

## MINUTES

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

Monday 10<sup>th</sup> July 2017

### **Present:**

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

Others: Jacky Bannerman (Parish Clerk)  
Adrian Rayner – MDC Community Protection Team

Public: 1

**2094. Welcome** Cllr. Rushton welcomed those present to the meeting.

**2095. Apologies for absence.** Apologies were received and accepted from Councillor Joanna Symons, Councillor James Bunn and Councillor Penny Channer.

**2096. 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 declared and the register was duly signed.

### **2097. Public Forum**

There was one member of the public present. Mrs Sue Williams was interested to listen to the councils' deliberations on the Planning Application at The Spindle, Bassetts Lane.

**2098. Community Protection Team** – Presentation from Adrian Rayner from the Community Protection Team at Maldon District Council who explained what the service is and how it may benefit Woodham Walter. The team comprises of 10 Full Time and 1 Part Time members of staff working 365 day/year from 0800-2300, they are very flexible and can work to accommodate information received. They are accredited officers, so part of the Police family and work closely with colleagues in the Police. They are also trained as traffic wardens and work in partnership with the South Essex Parking Partnership. The officers also deal with anti-social behaviour, dog fouling, stray/lost dogs, litter, fly tipping and graffiti. They ask members of the community to sign up to the Park Watch and Dog Watch schemes and then rely on the community to report issues and provide information for officers to follow up. They have been very effective in issuing on-the-spot fines for dog fouling and littering. In answer to the question, where does the fine money go, the answer was to the District Council or Police for speeding fines.

Officers are due to be trained to use the Tru-Cam speed detection equipment in conjunction with the Police, information gathered can then result in prosecution. Regarding fly-tipping, they now have access to covert cameras which can be used, acting on information received. All officers wear body cameras and have dash cams fitted to vehicles. Certain services such as fly tipping and lost/stray dogs are not chargeable to the parish.

There is a cost of attendance in the Parish for example to target dog fouling, parking on zig zag lines and tru-cam is £30.60 per hour. Some Parish Councils pay for two hours per month and the team will visit accordingly (not necessarily for a full hour in one go, but can visit on several occasions during the month to make up the time and with the right information they will target their arrival to be most effective. Other parishes (tend to be the larger parishes/town councils) engage the team for more hours. Mr Rayner was asked if anything can be done to deter anti-social behaviour of cyclists and he confirmed that given information they can attend and do on-the-spot fines.

Councillor Rushton thanked Mr Rayner for attending. Mr Rayner then left the meeting room at 8.40pm Councillors discussed the information and confirmed that they would be interested in using the Community Protection Team in the future. A budget will need to be allocated which may not be possible until the next financial year. To discuss further at the next meeting in September.

**2099. To approve Minutes of Ordinary Parish Council Meeting on Monday 12<sup>th</sup> June 2017.**

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

## **2100. Matters Arising from Minutes**

2100.1 (2048.12) Council's Freedom of Information procedure. Cllr. John Tompkins proposed and Cllr. Peter Warren seconded that the FOI procedure should be adopted, all in agreement.

2100.2 (2043) Parish Council Vacancy – So far no candidates have come forward. As the council are not due to meet in August, it is hoped the vacancy can be filled at the September or October meeting. Councillors to encourage candidates to come forward. The position is advertised in the Parish Magazine, on the noticeboard and website.

## **2101. Planning – APPLICATIONS**

2101.1 HOUSE/MAL/17/00615 The Spindle, Bassetts Lane

Proposed detached outbuilding to provide space for yoga studio and home office for use in conjunction with the main house together with new garage doors to the existing adjacent open garage building.

Neighbour consultations and letters received report concerns regarding the size, location, additional parking and concerns regarding possible commercial use.

Councillors discussed the proposal and concluded that they object to the application.

The proposal for a substantial outbuilding sited in front of the dwelling, is a major departure from the area settlement characteristic. The size of the proposal, its appearance scale and bulk would appear dominant and out of character within the street scene; - properties in the area are set back with clear open frontages, the proposal would therefore be detrimental to the street scene and the area characteristic and be contrary to policies S1 (Sustainable Development) and D1 (Design Quality and Built Environment) of the MDC Local Development Plan. The proposal is also contrary to the endorsed Woodham Walter Village Design Statement.

Councillors object to the use of doors on the cart lodge which would alter the open appearance and be out of character, contrary to policy D1 (Design Quality and Built Environment) of the MDC LDP.

Further there is concern that no indication has been given in the application that the previous application HOUSE/MAL/15/00500 is to be surrendered. There is concern that the proposed outbuilding in this application could be used for accommodation/commercial purposes and if MDC are minded to approve the application, councillors ask that a restrictive condition should be placed on this similar to Condition 4 in the approved previous application HOUSE/MAL/15/00500.

