

MINUTES

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

Monday 14th May 2018

Present:

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

Others: Jacky Bannerman (Parish Clerk)

Public: None

2319. Welcome Cllr. Joanna Symons welcomed those present to the meeting.

2320. Declarations of Acceptance of Office All councillors present signed the forms in the presence of the Parish Clerk as the proper officer of the council.

2321. Election of Chairman Nominations were invited for the position of Chairman. Cllr. John Brown nominated Cllr. John Tompkins, this was seconded by Cllr. Joanna Symons. There were no other nominations, all councillors present supported the nomination. Cllr. John Tompkins was duly elected to the position of Chairman and accepted the Office.

2322. Apologies For Absence were noted and accepted from Cllr. Peter Warren, District Councillor's Mark Durham and Henry Bass and County Councillor Penny Channer.

2323. Election of Vice-Chairman Nominations were invited for the position of Vice-Chairman. Cllr. James Bunn nominated Cllr. Jenny Hughes, Cllr. James Rushton seconded the nomination. There were no other nominations. All councillors present supported the nomination. Cllr. Jenny Hughes was duly elected to the position of Vice Chairman and accepted the Office.

2041. Register of Members Interests Councillors were reminded they need to complete their disclosed interests on the Maldon District Council on-line form if they have not already done so. Clerk reminded councillors 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.

2042. 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 the Planning Application at Holly Lodge. There were no other interests to declare and the book was duly signed. It was noted that the Dispensation granted remains in place until May 2019.

2043. To adopt the Maldon District Council Local Code of Conduct – Revised Version

Cllr. Joanna Symons proposed and Cllr. John Brown seconded that the MDC Local Code of Conduct – Revised Version dated 7th April 2016 be adopted. All councillors present agreed and the code was duly adopted.

2044.1 Reviews & Adoptions Cllr. James Bunn proposed and Cllr. John Brown seconded that the following be adopted, this was agreed by all Councillors as detailed in items 2044.1, i-viii.

- i. Standing Orders (updated version dated 6/4/18).
- ii. Council's complaints procedure (dated 3/5/17).
- iii. Equal Opportunities Policy (dated May 2017).
- iv. Media Policy (Dated 3/12/12).
- v. Tree Policy (Dated April 2017)
- vi. Staff Appraisal Policy (dated 5/5/17). Staffing Committee & Staffing Sub Committee Terms of Reference. (dated 7/3/18)
- vii. Council's Freedom of Information procedure.
- viii. 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. With the noted exception of the August meeting which will only take place if there is urgent business or planning applications to discuss and the date will be duly notified.

2044.2 The following items were considered:

- i. Confirmation of arrangements for insurance cover. To receive the report of the Clerk. Cllr. Joanna Symons proposed and Cllr. Jenny Hughes seconded that the Clerk's recommendation to remain with Zurich Municipal should be accepted. All councillors in agreement.
- ii. Councillor's consent to email service – Councillors duly signed the updated consent list (with new Parish Council email addresses). It was noted that Cllr. Hughes is yet to transfer over and her personal email address will be used until the change has been actioned.
- iii. Inventory of land and assets. Clerk is working on the document which will be presented for approval at the next meeting. This will reflect the latest advice in the Governance & Accountability guide (March 2018).
- iv. Restrictions on Councillor Activities Ref: Standing Order 25.a – Cllr. John Brown proposed and Cllr. Jenny Hughes seconded that authorisation be given for Councillors to inspect Bell Meadow, Woodham Walter Common, Memorial Garden, Footpaths and Trees in the Parish on behalf of the Parish Council. Councillors should report to clerk a request to issue orders, instructions and directions accordingly. All councillors were in agreement and the restrictions were duly removed.

2044.3 The following policies were considered as follows:

- i. Financial Regulations (dated July 2012) & Annual Investment Strategy (dated 5/5/17) & Financial Risk Assessment (dated 5/5/17). Councillors agreed that further research and consideration be given to the advice received in the report of the Internal Auditor. The documents will be presented for approval at the next meeting.
- ii. Risk Assessments – Clerk to arrange for these to be reviewed and updated.
- iii. Community Engagement Strategy (NEW). Cllr. John Brown proposed and Cllr. James Bunn seconded that this document be adopted, all Councillor's present in agreement.
- iv. Risk Management Policy (NEW) The document will be concluded and presented for approval at the next meeting.
- v. Action Plan (NEW). The document will be concluded and presented for approval at the next meeting.
- vi. Data Audit and Retention Policy (NEW). The document will be concluded and presented for approval at the next meeting.
- vii. GDPR Privacy Notice, Data Protection Policy and Data Breach Policy (NEW). Cllr. John Brown proposed and Cllr. James Bunn seconded that the documents be adopted. All Councillors present agreed and the documents were duly adopted.

