

MINUTES

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

Monday 8th May 2017

Present:

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

Others: Jacky Bannerman (Parish Clerk)
District Cllr. Mark Durham
District Cllr. Henry Bass
County Cllr. Penny Channer (In attendance from 9pm)

Public: 0

2040. Welcome Cllr. Joanna Symons welcomed those present to the meeting.

2041. 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

2042. Election of Chairman Nominations were invited for the position of Chairman. Cllr. Peter Warren nominated Cllr. Joanna Symons, this was seconded by Cllr. James Rushton. There were no other nominations, all councillors present supported the nomination. Cllr. Joanna Symons was duly elected to the position of Chairman

2043. Apologies For Absence & Parish Council Vacancy There were no apologies reported. It was noted that on 5th May Cllr. Mark Durham had resigned from the Parish Council after serving for about 22 years. He has recently been elected as the County Council representative for the Heybridge and Tollesbury Division and has taken on the role of Leader of Maldon District Council. Cllr. Symons thanked Cllr. Durham for all that he has done and gave him a letter of thanks. Cllr. Durham will still attend Parish Council meetings when time allows in his capacity as MDC Ward Member for Woodham Walter.

Clerk explained the procedure that will now follow and confirmed that the formal notice of the vacancy has been placed on the noticeboard and website. The position will be advertised in the June parish magazine.

2044. Election of Vice-Chairman Nominations were invited for the position of Vice-Chairman. Cllr. Joanna Symons nominated Cllr. James Rushton, Cllr. John Tompkins seconded the nomination. There were no other nominations. All councillors present supported the nomination. Cllr. James Rushton was duly elected to the position of Vice Chairman.

2045. 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.

2046. 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 book was duly signed. It was noted that the Dispensation granted remains in place until May 2019.

2047. To adopt the Maldon District Council Local Code of Conduct – Revised Version Cllr. Joanna Symons proposed and Cllr. James Rushton 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.

2048. Reviews & Adoptions Cllr. Peter Warren proposed and Cllr. James Bunn seconded that the following be adopted, this was agreed by all Councillors as detailed in minute reference 2048.1-2048.7

- 2048.1 Standing Orders (dated 3/5/17) Duly adopted.
- 2048.2 Financial Regulations (dated July 2012) & Annual Investment Strategy (dated 5/5/17) & Financial Risk Assessment (dated 5/5/17). All duly adopted.
- 2048.3 Council's complaints procedure (dated 3/5/17). Duly adopted.
- 2048.4 Equal Opportunities Policy (dated May 2017). Duly adopted.
- 2048.5 Media Policy (Dated 3/12/12). Duly adopted.
- 2048.6 Tree Policy (Dated April 2017) Duly adopted.
- 2048.7 Staff Appraisal Policy (dated 5/5/17). Duly adopted.
- 2048.8 Inventory of land and assets. Clerk has checked details with various parish councils and there does not appear to be a standard way of doing this. The inventory now includes a proxy value for Woodham Walter Common as the Parish Council are custodians and therefore according to the Transparency Code Rules, this should also be included in the list. It was proposed by Cllr. Hughes, seconded by Cllr. Tompkins that the Inventory of Land and Assets be adopted, this was approved by all councillors.
- 2048.9 Confirmation of arrangements for insurance cover. The clerk informed councillors that information is awaited and this would be carried over to the June meeting.
- 2048.10 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 a planning application to discuss and the date will be duly notified.
- 2048.11 Risk Assessments – it was noted that clerk is due to attend Risk Assessment course on 28th June and will then review.
- 2048.12 Council's Freedom of Information procedure. Cllr. Tompkins asked clerk to check on the details. It was therefore agreed to carry over to the June meeting.
- 2048.13 Councillor's consent to email service – Councillors confirmed that the existing consent list is up to date and confirmed arrangements.

2049. Public Forum There were no members of the public present.

2050. To approve Minutes of Ordinary Parish Council Meeting on Monday 10th April 2017

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

2051. Matters Arising from Minutes

2051.1 (1994.1) Brook. Cllr. Symons to report at June meeting.

2051.2 (2035.2) Danger Signage for Footpath between Mead Pastures and Blue Mill Lane. Clerk informed councillors of a suitable sign and it was agreed that it should be ordered.