## **2102. Planning – DECISIONS**

2102.1 FUL/MAL/17/00403 Somerset, West Bowers Road **WITHDRAWN**

It was noted that this application has now been withdrawn.

2102.2 HOUSE/MAL/17/00442 Albany Orchards, Old London Road **APPROVE**

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

2102.3 HOUSE/MAL/17/00399 Spring Elms Farm, Spring Elms Lane **REFUSE**

Construction of Tennis Court.

## **2103. Planning – APPEALS**

No updates have been posted regarding the appeals at Lodge Farm or Falconers Lodge.

## **2104. Other Planning Matters**

2104.1 Woodham Walter Village Design Statement. Confirmation that the VDS was approved by the Planning and Licensing Committee and is now a Material Consideration in planning applications.

Letter received from Cllr. Channer on behalf of the P&L Committee thanking for hard work and dedication. Clerk to chase up re: VDS on MDC website.

Cllr. Rushton offered congratulations to the committee and in particular to Cllr. Tompkins and David Beattie. Councillors considered how the VDS should be celebrated and formally launched to the village. It was agreed that a reception should be held in the village hall to which the village and invited guests will be invited. Clerk to arrange a date. It was also agreed that some hard copies will be required for example to keep a copy in the Church, Maldon Library, Essex Records Office. Clerk to enquire regarding costs. It is expected that 12 copies will be sufficient as the document is best viewed electronically via the website. It is already available to view on the Woodham Walter website and in due course will be uploaded onto the MDC website.

2104.2 Maldon Conservation and Design Awards 2017 – WW have been asked to nominate a member to sit on the judging panel. Cllr. Tompkins has agreed.

2104.3 Maldon District Council Local Development Plan. The Inspector has found the Plan with the Modifications proposed in September 2016 and March 2017 to be sound. The report will now be considered by the Secretary of State who will make the final decision on the LDP's approval.

2104.4 Danbury Plan – councillors agree response should include concerns regarding infrastructure including Doctors, Dentists, Roads, Schools and communications. Clerk to liaise with Cllr. Tompkins. Mrs Sue Williams then left the meeting room at 9.10pm.

**2105. Payments** The following payments were authorised and cheques duly signed.

- 2105.1 E-on –Monthly DD – £21.89 (inc. £1.04 VAT)
- 2105.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)
- 2105.3 Mrs J Bannerman - Clerks Salary 41 hours + allowance £486.72
- 2105.4 Mrs J Bannerman – Expenses: £384.50 (inc. £64.08 VAT) (Party Tent Bags/Danger Sign)
- 2105.5 D.W. Maintenance £170.00
- 2105.6 RCCE Membership Renewal £52.80 (inc. £8.80 VAT)
- 2105.7 Annual Grants to village organisations: Women’s Club £171.00 (Community Building); Village Hall (Community Building) £231.00; Parish Church £218.00 (Listed Building); Essex Wildlife Trust £121.00 (Common & Pastures re: Woodham Walter Common).
- 2105.8 August Payments: In lieu of an August meeting, councillors approved payments for the 4 regular payees: E-on DD; A&J Lighting Solutions DD; Clerks salary, 28 hours plus allowance and holiday pay £453.23 and D.W. Maintenance.

**2109. Other Financial Matters**

2109.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
12-Jun-17	Balance			18710.71
10-Jul-17	Transferred to A/C 60978876		2700.00	16010.71

**Community Account**

12-Jun-17	Balance			579.04
20-Jun-17	Party Tent Income (PCC)	75.00		654.04
10-Jul-17	Party Tent Income (Baker)	75.00		729.04
10-Jul-17	Transferred from A/C 40622818	2700.00		3429.04
10-Jul-17	July Debits		1879.96	1549.08
10-Jul-17	August Debits		958.17	590.91

2109.2 **Quarterly Expenditure Review** Clerk had supplied copies to councillors. The Chairman is due to inspect the accounts as part of our internal control measures.

2109.3 New Financial Regulations Course – Councillors confirm that clerk should attend this course.

**2110. Reports Of the District and County Councillor** No reports had been received from District Councillors. The headlines from County Councillor Channer’s report were read out. The report has been emailed to all councillors.

**2111. Other Council Matters**

2111.1 Woodham Walter Common – on-going.

2111.2 Bell Meadow Village Association – Cllr. Hughes reported that plans are coming along for the event in August. The committee confirmed that the SID money is still available. Clerk has been liaising with Ken Rennie regarding compliance with the Premises Licence conditions. The Risk Assessment and insurance information has been received.

2111.3 Allotments Association. Cllr. Rushton reported that works to repair or replace the fence are on-going.

2111.4 Party Tent Storage – Clerk will write to The Warren to formally confirm they are happy to continue storing the party tents at Bunsay Downs. If not alternative arrangements have been investigated with Daniel Mountier at Gunhill if necessary.