2044.4 To agree that the following are appointed to Working Parties and as representatives on Committees and as Councillors with special responsibilities.

- i. Bell Meadow Playground Working Party: Cllr. Joanna Symons (Chairman) and Cllr. John Tompkins, Jacky Bannerman, Graham Bannerman, Lisa Carter, Pam Seear, Nigel Cornwell, Bob Jones, Bryony Maynard, Peter Maynard, Carolyn Filmer, Robert Lee, Sarah Maxted.
- ii. Woodham Walter Primary School Governing Body: Cllr. Joanna Symons
- iii. Woodham Walter Allotment Association: Cllr. James Rushton
- iv. Bell Meadow Village Association: Cllr. Jenny Hughes
- v. Village Design Statement: Cllr. John Tompkins and Mr David Beattie
- vi. Footpaths Officer – Cllr. Peter Warren
- vii. Tree Officer – Cllr. Peter Warren
- viii. Broadband – Cllr. John Brown
- ix. St Michael's Defibrillator Project – Cllr. John Tompkins

2045. To approve Minutes of Ordinary Parish Council Meeting held on Monday 9th April 2018

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

2046. Matters Arising from the minutes.

There were no matters arising.

2047. Planning – APPLICATIONS

2047.1 LBC/MAL/18/00303 The Warren, Old London Road
Replacement glazing to existing barn building and new sliding folding doors to existing bar area opening.

Councillors support the application.

2047.2 NMA/MAL/18/00438 Holly Lodge, Hop Garden Lane

For Information Only – Application for non-material amendment following grant of planning permission HOUSE/MAL/16/01353 Amendment sought: Increase in overall height of cart lodge eaves and ridge by 100mm due to design requirements

Councillors support the application.

2047.3 TELPD/MAL/18/00452 Land outside Ravensfield, Little Baddow Road

Installation of a high-speed broadband cabinet

It was noted that the documents were currently unavailable to view on the MDC website, however, Cllr. John Brown had managed to download a copy, the details were examined and discussed by Councillors. Subject to the application being made available and remaining as discussed, Councillors support the application.

2048. Planning – DECISIONS

2048.1 FUL/MAL/18/00216 Somerset, West Bowers Road **REFUSE**

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

2049. Other Planning Matters

2049.1 Parish Trigger update – Maldon Town Council have asked EALC to facilitate a meeting. MTC have now decided to arrange it themselves – Wednesday 30th May at 7.30pm – Cllr. Tompkins to attend. It was also noted that a letter from Purleigh Parish Council had been copied to us and Councillors were interested to note the contents.

2049.2 Enforcement

- Falconers Lodge Office – await update.
- Woodham View – await update
- The Grange – await update.

2049.3 FUL/MAL/18/900160 Land south of The Grange (Whitegates), Herbage Park Road. Further submission was sent following amendment. It is noted that the application is due to be decided by the NW Area Planning committee on 11th June – this clashes with WWPC meeting. Cllr. Peter Warren will attend. Cllr. Tompkins will liaise with Cllr. Warren to discuss the wording of the representation which will be made to the committee.

2050. Reports Of the District/County Councillor

There were no reports received.

2051. Payments The following payments were authorised and cheques duly signed.

2051.1 E-on –Monthly DD – £24.08 (inc. £1.15 VAT)

2051.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

2051.3 Mrs J Bannerman - Clerks Salary 66 hours (a busy month inc. APM, GDPR & archive sorting) + allowance. Councillor’s approved the NALC 2018/19 National Salary Award, SCP 27 rate increases to £12.815 per hour. £728.02

2051.4 Mrs J Bannerman – Expenses £109.40 (inc. £1.50 VAT) (Postage, Stationery, Refreshments for APM, Dropbox)

2051.5 DW Maintenance £350 (inc. grass cutting and tree works to Memorial Garden)

2051.6 EALC/NALC Affiliation Fee 2018/19 £172.65

2051.7 CPRE Membership Renewal £36.00

2051.8 Woodham Walter Village Hall Association £17.00 (hire of hall for APM)

2051.9 NALC - LCR Subscription £17

2051.10 Zurich Municipal £238 (Annual Insurance Premium)

2052. Other Financial Matters

2052.1 Summary of Accounts to date.

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

09-Apr-18	Balance			9419.13
30-Apr-18	Precept Received from MDC	15601.00		25020.13
14-May-18	Transfer to Community A/C		1500.00	23520.13