2052. Planning – APPLICATIONS

2052.1 FUL/MAL/17/00403 Somerset, West Bowers Road
Change of use of land from agricultural to residential and new access.

Councillors raised objections on the grounds that the paddock is agricultural land and they are generally opposed to a change of use of such land in the parish. A drive along with any further domestic use of the rest of the paddock would amount to a residential feature outside the domestic curtilage of Somerset. The open nature of the countryside in this location should be maintained. They were concerned that developing the paddock would set a precedent for other similar properties with adjoining agricultural land in the village. Councillors also question if the application has been correctly completed at Question 14 regarding existing use.

Councillors appreciate the concerns regarding the safety aspect of the existing drive but commented that cyclists are a village wide problem and this was not reason enough to agree with the application. Councillors noted that if an application to change the use of a section of the agricultural land for the proposed driveway area only (leaving the remaining field as agricultural land) were to be submitted they would be prepared to reconsider their objection. This would be similar to the permission granted at Hoe Farm in Woodham Walter.

2052.2 HOUSE/MAL/17/00442 Albany Orchards, Old London Road

New cart lodge and garden store to replace the existing garden store building.

The application had arrived after the deadline of the meeting. An Extra Ordinary Planning meeting will therefore be called on Monday 22nd May at 8pm in Women's Club.

2053. Planning – DECISIONS

2053.1 CC/MAL/12/17 Woodham Walter Primary School **APPROVE**
Retention of 2 class bases for temporary period until 31 August 2022 without compliance with Condition 2 (time limit) attached to planning permission CC/07/12.

2054. Other Planning Matters

2054.1 Woodham Walter Conservation Area. No information to report.

2054.2 Woodham Walter Village Design Statement. It was noted that a meeting has been arranged on 18th May at MDC offices. It is hoped that the VDS will then be considered by the Planning & Licensing committee in July.

2054.3 Enforcement update. Awaiting updates for current investigations Warren Lodges, Meadows Barn, Lodge Farm, Greenlanes. The cart lodge at Ranworth, Little Baddow Road was discussed and Cllr. Tompkins agreed to check the rules for permitted development.

2055. Payments The following payments were authorised and cheques duly signed.

2055.1 E-on –Monthly DD – £21.89 (inc. 01.04 VAT)

2055.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

2055.3 Mrs J Bannerman - Clerks Salary 49 hours (inc. extra hours for APM, End of Year Accounts + allowance) £567.03

2055.4 Mrs J Bannerman – Expenses Total: £111.09 (Postage £15.70/refreshments for APM £16.39/Annual Drop Box Account Fee £79.00 incl. £13.17 VAT).

2055.5 EALC (Risk Assessment Training Course) £90.00

2055.6 EALC and NALC Affiliation Fee £166.23

2055.7 D.W. Maintenance £70.00 + £140.00: Total £210.00

2055.8 CPRE Membership £36

2055.9 Woodham Walter Village Hall Assoc. £25.50 (Hire of hall for APM)

2056. Other Financial Matters

2056.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
01-Apr-17	Balance			7527.71
28-Apr-17	Precept received from MDC	14183.00		21710.71
02-May-17	Transferred to A/C 60978876		800.00	20910.71
08-May-17	Transferred to A/C 60978876		1200.00	19710.71

Community Account				
01-Apr-17	Balance			455.03
10-Apr-17	April Debits		769.03	-314.00
13-Apr-17	Party Tent Income (Neale)	50.00		-264.00
02-May-17	Transferred from A/C 40622818	800.00		536.00
	Party Tent Income (Merrick)	50.00		586.00
08-May-17	Transferred from A/C 40622818	1200.00		1786.00
08-May-17	May Debits		1276.68	509.32

2056.2 Barclays Savings Account – further research has found that there does not appear to be a suitable community savings account available that pays interest without making monthly charges for the current account, negating the benefit of moving for interest. It was therefore agreed to keep the Barclays account as at present.

2056.3 Barclays Account. Clerk reports that the current account was overdrawn for a period of 2 weeks as monies due to be transferred did not occur. This has now been rectified and clerk apologised for error. It was noted that the Annual Precept from Maldon District Council and some party tent hire income had been received.