**2112. Consultations/Questionnaires** None

**2113. Highways**

2113.1 There are a number of on-going highways issues which clerk is pursuing.

2113.2 Cycle Route Signpost at junction of West Bowers/Stivvy’s Road. To consider application for post at this location for cycle signs by Sustrans. Councillors are concerned that this is a protected lane, it is narrow and considered unsuitable for the high numbers of cyclists who use it. However, it was acknowledged that it is unlikely that the route will be changed. Councillors are against any posts on the verge and certainly not the green triangle where one was installed previously and considered dangerous, obtuse and incongruous. This narrow section of road is used by large farm vehicles so posts need to be set back from the roadside. Councillors are against using the Oak tree where a sign has previously been installed. Options to consider are looking at the existing gate posts on the bank prior to the junction to see if a sticker could be attached (hedge would need to be cut back to expose the gates) although this may be considered too high. Otherwise the only other option would be road

markings which would need to be small/low profile so as not to be unsightly. It was agreed that a parish council representative should offer to meet to discuss further.

2113.3 West Bowers Road – Cllr. Hughes raised a number of issues with anti-social cyclists around the Livery yard. It was agreed that warning signs should be used when crossing the road with horses.

2113.4 Little Baddow Road Footpath – telephoned for update. They claim to have no trace of reports!! The system has been updated and my previous reports are not on the new system. Re-reported again. Another new reference number: 2523403. Councillors agree this should be brought to the attention of County Councillor Channer.

2113.4 Herbage Park Road Footpath – reported poor condition of path and weeds/grass growth.

2113.5 Old London Road – Barrier repairs scheduled for 17-19 July.

#### **2114. Local Issues**

2114.1 Bell Meadow/Playground. 1) Air Cmdre. Sismore memorial bench. Works due to conclude soon. Clerk to ask the family if they would like a formal unveiling. 2) Gate at Bell Meadow –UK Power Networks inform that a Cat & Genny should be used and they do not attend site visits. Clerk will try to source a contractor prepared to do the job. 3) The football nets are still in need of repairs – clerk to ask Cllr. Bunn; 4) It was noted that the hedge had been cut and along with the grass cutting Bell Meadow is looking very good. 5) The gateposts opposite the Church need to be monitored as they are beginning to rot. 6) There were no further issues to report and the book was duly signed.

2114.2 Footpaths Report. Cllr. Warren reported that the footpaths in the parish are now very overgrown and awaiting the ECC cut. In the meantime – take some secateurs on your walks! The safety notice on the gate at FP21 Mead Pastures to Blue Mill Lane is due to be erected.

2114.3 School Report. Clerk has written to the school with the required information regarding the Parish Council insurance. Await response from school.

2114.4 Crime/Police Report. No information to report.

2114.5 Litter. It is noted that some residents are still dumping garden rubbish on verges and field boundaries – this is not acceptable and should be disposed of properly. MDC have green waste bins available.

2114.6 Broadband – Responses received from Cllr. Channer, Priti Patel MP and Cllr. Kevin Bentley. It was agreed that the Working Party should meet in September or October to discuss. Members of the Working Party are due to attend a Superfast Essex information evening.

2114.7 Vehicle Activated Sign – No further information to report.

2114.8 Zig Zag Lines – the application has now been submitted to the SEPP.

2114.9 Village Archive –Cllr Tompkins continues to investigate.

2114.10 Bus Services – Clerk checking details of bus services.

2114.11 Dog Bin – the dog bin along Top Road was removed by Openreach upon replacing the telegraph pole. Clerk wrote to enquire where the bin was and received response. In the meantime the bin was found in the pub car park and Highways Rangers c/o MDC are due to re-erect it.

2114.12 Telephone Kiosk – information now received from BT regarding adopting the telephone box. It was agreed that opinions should be canvassed as to what to do with the phone box. Via parish magazine, group email and also suggestion box inside the kiosk. It is hoped that the contract from BT can be signed at the September meeting having researched.

#### **2115. Matters Raised by Local Residents**

2115.1 Mr Keep has been in touch regarding his issues with the Environment Agency/ECC about the maintenance of the river adjacent to his property. It was agreed that the Parish Council will write and ask them to investigate. Councillors noted his concerns and have enormous sympathy for the flooding he has experienced but, councillors have concerns that the garden debris which has been used to increase the bank height, could have a detrimental impact if it was to come loose.

#### **2116. Correspondence**

2116.1 EALC – Certificate of Membership received.

#### **2117. Points of Information**

#### **2118. Date of Next Parish Council Meetings: .**

Date of next Ordinary Parish Council Meeting Monday 11<sup>th</sup> September 2017 at 8pm in Women's Club.

Signed

Meeting ended at 10.30pm

Dated