Neale. There were no further nominations and Cllr. James Bunn was unanimously elected to the position of Vice Chairman for the year 2010/11.

233. Declarations of Acceptance of Office All councillors filled in and signed the forms as is the requirement every year at the AGM. Clerk countersigned forms and filed.

234. Annual Register of Members Interests Annual register forms duly updated by Councillors Neale, Potter, Robinson, Warren & Warner. Councillor's and Clerk signed forms and filed. Cllr. Durham and Bunn will submit at next meeting.

235. Reviews & Adoptions

235.1 Standing Orders. There is an updated Standing Orders document which will be circulated to all councillors with a view to adopting formally at the June Parish Council meeting.

235.2 Financial Regulations. The document was duly adopted for the year 2010/11.

235.3 Inventory of land and assets. Discussion confirms that the valuation for Bell Meadow is correct and that the figures for the football goal posts and street lamps are taken from the insurance schedule. Other assets have been reduced at a rate which was felt to be realistic and justifiable for each individual item.

235.4 Confirmation of arrangements for insurance cover. Clerk had spoken with A-on, the insurance company regarding liability insurance for the community playground located in the school grounds and been informed that because the Parish Council do not own or maintain the equipment that our policy may not include cover for the community playground. Councillors ask clerk to investigate the school/parish council agreement and enquire about the weekly inspections which are carried out by councillors during school holidays as this was thought to have been a requirement set by the insurance company. To review at June meeting.

235.5 Council's complaints procedure. Councillors confirm that complaints need to be addressed to the council in writing for consideration and investigation and the parish council will follow the guidelines issued by the NALC. (National Assoc. of Local Councils)

235.6 Council's Freedom of Information procedure. Councillors confirm the re-adoption of the Freedom of Information Model Publication Scheme. Details of how to access information is available in Chapel Stores and clerk will add details to the website.

235.7 Setting the dates, times & place of ordinary meetings of the full council for the year ahead.

The dates were set as the second Monday of the month at 8pm, usually in the Women's Club room, Top Road.

236. Register of Declared Interests There were no interests declared, clerk duly signed book.

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

238. Minutes Of The Parish Council Meeting Held On 12th April 2010. The minutes were approved as a true record of the meeting and duly signed.

239. Matters Arising

239.1 Little Baddow Footpath leaflet. Councillors looked at copies of the leaflet and agreed in principle that it would be a good document to produce for Woodham Walter. Clerk to investigate with Little Baddow PC on procedure, costs etc.

240. Annual Parish Meeting on 12th April – Matters Arising.

240.1 Old London Road – poor road conditions during snowy weather. Road became impassable. Not currently on gritting schedule. Cemetery Hill was extremely dangerous. Bus services cancelled. Emergency Vehicles would not have been able to gain access in event of an emergency. It was noted that the Parish Council had requested this road be gritted on a number of occasions in the past but Cllr's agreed to raise this again at the Annual highways meeting.

240.2 Daffodil Bulbs – MDC responded to request – they used to supply to Parish Councils' but this was stopped about 5 years ago. Clerk to check price of daffodil bulbs. It was noted that Chris Wheadon had offered to plant them and this will be accepted. Cllr's will request that they are planted close to hedge/trees and not on the open grass areas as this will help with grass cutting. Clerk to raise at September PC meeting.

240.3 Muddy area of Footpath at bottom of Allotment meadow. The straw at this location was now stopping the area from drying out. Cllr Warren will clear. The allotment holders have been putting their unwanted stones in the area to help with the problem. Cllr's felt that as this footpath is in the countryside, walkers should wear footwear appropriate for the conditions and that no further remedial works will be undertaken.

240.4 Dog fouling on footpath between road and allotment. Cllr. Warren will erect signs to discourage dog fouling. Dog owners are requested to take note and clear up after their animals. It was acknowledged that the majority of owners are responsible and that it was probably just the odd offender, but that one animal can create an unpleasant hazard very quickly. Councillors would be prepared to talk to offenders if anyone has any information.

241. Planning – APPLICATIONS

241.1 LDE/MAL/10/00309 Albany Farm, Old London Road.

Claim for lawful development certificate for the existing use of an area of land as part of the residential curtilage of Albany Farm.

Councillors conclude that from the evidence in this application it is clear that the orchard has been removed and technically there were no objections.

