

MINUTES

Minutes of AGM and Ordinary Meeting of Woodham Walter Parish Council.
Held at 8.00pm in Woodham Walter Women's Club, Top Road, Woodham Walter.

Monday 11th May 2015

Present:

Cllr. Peter Warren
Cllr. James Bunn
Cllr. James Rushton
Cllr. John Tompkins

Others: Jacky Bannerman (Parish Clerk)
District Councillor Henry Bass

Public: 3

1518. Declarations of Acceptance of Office All councillors present duly signed the forms in the presence of the Parish Clerk as the proper officer of the council, the forms were countersigned and filed. It was agreed that those Councillors not present need to complete their Declarations of Acceptance of Office in the presence of the Clerk at the earliest convenience or at the next meeting on Monday 8th June at the latest.

1519. Welcome Cllr Peter Warren welcomed those present to the meeting.

1520. Election of Chairman Nominations were invited for the position of Chairman. Cllr. John Tompkins nominated Cllr. Peter Warren, this nomination was seconded by Cllr. James Bunn and supported by Cllr. James Rushton. There were no other nominations and Cllr. Peter Warren was duly elected Chairman.

1521. Apologies For Absence Apologies were received and accepted from Cllr. Joanna Symons, Cllr. Angus Neale and Cllr. Mark Durham.

1522. Election of Vice-Chairman It was agreed that the election of Vice Chairman be postponed until the meeting on Monday 8th June.

1523. Register of Members Interests Councillors need to complete their disclosed interests on the Maldon District Council on-line form. Clerk informed that this should be updated whenever Councillors have an update at any time of the year but needs updating at least on an annual basis (usually in May) in order to confirm that all details are up to date. Clerk will forward the link to the MDC website. The Maldon District Council's Local Code of Conduct remains valid.

1524. Reviews & Adoptions – Cllr. John Tompkins proposed and Cllr. James Bunn seconded that the following be reviewed/adopted and/or arrange a meeting in order for various matters to be further reviewed. This proposal was agreed by all present as detailed in minute references 1524.1 to 1524.14

1524.1 Standing Orders were duly re-adopted. It was noted that these will be updated in due course to take into account relevant new legal information. Clerk will advise.

1524.2 Financial Regulations were duly re-adopted.

1524.3 Inventory of land and assets was duly accepted.

1524.4 Confirmation of arrangements for insurance cover. It was confirmed that Zurich Municipal will continue to be the insurers of the Parish Council. It was noted that this is the final year of a 3 year long-term deal.

1524.5 Council's complaints procedure was duly re-adopted.

1524.6 Council's Freedom of Information procedure was duly re-adopted.

1524.7 Setting the dates, times & place of ordinary meetings of the full council for the year ahead. It was confirmed that the dates of the Parish Council meetings will be on the 2nd Monday of the month at 8pm in Woodham Walter Women's Club. Any changes to these arrangements will be duly notified.

1524.8 Employee Annual Review – It was agreed that a date will be arranged with Chairman/Vice Chairman and clerk.

1524.9 Equal Opportunities Policy was duly re-adopted.

1524.10 Media Policy was duly re-adopted.

1524.11 Risk Assessments – it was agreed that the clerk will liaise with Cllr. Neale to arrange reviewing risk assessments. (Playground, Bell Meadow, Trees)

1524.12 Tree Policy. It was agreed that this policy needs to be reviewed before re-adopting.

1524.13 Councillor's consent to email service – Councillor's Bunn, Rushton and Tompkins request the summons, agenda and minutes being emailed to them. A signed record of this consent was duly filed. Councillor's not present will be asked their preference at the next meeting.

1525.14 Clerk to review policies and procedures adopted by other councils to ascertain if any other documents should be considered for Woodham Walter.

1525. 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 to declare and the register was duly signed.

1526. Public Forum

There were 3 members of the public present who were the applicant/supporter of Planning Application HOUSE/MAL/15/00342, Berberis, West Bowers Road.

Mr David Slate explained to councillors that as the applicant he would be happy to answer any questions arising from the plans.

1527. To approve the Minutes of Parish Council Meeting Held On Monday 13th April 2015 were approved as a true record of the meeting and duly signed.

1528. Matters Arising from Minutes of 13th April 2015

None

1529. Official Council Business

1529.1 Elections - confirmation of persons elected. The line-up of the Parish Council remains the same, the declaration with full details has been put on the noticeboard and is available on the MDC and Woodham Walter Parish Council websites.

1530. Planning – APPLICATIONS

1530.1 HOUSE/MAL/15/00326 & LBC/MAL/15/00327 Little London House, Little London Lane
Alterations to listed dwelling house.

