

## 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 9<sup>th</sup> May 2011

### **Present:**

Cllr. Mark Durham (Chairman)  
Cllr. James Bunn (Vice Chairman)  
Cllr. David Potter  
Cllr. Peter Warren

Others: Jacky Bannerman (Clerk)

Public: 1

**447. Welcome** Cllr. Durham welcomed those present to the meeting.

**448. Apologies For Absence** Apologies were received and accepted from Cllr's. Angus Neale, Colin Warner and Andrew Newland.

**449. Election of Chairman** Nominations for chairman were invited. Cllr. James Bunn proposed Cllr. Mark Durham and this was seconded by Cllr. Peter Warren. There were no further nominations and Cllr. Mark Durham was unanimously elected to the position of Chairman for the year 2011/12.

**450. Election of Vice-Chairman** Nominations for Vice-Chairman were invited. Cllr. Mark Durham proposed Cllr. James Bunn and this was seconded by Cllr. Peter Warren. There were no further nominations and Cllr. James Bunn was unanimously elected to the position of Vice-Chairman for the year 2011/12.

**451. Declarations of Acceptance of Office** All councillors present filled in and signed the forms as is the requirement every year at the AGM. Clerk countersigned forms and filed. Cllr. Mark Durham proposed and Cllr. James Bunn seconded a resolution to agree that those councillors not present can sign their declarations at the next meeting on 13<sup>th</sup> June. All councillors present agreed.

**452. Register of Members Interests** Cllr's David Potter, Peter Warren and Colin Warner had returned and signed their copies of the register of member interests, Clerk countersigned and filed. Cllr. David Potter proposed and Cllr. Peter Warren seconded a resolution to agree that those councillors who have not submitted their Register of Member Interests can do so at the next meeting on 13<sup>th</sup> June. All councillor's present agreed.

### **453. Reviews & Adoptions**

453.1 Standing Orders. Cllr. David Potter proposed and Cllr. James Bunn seconded that the Standing Orders be adopted. All councillor's present were in agreement. The document was duly adopted for the year 2011/12.

453.2 Financial Regulations. Cllr. David Potter proposed and Cllr. James Bunn seconded that the Financial Regulations be adopted. All councillor's present were in agreement. The document was duly adopted for the year 2011/12.

453.3 Inventory of land and assets. This information is part of the Audit process. Advice received at the recent EALC Audit Briefing that the assets of Parish Councils can depreciate or not depreciate so long as rules are applied consistently. Previously the value was taken from the insurance schedule for the goal posts and lamp posts. Cllr. David Potter proposed and Cllr. James Bunn seconded that the goal posts, dog bins and party tents should depreciate at 20% per year over 5 years and the gates and lamp posts should depreciate at 10% per year over 10 years. The value of Bell Meadow should remain at the current level. All councillors present agreed.

453.4 Confirmation of arrangements for insurance cover. It is recommended that the existing policy is renewed. Clerk has negotiated a Long Term Agreement discount from our usual insurance provider, Aon Limited. It is a 3 year agreement. Clerk has submitted information regarding Employers Reference Numbers as requested by Aon as part of the Employers Liability insurance. Cllr. Potter proposed and Cllr. Bunn seconded that the insurance should be renewed with Aon Limited. All councillors present agreed. Clerk to arrange.

453.5 Council's complaints procedure. Cllr. David Potter proposed Cllr. James Bunn seconded 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). All Councillors present agreed.

453.6 Council's Freedom of Information procedure. Cllr. David Potter proposed and Cllr. James Bunn seconded the re-adoption of the Freedom of Information Model Publication Scheme. Details of how to access information is available on the notice board. All councillors present agreed.

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

Cllr. David Potter proposed and Cllr. James Bunn seconded that the dates should be set as the second Monday of the month at 8pm, usually in the Women's Club room, Top Road. There is one alteration to this schedule; the meeting in July will be held on the first Monday of the month on Monday 4<sup>th</sup> July as neither the Chairman or Vice Chairman were available to attend the usual second Monday. Clerk to include list of dates on notice board and website.