However, the application prompted several questions and councillors ask clerk to raise these with Maldon District Council. There is concern that the neighbouring property, Albany Orchards has recently purchased a section of agricultural land which is in the process of being fenced off, clerk to enquire if this is acceptable and what can be done to this agricultural land? Also ask if there is a limit to the size of a domestic garden/curtilage. There are various parcels of land in the village which could fall into similar categories (e.g. Mead Pastures, Hoe Farm). What planning condition lays out specifically what can/can't be done? Councillors would be interested to read and understand the technical definitions.

242. Planning - DECISIONS

242.1 HOUSE/MAL/10/00126 4 Nursery Cottages, Stivvys Road **APPROVE**

Erection of rear conservatory.

242.2 LBC/MAL/10/00146 Wingtons, The Street **APPROVE**

Re-roof dwelling.

243. Other Planning Matters

243.1 Falconers Lodge. Nothing further.

243.2 Woodham Walter Hall Ruins. Nothing further.

243.3 Meadows Barn appeal: Letter from Planning Inspectorate informing how a member can request to speak at the meeting. Cllr. Warner and Cllr Robinson will attend on behalf of the Parish Council and Cllr Warner will speak if appropriate. Cllr Warner requests that other councillors inform him of any specific points they wish to be raised. Clerk to print relevant information from the MDC website for Cllr. Warner to read.

243.4 Cllr. Potter suggests that councillors request a visit to the Hoe Barns conversion to see how this example of barns being redeveloped has worked. He also suggests that this could be a contender for future Design Awards. Cllr's in agreement that the site now looks well developed and they would be interested to attend a site visit. Cllr. Durham to arrange.

244. To Authorise Any Payments Due The following payments were approved and cheques duly signed.

244.1 e-on – Monthly DD The annual agreement for a monthly Direct Debit to E-on was proposed by Cllr. James Bunn and seconded by Cllr. Claire Robinson, there were no objections and this was duly approved.

244.2 A&J Lighting Solutions – Monthly DD The annual agreement for a monthly DD to A&J Lighting Solutions was proposed by Cllr. James Bunn and seconded by Cllr. Claire Robinson, there were no objections and this was duly approved

244.3 Clerks Salary + allowance.

Councillors discussed Clerks Annual Salary review – traditionally clerk has received 1 Spinal Column Point increase. This is an hourly rate increase from SCP 22 £10.198p to SCP 23 £10.498. Also £1 annual increase to monthly allowance from £15 to £16. Councillors request further information on pay scales. Clerk to investigate. Salary review to be carried over to the next meeting.

244.4 EALC Affiliation Fee £147.25 (EALC payment is a correction to incorrect invoice, cheque from last month has been cancelled)

- 244.5 LCR (Official Magazine of NALC) £13.50
244.6 Woodham Walter Village Hall £24.00 (Hire of hall for Annual Meeting)
244.7 Clerk confirmed with printer that the invoice for Annual Report was correct.
244.8 A-on Insurance. Clerk to confirm details regarding community playground before making payment.

245. Other Financial Matters

245.1 End of financial year – Audit paperwork received. Clerk to return by 12th July 2010.

This must be formally approved by council by 30th June.

245.2 Litter Pickers – As the litter pickers/hoops would only be used once a year at the annual litter pick there was concern that although very useful it could be argued that it was a bit extravagant and unnecessary.

However, it was agreed that litter pickers and hoops would be beneficial to adopt-a-road volunteers who collect on a regular basis and that these could be provided on loan and be requested for use at the annual litter pick.

Councillors therefore approved the purchase of 6 sets of litterpickers/hoops. Clerk to order.

245.3 It was noted that the Parish Council were in receipt of precept for 2010/2011 £10,449.00 from MDC.

245.4 Clerk to arrange for the signatories on the bank account to be changed in order that the new chairman and Vice chairman are signatories along with one other councillor, agreed to be Cllr. Warner. Therefore, Cllr. Potter will be removed from the schedule and Cllr. Bunn added. This was approved unanimously.

246. Report Of The District Councillor There was no report available.

247. Highways

247.1 (194.16) New road enforcement signage outside School on The Street. Nothing further to report.

247.2 Clerk has contacted Area officer to arrange annual inspection which takes place on Wednesday 19th May at 9.30am meeting at Village Hall. Cllr. Durham and Clerk to attend.