Community Account

09-Apr-18	Balance			559.78
30-Apr-18	Party Tent Hire (Pidding)	50.00		609.78
30-Apr-18	Party Tent Hire (Neale)	50.00		659.78
30-Apr-18	VDS Receipt (Beighton)	4.00		663.78
01-May-18	Party Tent Hire (Hughes)	75.00		738.78
14-May-18	Transferred from Business Reserve A/C	1400.00		2138.78
14-May-18	May Debits		1716.09	593.49
14 May 18	Party Tent Hire (Wiltshire)	50.00		572.69

2052.2 Annual Investment Report & Review. The Clerks report was accepted.

2052.3 Bank Account Signatories – Cllr. John Brown proposed and Cllr. James Bunn seconded that the signatories on the bank account be changed to: The Chairman, The Vice Chairman and the previous Chairman. Any two may sign cheques. All Councillors in agreement. Cllr. John Tompkin and Cllr. Jenny Hughes to complete paperwork and visit bank. Clerk to submit Mandate document to bank. Cllr. Peter Warren and Cllr. James Rushton to be removed from the list of signatories.

2052.4 Internal Audit Report. The report was received and the recommendations will be implemented.

2052.5 Chairman's Inspection of Accounts: As part of our internal control measures the outgoing Chairman, Cllr. Joanna Symons and the incoming Chairman, Cllr. John Tompkins have inspected the end of year accounts. It was noted that the Chairman also inspected the accounts during the course of the previous year.

2052.6 It was noted that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors. The end of year accounts have also been made available to all councillors. Relevant financial information is available on the Woodham Walter Parish Council website as per the Transparency Code dictates.

2052.7 End of Year Accounts – Annual Return for the financial year ended 31 March 2018. Councillor's confirmed the answers to the questions in the Annual Governance Statement 2017/18 in the Annual Return for the year ended 31 March 2018. Cllr. James Rushton proposed and Cllr. James Bunn Seconded that the annual governance statement be approved by this smaller authority, this was agreed by all councillors present and the annual return form was duly signed by the clerk and Chairman.

2052.8 End of Year Accounts – Accounting Statements for the financial year ended 31 March 2018. Cllr. Joanna Symons Proposed and Cllr. Jenny Hughes Seconded that the Accounting Statements be approved by this smaller authority, this was agreed by all councillors present and the annual return form was duly signed by the clerk and Chairman. Clerk to arrange to send the accounts to the External auditor for examination. Clerk to arrange to display the relevant information on the noticeboard and the website as per the rules and Transparency Code dictates.

2053. Other Council Matters

2053.1 Woodham Walter Common/Living Landscapes. There was no information to report.

2053.2 Bell Meadow Village Association. Cllr. Hughes reported that the last meeting had been attended by a couple of non-committee members which was good to see. The next meeting is on 25th May – tbc. The Parish Council will request that as it understands changes in the format are proposed, and in order to insure compliance with the Premises Licence and Conditions, that details of the event should be submitted to the Parish Council including a programme of events, the note to residents, Insurance certificate, Risk Assessment, Licence for Alcohol. Cllr. Hughes will liaise with the committee. Clerk to advise Cllr. Hughes on the wording of the Premises Licence and Conditions.

2053.3 Allotments Association. Cllr. Rushton reported that the allotments are looking good and all plots have been taken.

2053.4 Annual Parish Meeting – It was agreed that the meeting had been well attended and provided a successful forum for residents. The following matters arising were considered:

- i. Comments received during Playground discussions.

Parking: The issue was discussed by the Working Party, it was agreed that Parking in the village is an issue generally. Although there are no off-road parking options available it is not expected that large numbers of visitors will attend at the same time. It is also expected that local residents will walk to the facility. Vehicles parking on the road have the added benefit of slowing traffic. The idea of having a carpark facility on Bell Meadow was dismissed as it is a green open space; with restrictions on the Deed of Grant.

Grants Awarded: Comments regarding grants received by the school which were dependent on the Community having access have been investigated and information forwarded to the school. No response has so far been received and it is considered a matter for the school to consider. The Parish Council considers that as 12 years have passed since the grants were awarded and that the public have had access until the agreement with the Parish Council was rescinded recently, that it would be unreasonable to expect the arrangement to continue in perpetuity due to a grant made by an external body back in 2006. The Parish Council were in agreement with the School that the agreement be terminated.

- ii. Request to publish contact information and responsibilities of Parish Councillors in Parish magazine occasionally. Councillors agree that their new parish council emails can be published in the magazine and on the noticeboard. The website will be updated to show the first name.last name sequence for Councillor emails.

2053.5 Annual Parish Meetings

Danbury: Cllr. Symons attended and reported that the meeting was well attended and interesting.

Little Baddow: Cllr. Hughes attended and reported that they had stands with information around and that Dr Dollery from Danbury Medical Centre had given a presentation and answered questions.