Councillors resolved to support the applications.

1530.2 HOUSE/MAL/15/00342 Berberis, West Bowers Road

Proposed extension and loft conversion

Cllr. Warren reported that of the neighbours consulted there were no objections raised. The chairman opened the meeting up to the applicants to clarify if there was any pre-planning advice given.

Councillors discussed the plans and although they were generally supportive in principle of the plan to extend the property they did however resolve to object to the application for the following reasons:

- Object on the grounds of the choice of materials used and the overall obtrusive design of the roof to the street scene.
- Objection to the proposed use of Marley Cladding in the rural location.
- Visually dominant. Councillors felt that the overall impact of the development could be reduced by the use of a combination of cladding with natural materials and render which would help to reduce the apparent bulk of the building.
- The application is contrary to the responses in Woodham Walter's emerging Village Design Statement which favours natural materials.

Councillors noted that there was no pre-planning advice received with the application document and that this would have been useful. Councillors hope that the applicant will consider making alterations to the application to make it more visually acceptable.

Mr & Mrs Slate and Mr Colin Warner then left the meeting room at 8.30pm.

1530.3 OUT/MAL/14/01103 Land south of Wycke Hill and Limebrook Way, Maldon
Outline application for up 1000 dwellings, an employment area of 3.4 hectares (use classes B1, B2 and B8 users), a local centre (use classes A1-A5, B1a, C2, C3, D1 and D2 users), a primary school, two early years and childcare facilities, general amenity areas and formal open space including allotments, sports playing fields, landscaping, sustainable drainage measures including landscaped storage basins and SuDs features, vehicle accesses onto the existing highway network and associated infrastructure.

Councillors raised objections and queries to the development for the following reasons:

- Concern that traffic will use Woodham Walter as a rat run.
- Concern that the infrastructure is just not there. In particular at the A414 junctions at Tom Tit Lane and at Runsell Green which will become even more congested and make egress very difficult which will have a direct detrimental impact on residents of Woodham Walter.
- Councillors suggest a traffic impact statement for a wider area should be carried out.

- Concern that the development is beginning to encroach on a wider area (i.e. heading along the A414 towards Woodham Mortimer) and measures to safeguard a green separation should be considered.
- Socio impact of the wider area should be considered. For example there are concerns for competition over secondary school places at The Plume School which is the catchment secondary school for Woodham Walter. The development could have a detrimental impact on Woodham Walter residents applying for school places who will be living further away than residents in proposed new dwellings which would put Woodham Walter residents at a disadvantage. Also concerns for medical facilities and whether these are sufficient to withstand the increase in residents and concern for the impact this could have on Woodham Walter residents accessing the same facilities.

It was agreed that clerk will work on a response and liaise with councillors prior to the 21st May deadline.

1531. Planning – DECISIONS

1531.1 LBC/MAL/15/00008 Warren Golf Club, Woodham Walter **APPROVED (DEL)**
Internal and external alterations to existing clubhouse.

1531.2 AGR/MAL/15/00271 Annexe, The Old Rectory, Woodham Walter **REFUSE**
Prior approval notification for the erection of a wooden shed.

On the basis of the information submitted, the proposed development does not constitute permitted development.

1532. Other Planning Matters

1532.1 TREE PRESERVATION ORDER 4/15 2 Redgates, Old London Road, Woodham Walter
For our information a copy of the TPO which was made by the Council on 20th April 2015 regarding a Horse Chestnut.

1532.2 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 26th May. It was agreed that a representative should attend and speak on behalf of the Parish Council. To be confirmed.

1533. Payments

The following payments were authorised and cheques duly signed.

- 1533.1 e-on –Monthly DD
- 1533.2 A&J Lighting Solutions – Monthly DD
- 1533.3 Mrs J Bannerman - Clerks Salary & Allowance (31.5 hrs) £368.79
- 1533.4 Mrs J Bannerman – Expenses £86.94
- 1533.5 DW Maintenance £140.00
- 1533.6 EALC/NALC Affiliation fee £157.83
- 1533.7 LCR Subscription £17.00
- 1533.8 Zurich Insurance PLC £225.25

1534. Other Financial Matters

1534.1 Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
13-Apr-15	Balance			3561.64
28-Apr-15	MDC - Precept & LCTS	10724.00		14285.64
11-May-15	Transferred to Community A/C 60978876		600.00	13685.64

Community Account

13-Apr-15	Balance			593.31
17-Apr-15	Party Tent Income (Warner)	75.00		668.31
06-May-15	Party Tent Income (Purleigh Gdnrs/Warren/Granger)	190.00		858.31
06-May-15	Party Tent Income (Shrimpton)	75.00		933.31
11-May-15	Transferred from Business Reserve A/C 40622818	600.00		1533.31
11-May-15	May Debits		1032.54	500.77

1534.2 Clerk reported on Income received from MDC Precept and LCTS £10724.00 and from hire of party tents: £265.00

1534.3 Party Tents – Cllr. Bunn reported that he had found suitable tie down kits. He continues to investigate bags and various suggestions were made. It was agreed to purchase kits for 2 tents in the first instance to verify the suitability and performance at a cost of £59.90 + delivery.