- 454. Register of Declared Interests** Cllr. Durham declared an interest in agenda item 12.1 Planning Application at 1 Hawkins Farm Cottages, Little Baddow Road as this property is his neighbour. There were no other interests declared and the register was duly signed.
- 455. Public Forum** There was one member of the public present, District Councillor Henry Bass was in attendance from 8.30pm to close. He did not speak during the public forum.
- 456. Minutes Of The Parish Council Meeting Held On 11<sup>th</sup> April 2011.** The minutes were approved as a true record of the meeting and duly signed.
- 457. Matters Arising**
- 457.1 (443.1) Village Footpath Map Cllr Bunn advised clerk regarding requirement for PSMA licence which has been applied for, this is a Public Sector Mapping Agreement which offers parish councils the opportunity to access a range of Ordnance Survey products. The PSMA will enable us to share data between the public, private and voluntary sections in our area thus enabling us to produce a non-profit making village map of footpaths subject to agreement on funding options. Cllr. Bunn and Cllr. Warren to investigate further. Clerk to provide licence details.
- 458. Planning – APPLICATIONS**
- 458.1 HOUSE/MAL/11/00290 1 Hawkins Farm Cottages, Little Baddow Road  
Demolition of rear extension and erection of single storey side and rear extension.  
Cllr. Durham having declared an interest did not take part in discussions on this application. There were no objections. Clerk to write accordingly.
- 459. Planning - DECISIONS**
- 459.1 FUL/MAL/11/00170 Meadows Barn, Bassetts Lane  
Erect Store Building (Amended proposal).  
This application is due to be considered at the NW Committee on 23/5/11. Cllr. James Bunn to attend. Clerk to provide information to Cllr. Bunn so that a form of words can be agreed before the meeting. Cllr. Bunn/Cllr Durham to liaise. Councillors discussed concerns that if the existing hedge ever dies/is removed or reduced that the proposed building would create a huge negative impact on neighbours and the special landscape area.
- 460. Other Planning Matters**
- 460.1 Falconers Lodge. Update received from MDC that report from English Heritage is due to MDC late April/early May. It is understood that the property is currently up for auction by Savills on Thursday 12<sup>th</sup> May. It is expected that the price will have to reflect the legal responsibility that is attached to the location. Cllr. Durham to speak to Mark Woodger at MDC and raise concerns.
- 460.2 Hoe Farm – Councillor's discussed that the agricultural field adjacent to Hoe Farm now has goal posts, a trampoline and shed. Clerk instructed to write to MDC and request they advise the owner on how they are able to use the land as the current appearance is that of residential and not agricultural. In light of the recent planning approval at this location of the small corner to residential vehicle crossover (against the opinion of Woodham Walter Parish Council) councillors feel that conditions on the remaining agricultural field need to be made clear.
- 461. Payments** The following payments were authorised and cheques duly signed.
- 461.1 e-on – Monthly DD – noted the account is currently in credit (Minute Ref: 331.1)
- 461.2 A&J Lighting Solutions – Monthly DD
- 461.3 Clerks Salary + Allowance/Expenses and HMRC Payment.
- 461.4 Blackwater Landscapes
- 461.5 Aon Limited (Insurance Renewal)
- 462. Other Financial Matters**
- 462.1 HMRC - Parish Council Clerks PAYE implementation. Clerk has received employer registration documents and is continuing to set up.
- 462.2 2010/11 Audit. Noted that the official notice has been displayed on the notice board informing electors of their right to inspect the accounts.
- 462.3 Internal Audit – Derek Turner has confirmed he is happy to act as the internal auditor. Clerk to deliver files.
- 462.4 Cllr. Durham reported that he had reviewed the financial files including payments and expenditure and found one anomaly in the records. This had been an inconsistent figure on a cheque and in the accounts records. This has been duly corrected by clerk.
- 462.5 MDC – noted receipt of annual precept £10,449.00
- 462.6 Noted receipt of deposit for Party Tents £40.00 Councillor's ask clerk to request advertisement for the party tent hiring's in the parish magazine.
- 463. Report Of The District Councillor** Cllr Durham introduced Cllr. Henry Bass to the meeting. It was noted that Cllr. Mark Durham and Cllr. Henry Bass have been elected as the District Councillors for the area of Wickham Bishops and Woodham. Councillor's discussed their requirements from the District Councillor's at Parish Council meetings. It was agreed that a concise and factual written report with relevance to the parish specifically or the impact on the parish is what councillors require, along with any major district matters.