2053.6 Community Protection Team - It was noted that the team have now begun working in the village. The TruCAM equipment has been recalibrated and they are now awaiting reference codes for the locations in the village. They have attended the road adjacent to the school to provide Parking Enforcement and have investigated 1 fly tip and issued 1 Fixed Penalty Notice for littering.

2053.7 Bell Meadow Playground – Cllr. Tompkins outlined the recommendations of the committee and asked for agreement to proceed to the next stage. A budget of £25k will be the aim. There are currently 3 proposals from playground companies which will be refined prior to arranging a Public Meeting at which they will be presented. A Planning Application will be instigated. A separate bank account will be set up for monies raised for the Playground. All councillors present agreed that the committee should proceed with the project.

2053.8 Clerks Progress Report - to be updated.

2053.9 GDPR – Offer to parishes for services of Data Protection Officer from MDC. It was noted that the offer has been re-made in light of the government announcement regarding DPO's. Clerk recommends that the services of the DPO from MDC are maintained as good practice. All Councillors agreed that the services of the DPO are beneficial and should be maintained. Clerk has met with the DPO for an initial meeting to discuss compliance with GDPR and continues to work towards achieving the objectives by the 25th May deadline.

2054. Consultations/Questionnaires

2054.1 It was noted that MDC are currently consulting on two supplementary Planning Documents. The Affordable Housing and Viability Supplementary Planning Document and The Specialist Needs Housing Supplementary Planning Document. There is also a Low Carbon technologies consultation.

2055. Highways

2055.1 Curling Tye Lane – drainage. Clerk has noted that reports have already been made and that it does not meet the criteria, despite the fact that ditch work is required and the road is considered to be dangerous. It was further noted that a telegraph pole may be in the way – it was agreed that the issue should be reported to County Councillor Channer.

2056. Local Issues

2056.1 Bell Meadow 1) Gate at Bell Meadow – clerk has received instructions from Danbury Fencing and will ask them to proceed. 2) Memorial Garden – await works to remove stumps. 3) Annual Inspection Report - To consider the findings of the report. Clerk has asked Josh Warner for a quote to replace gate post and attend to gap and bolts £95, repair and repaint the goal posts (a bit has now broken off and needs welding), £310. Cost for fixing the bin £95. Councillors do not consider the risk of the bin falling over is sufficient to warrant any work being done. They agree that the gate post needs replacing and the gate realigning, clerk to ask Josh Warner to complete this work. Discussion regarding the goal posts concludes that further research into the costs of new parts or new goals should be considered. It was agreed that the recommendation for anchoring the goal posts should be acted upon and sandbags will be used for this purpose. Clerk/Cllr. Hughes to arrange. Cllr. Bunn will fix the wobbly table but Councillors do not consider this should be fixed. 4) The inspection log book was duly signed.

2056.2 Footpaths Report. Cllr. Warren reported: Most paths have now dried out. Weed growth will shortly be the next problem and some cross-field paths still need to be sprayed off.

Thanks to Doug Seear for removing two dead trees covered in ivy that were blocking bridleway 31.

- 2056.3 School Report. Cllr. Symons reported that she had attended a Monitoring and Training Day at the school recently.
- 2056.4 Crime/Police Report. No information to report.
- 2056.5 Litter. No information to report.
- 2056.6 Broadband Report. Cllr. Brown reported that concerns raised at the Annual Parish Meeting have been clarified and it is now confirmed that there is minimal commercial operator coverage in Woodham Walter. Buzzcom and Essex Wi-Fi did not respond to the programme's Open Market Review and are therefore not officially verified as Next Generation Access (superfast) commercial operators. Their coverage does not prevent State Aid intervention and therefore their coverage does not impact the Superfast Essex programme plans. The latest official information on the Superfast Essex maps suggests that the works to the central area of the village should be completed by December 2019, however it is hoped that as works have been commenced that this deadline could be brought forward.
- 2056.7 Zig Zag Lines. No information to report.
- 2056.8 Bus Services. It was noted that the bus route appears to now include the main central area of the village. Clerk to request details.
- 2056.9 Community Asset register information – Cllr. Tompkins has written a report for consideration at the next meeting.
- 2057. Matters Raised by Local Residents**
- 2057.1 Reported under Highways.
- 2058. Correspondence**
- 24.1 Various items of correspondence have been emailed to Councillors or put in drop box.
- 2059. Points of Information and Items for the next Agenda**
- None
- 2060. Date of Next Parish Council Meeting:**
Date of next Ordinary Parish Council Meeting Monday 11th June 2018 at 8pm in Women's Club.

Signed

Meeting ended at 10.05pm

Dated