1534.4 Internal Audit. Councillors were very grateful that the accounts have been inspected by the Internal Auditor Mr Derek Turner, who it is confirmed is competent and independent of the operations of the council. The Internal Auditor has duly completed the audit paperwork, no issues were raised and the control objectives were achieved throughout the financial year to a standard adequate to meet the needs of the council.

1534.5 Chairman's Inspection of Accounts: As part of our internal control measures the Chairman confirmed that he had inspected the accounts and found them to be in order.

1534.6 End of Year Accounts – Annual Return for the financial year ended 31 March 2015. Cllr. James Bunn proposed and Cllr. James Rushton seconded that the accounts for 2014/15 be approved. Cllr's confirmed the answers to the questions in the annual governance statement in the annual return. The annual return form was duly signed by the clerk and Chairman. Clerk to arrange to send the accounts to the auditor.

1535. Report Of The District Councillor

Cllr. Bass reported that due to the elections there was little to update. There has been a further delay to the report regarding the LDP but it is due imminently. Regarding the Wycke Hill planning application he expects that the council will have done the mitigation measures regarding transport, school and medical facilities and that this has been accepted. Cllr. Bass suggested that the Parish Council should look into having .gov email addresses for all councillors. Clerk to investigate.

1536. Other Council Matters

1536.1 Village Design Statement. Cllr. Tompkins reported that he and Mr David Beattie are due to attend a meeting at Maldon District Council to discuss the draft document. The committee will also consider and assess if a Parish Plan or Neighbourhood Plan should be completed.

1536.2 Woodham Walter Common. Clerk awaits information.

1536.3 Bell Meadow Village Association – progress report unavailable.

1536.4 Allotments Association – Cllr. Rushton to enquire about the AGM. It is understood that there are currently a few vacant plots available.

Cllr. Bass left the meeting room at 9.40pm.

1537. Consultations/Questionnaires

1537.1 Hatfield Peverel PC – Cllr. Tompkins reported that he had attended a Hatfield Peverel Neighbourhood Plan presentation. The proposals are approaching the fact finding stage with work done by the RCCE. Cllr. Tompkins will continue to monitor.

1538. Highways

1538.1 There are a number of on-going highways issues which clerk is pursuing.

1538.2 2395543 Damaged footpath adjacent to Cartref and the bridge near the Bell. Await inspection.

1538.3 2395542 Church Hill footpath which is narrowing due to encroachment. Awaits inspection.

1538.4 2400760 Verge opposite The Bell – Councillors were dismayed that work had taken place without sufficient consultation with either the Parish Council or The Bell. The resulting mud and the expectation that this will get worse during wet weather is unacceptable. The issue is that where the original surface of compacted stones were washed away it has eroded the back of the road and now water always runs over the road into the car park. Highways' method of fixing the problem by using topsoil all be it on top of palings is considered a very poor job. Clerk to contact highways and ask them to come back, consult and then do a proper job.

1539. Local Issues

1539.1 **Bell Meadow/Playground.** Cllr. Tompkins suggested that some bolts should be used to fix the bottom frame of the goal posts and keep it in place. Clerk to order the football nets and then Cllr. Bunn will carry out maintenance. There were no other issues and the book was duly signed.

1539.2 **Footpaths Report** Cllr. Warren reported that a tree had blocked FP36 (Wilderness to Stream) but that he had cleared this. A tree has also fallen adjacent to the copse on FP12 in The Warren, this is to be reported.

1539.3 **School Report** None

1539.4 **Crime/Police Report** None

1539.5 **Litter** Some fluorescent light bulbs in the hedges and verge along Manor Road had been reported by clerk and subsequently cleared.

1539.6 **Broadband** No updates.

1539.7 **Vehicle Activated Sign** No updates.

1539.8 **Community Speed Watch** The team have been out and speeding vehicles reported to the Police.

1540. **Correspondence** None

1541. Points of Information None

1542. Date of Next Parish Council Meetings:

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

Signed

Meeting ended at 10.00pm

Dated