2056.4 Internal Audit. Clerk reported that the accounts have been inspected by the Internal Auditor Mr Derek Turner, who acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016. On the basis of findings in the areas examined, Mr Turner agreed that the objectives of internal control in all significant respects and the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

2056.5 Chairman's Inspection of Accounts: As part of our internal control measures the Chairman has inspected the end of year accounts. It is noted that the chairman has also inspected the accounts during the course of the previous year.

2056.6 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.

2056.7 End of Year Accounts – Annual Return for the financial year ended 31 March 2016.

Councillor's confirmed the answers to the questions in the Annual Governance Statement 2016/17 in the Annual Return for the year ended 31 March 2017. It was proposed by Cllr. James Rushton and Seconded by Cllr. Tompkins 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.

2056.8 End of Year Accounts – Accounting Statements for the financial year ended 31 March 2017. It was proposed by Cllr. Jenny Hughes and Seconded by Cllr. James Rushton 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 auditor. Clerk to arrange to display the relevant information on the noticeboard and the website as per the rules and Transparency Code dictates.

2057. Reports Of The District & County Councillor

Cllr. Durham apologised that no Members from Maldon District Council had been able to attend the Annual Parish Meeting. It was reported that the council had been quiet due to the Purdah period for the County Council elections. Cllr. Durham reported on the Community Protection Team who have expanded their roles to include work to improve/prosecute for dog fouling, anti social behaviour, litter/fly tipping, trucam speed device, parking enforcement. They can work on information provided and can carry out covert operations to stop offenders. Councillors agreed that it would be interesting to invite them to a future parish council meeting to consider how this service could be utilised in the village. It was noted that there are costs associated with engaging in a contract with the team. Clerk to invite Adrian Rayner.

Cllr. Channer reported that all has been quiet with no cabinet or committee meetings at County Council due to the Elections period. Cllr. Symons offered her congratulations to Cllr. Channer on her recent re-election.

2058. Other Council Matters

2058.1 Woodham Walter Common – Clerk confirmed receipt of tree survey information from Essex Wildlife Trust. Question raised by Trust regarding updating formal management agreement for the common – clerk to enquire with Little Baddow/Danbury Parish councils to see what agreements they have in place. It may be necessary to engage the services of a solicitor in due course.

2058.2 Bell Meadow Village Association -plans are progressing. It was noted that as Mark Durham has stepped down from the Parish Council a new representative for the BMVA will be needed.

2058.3 Allotments Association – To note that the clerk has received the of minutes from AGM which Cllr. Warren had attended on behalf of the Parish Council. Cllr. Warren reported that the Allotments are positive and viable, there are 2 vacant plots and 2 taster plots available. The officers elected were Chairman – Mrs Weedon, Treasurer – Mrs Weedon, Secretary Mrs Cumming. The Parish Council representative continues to be Cllr. James Rushton. It was noted that the committee are considering repair/replacing the perimeter fence.

2058.4 Annual Parish Meeting – Review of meeting and any matters arising. It was agreed that the meeting had been well attended and successful.

Matters Arising: 1) Playground – clerk/Chairman to arrange to meet with headteacher; 2) Footpaths – Cllr. Warren has investigated/reported; 3) Fly Tipping/Civic Amenity Site Rules – it was agreed that a letter should be written to the relevant Member of Essex County Council. Cllr Channer informed that several concerns have been raised at County level and this is being looked at; 4) Bell Junction – it was agreed that the hedge needs to be trimmed – clerk to liaise with Mr Wheadon who offered to do this. It was also agreed that low hanging branches on the Memorial Garden need to be trimmed in the Autumn to aid the grass cutting; 5) HGV signage – clerk to provide Cllr. Channer with information as ECC are looking at signage generally; 6) Zig Zag Lines – clerk awaiting a letter of support from the school and will then apply to the Local Highways Panel.