Cllr. Bass is keen to improve the service received from the MDC Planning Department, he'd like more consultation at an earlier stage in the process. Councillor's in agreement that this is a high priority area.

#### **464. Highways**

It was noted that since the reorganisation at ECC Highways department there is no longer a single point of contact in order to receive updates efficiently.

464.1 Ref: 3047205 Salt for salt bin. Awaiting response following last months correspondence.

464.2 Ref: 49310 (405.5) Drainage problem at the bottom of Bassetts Lane - blocked pipe opposite the entrance to Yeoman's. (West towards Little Baddow). Awaiting update.

464.3 Ref: 49311 Hoe Mill Road/Rectory Road – opposite Blue Mill Lane junction. Broken manhole cover near finger post sign on verge. Awaiting update. Cllr. Potter will visit and report if repairs have been made.

#### **465. Local Issues**

465.1 **Bell Meadow/Playground** The book was duly signed, there were no reported incidents.

465.2 **Footpath Officer Report** 1) ECC have been busy making various safety improvements to some of the footbridges in the parish. All 3 bridges on FP4 between Gun Hill and West Bowers now have anti-slip strips.

The bridge on FP5 between Glendale and Little London has been repaired, widened and anti-slip strips in place. Going from the Church on FP14 both bridges have been improved. The bridge over the stream in The

Wilderness has been widened plus anti-slip strips, a handrail and waymark post. Also where FP14 meets FP16 the bridge has been rebuilt, making it wider plus an anti-slip surface. 2) On WW Common Cllr Warren and Chris Wheadon have put in 3 new waymark posts on BR31 and discs on BR10 and 31. 3) It was also noted that the field paths in the parish have been cut/cleared.

465.3 **One Place On Wheels - Woodham Walter.** Next visits including mobile police vehicle – Friday 13<sup>th</sup> May and Friday 10<sup>th</sup> June from 1300-1400 at WW Village Hall.

465.4 **School Report** Councillors were concerned to note that there had been an incident of vandalism at the school over the Royal Wedding weekend.

465.5 **Allotments Report** There were no matters to report.

465.6 **Community Speed Watch** The volunteers have now begun carrying out monitoring.

465.7 **Litter** It was noted that the litter between the Warren and Anchor was picked by CBC.

465.8 **Village Agent** Mrs MacDonald reported that she has been in touch with a resident in the village to help provide support services.

465.9 **Collapse of bank** Clerk has not so far received a response to enquiry with Environment Agency for feedback. Clerk to chase and respond to Mr Keep.

465.10 **Woodham Walter Common** i) re: Proposed new signage. It is proposed by Chris Wheadon that they be erected at each existing signed entrance to the Common. Councillors in agreement with this proposal.

ii) Living Landscapes consultation – Councillors pleased to note that Chris Wheadon has confirmed he already sits on the committee and is happy to represent WWPC and report back as necessary.

iii) EWT are currently looking at measures to reduce the numbers of montjac deer and they will liaise with the parish council before commencing.

#### **466. Correspondence**

466.1 MDC – Unauthorised access to private land by the travelling community. Email received regarding information that travellers may be planning to gain unauthorised access to land in the district. Woodham Walter not specifically mentioned but vigilance by land owners advised.

Councillors discussed areas in the village which could be vulnerable. Cllr Bunn to check the gate at Bell Meadow is locked and secure. Clerk to contact Cllr. Neale regarding a lock on the road gate onto the allotment field.

#### **467. Points Of Information**

467.1 Cllr. Potter offered his apologies for the June meeting.

**468. Date of Next Parish Council Meeting: Monday 13<sup>th</sup> June 2011.**

Signed

Dated

**Meeting ended at 9.35pm**