247.3 Noted works took place to repair railings on Old London Road.

247.4 Verge Cutting – Cllr Warner commented on the timing of verge cutting. Councillors agreed that the most recent cut had been done too early in the season and that it had been a waste of money, it would have been much better to have missed a cut or delayed by a couple of weeks. It was also agreed that there was no need to make a cut in November. Clerk to raise at Annual Inspection.

247.5 Little Baddow Road - Correspondence received from parishioner regarding excessive speeds of traffic along stretch from village gateway to Bunsay.

Cllr's are sympathetic to the problem but conclude that the response from highways regarding criteria for speed limits is familiar and that no action will be taken. This may change in the future if Department of Transport criteria for rural roads speed limits changes.

247.6 Little Baddow Road. Councillors raised concern that recently a car has been parking on top of the "Slow" road marking just to the west of the Top Road junction on Little Baddow Road. Clerk to write and request that parking does not obscure road markings.

248. Local Issues

248.1 **Playground/Bell Meadow Rota.** The rota was duly signed, there were no reports of any incidents.

248.2 **Footpath Officer Report** 1) The fingerpost for FP 18 in Oak Farm Road disappeared again for the third time in just over 2 years. Reported to ECC and has been very promptly replaced. 2) In an attempt to keep our footpaths free of dog mess, a supply of plastic discs with a message to that effect have been obtained from Nicky Coleman (ECC). Some of these have been nailed up in the allotment area of FP 19. 3) Some similar discs suggesting that dogs should be on a lead are awaited. These would be useful for the churchyard and golf course paths, also where the footpath runs close to private gardens.

Cllr Neale raised the question of the phrase "on a lead" as he understood that a dog should be "under control" and that this did not necessarily mean on a lead.

248.3 **PCSO Crime Report for Woodham Walter** No report was available.

248.4 **Neighbourhood Action Panel** Date of next meeting: Expected to be in Woodham Walter in July.

248.5 **School Report** No information to report.

248.6 **Allotments Report** No information to report.

248.7 **Community Speed Watch** No information to report.

248.8 **Litter** No information to report.

248.9 **Village Agent** It was understood that the Village Agent is currently on sick leave but that should anyone require the services these would still be available through the usual contact number, or via the parish clerk.

248.10 **Mike Woodcraft** report, this has been on circulation. It is a report on his life in Woodham Walter and all councillors agreed that it was a marvellous account and they had been very interested to read it. Indeed it was thought that there would be many others in the village who would also like to read it or even have their own copies. Clerk to write to Mr Woodcraft and ask if he would be prepared for it to be reproduced. A copy could be left in the church and village shop.

248.11 **Parish Council Website** Clerk has been working on the Woodham Walter Parish Council website which can be found at: <http://www.essexinfo.net/woodhamwalter-pc>. Councillors pleased with the way the site looks, but note that it needs to be kept properly updated, clerk accepted that this should be done more frequently. There have been difficulties with uploading the Annual Report document and clerk is continuing to try and resolve this problem. Cllr. Neale suggested including the Green Waste Saturday collection dates and the

One Place On Wheels dates, clerk to add this to the site. Also to be included Freedom of Information details. Any other suggestions of information can be directed to the clerk.

249. Correspondence

249.1 Telephone call from Arthur Harlow complaining about overgrown hedge on The Street which is obscuring 30mph sign. (Not sure if it's Bandoola or Brookside). Cllr Warner will investigate.

249.2 MDC – the Green Waste Wheelie Bin Collection Service has been expanded so more bins are available.

249.3 Magnox South – Bradwell Site – Decommissioning update meeting – Wednesday 12th May 6.30pm at Jacks Centre, Latchingdon Bowls Club.

250. Points Of Information

250.1 Cllr. Warner confirmed that the parish Council did not require any further Neighbourhood Watch signs.

250.2 Cllr. Potter concerned with reports that lead had been stolen from the Church roof. Other councillors had also heard this was the case but no further information was known.

250.3 Cllr Durham requested dates of Party Tent bookings. Clerk to email.

250.4 Cllr Neale apologised that he would not be able to attend the June meeting.

251. Date of Next Parish Council Meeting: Monday 14th June 2010.

Signed

Dated

Meeting ended at 10.05pm