2059. Consultations/Questionnaires

2059.1 Maldon District Design Guide – consultation expected late Spring.

2060. Highways

2060.1 There are a number of on-going highways issues which clerk is pursuing.

2060.2 Community Speed Watch – clerk is progressing with initiating sessions.

2060.3 Bell Junction – it was noted that works were carried out by Highways on 2/5/17 to install kerbing and reinstate the memorial garden. Thanks to Cllr. Hughes, Colin Warner and Mark Durham for fencing, raking, additional grass seed. The fencing will remain in place until the grass has established. It is hoped that the kerbing will deter parking on this section. It was noted that Sean Cottey from The Bell Pub has offered to do some maintenance on the “parking section” to improve. Cllr. Bunn will liaise.

Concerns raised by Mr Cottey that the works may not have solved the drainage problem were felt to be unproven as Councillors considered that the situation should be much improved since the broken drains had been re placed. Monitoring during rainfall was agreed. The section of hedge which appears dead will be replaced in the Autumn.

2060.4 Old London Road – the barrier repairs have not taken place yet. Clerk reported that according to the Highways website, this has been made safe and awaits repair. Councillors were very concerned that this is dangerous and are concerned that repairs should be brought forward. Cllr. Channer asked for evidence so that she can chase this up. Clerk/Cllr. Durham to supply.

2060.5 New reporting procedure for Highways Ranger Service was noted.

2060.6 It was noted that the Highways email is no longer active. All reports to be made on-line. Clerk considers this to be most unsatisfactory and thinks that an email service should remain in place for parish council reporting. Cllr. Channer will follow this up.

2060.6 Little Baddow Road footpath. Cllr. Tompkins reported that the condition of the path has deteriorated and should be reported again.

2061. Local Issues

2061.1 Bell Meadow/Playground. 1) Football nets - Cllr. Bunn has carried out repair to nets. 2) Fallen Tree - Cllr. Warren has had a site visit with Warren staff who agree that it will be removed along with the fallen trees on FP 12 between water pumping station and Warren. 3) Air Cmdre. Sismore memorial bench. The family have been in touch with Josh Warner and progress is expected soon. 4) Gate at Bell Meadow – Await information from UK Power Networks. 5) MDC are now cutting the grass on a fortnightly basis and it was agreed that it is looking good. 6) School Playground – clerk/Chairman will meet with Headteacher to discuss situation. It was suggested that insurance requirements should be considered before any locking device is installed. 7) There were no further items to report and the book was duly signed.

2061.2 Footpaths Report. Cllr. Warren reported that the paths were in good condition with minimal weed growth thanks mostly due to the dry weather. All the cross field paths have been sprayed off by land owners. The bridge at the Water Pumping station on FP12 has now been vandalised and repaired by Essex & Suffolk Water on 3 occasions in the last two months. Clerk to write letter of thanks for prompt action. Following on from APM the fallen tree on the BW near to Wood Corner has been reported, this has been caused by fires.

2061.3 School Report. – Cllr. Symons had no further information to report.

2061.4 Crime/Police Report. – Cllr's were concerned to hear of an attempted break-in along West Bowers Road with the resident confronting intruders. Clerk reported break-in in Little Baddow, along with suspicious vehicle activity and reports of drones flying. Cllr. Hughes/Clerk to liaise with Neighbourhood Watch representative.

2061.5 Litter. – 2 fly tips reported and cleared by MDC.

2061.6 Broadband – no further information, although new wifi service now available in the village called Essex Wifi.

2061.7 Vehicle Activated Sign – Cllr. Durham is awaiting a response from Cabinet member.

2061.8 Zig Zag Lines – Clerk compiling to submit application to Local Highways Panel who are due to meet in June.

2062. Matters Raised by Local Residents

There were no matters raised.

2063. Correspondence

Clerk noted that correspondence had been emailed/drop box for councillors information.

2064. Points of Information

2064.1 Cllr. Symons away for 10th July meeting. Cllr. Rushton to chair.

2064.2 It was agreed that clerk will arrange to send flowers to Patricia Herrmann with sympathies from the Parish Council on the loss of Frank Herrmann. It was noted that the funeral is at 2pm on Tuesday 9th May.

2065. Date of Next Parish Council Meetings:

Date of Extra Ordinary Planning Meeting Monday 22nd May at 8pm in Women's Club.

Date of next Ordinary Parish Council Meeting Monday 12th June 2017 at 8pm in Women's Club.

Signed

Meeting ended at 9.45pm

Dated