

MINUTES

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

Monday 13th July 2015

Present:

Cllr. Peter Warren
Cllr. Joanna Symons
Cllr. James Bunn
Cllr. Angus Neale
Cllr. James Rushton
Cllr. John Tompkins

Others: Jacky Bannerman (Parish Clerk)
District Councillor Henry Bass (Present until 9.45pm)

Public: 8

1568. Welcome Cllr. Warren welcomed those present to the meeting.

1569. Apologies for Absence Apologies were received and accepted from Cllr. Mark Durham and Essex County Cllr. Penny Channer

1570. 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. John Tompkins disclosed a non-pecuniary interest in planning application at 5 Brook Close as he is a close neighbour. There were no other interests declared and the register was duly signed.

1571. Register of Members Interests It was confirmed that all councillors have now completed their registers and this information is now available on the MDC and Woodham Walter websites.

1572. Public Forum There were 8 members of the public present.

Several members of the public were present to observe the councils deliberations on planning applications and other business.

Mr Colin Warner was in attendance to comment on the Parish Council's planning considerations. He feels that it is important that councillors circulate the planning documents and visit the site of a planning application in order to make a full assessment. He doesn't think that this always happens and councillors decisions may not be based on complete information which can have a knock-on effect in the planning process extending the time before a decision can be made by MDC which has a significant effect on the applicant.

Cllr. Warren responded that councillors do endeavour to carry out the planning response to MDC to the best of their ability. Depending on the timing of receipt of application documents and the deadline which has to be met, sometimes the Parish Council have very little time to carry out consultations and review prior to meetings, so this can be a problem but councillors do try to carry out this role as well as possible.

Cllr. Bass noted that MDC intend to increase the time for Parish Council responses from 21 to 28 days. The parish trigger can hold up a planning application so Parish Councils have to be very careful in their responses and ensure that they are coming up with valid planning reasons for recommending refusal.

Mr Colin Warner also wanted to draw councillors attention to an issue he has been having with the Essex County Council Highways department who have been very slow in responding to his query. It has so far taken 7½ weeks to resolve a question regarding the bound surface at his property and this is still on-going.

Cllr. Warren asked clerk to inform Cllr. Channer of the problem and Cllr. Bass suggested Mr Warner copies Cllr. Channer into his correspondence.

Mr Colin Warner also commented on how good Bell Meadow is currently looking.

The public forum was closed at 8.15pm. Mr Colin Warner left the meeting room.

1573. To approve the Minutes of Parish Council Meeting Held On Monday 8th June 2015

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

1574. Matters Arising from Minutes of 8th June 2015

1574.1 .gov email address. Clerk informed that costs would be £94 for a 2 year domain registration and then £35 per year for up to 15 email addresses. Councillors decided that this expenditure could not be justified. In order to offer protection against a FOI request it is suggested that councillors should have a separate email from their personal email which is just for council business. The solution would be to set up some free email accounts e.g name.wwpc@gmail.com Clerk to investigate.

1574.2 Risk Assessments – to arrange reviewing risk assessments. (Playground, Bell Meadow, Trees) Clerk to liaise with Cllr. Neale

1574.3 Tree Policy – to update - Cllr. Warren and Cllr. Tompkins.

1574.4 Councillors consent to email service – Cllr. Symons removed from list.

1574.5 Community engagement strategy – clerk to forward draft document to all councillors for review prior to next meeting.

1574.6 Emergency Plan – clerk is in process of updating

1575. Official Council Business None

1576. Planning – APPLICATIONS

1576.1 HOUSE/MAL/15/00458 Warren Grove, Common Lane

Construction of potting shed and attached greenhouse.

It was noted that the neighbours had informed of a covenant on the land but that the owners had since agreed to move the structure away from the boundary.

Clerk informed that this information had not been received from MDC and that councillors should only consider the application as received.

Councillors raised no objections and support the application.

1576.2 FUL/MAL/15/00486 2 Redgates, Old London Road

Variation of condition 2 on approved planning permission FUL/MAL/08/00912 (side and rear extensions to 1 and 2 Redgates) Variation: Windows

Councillors raised no objections and support the application.

1576.3 HOUSE/MAL/15/00500 The Spindle, Bassetts Lane

Proposed front porch extension, plus general alteration and refurbishment works to the main house together with a detached single storey yoga studio.

It was reported that of the neighbours consulted most had no objections, neighbours were advised to write to MDC directly if they had any specific comments they wanted to raise. Councillors raised no objections and support the application but ask that if Maldon District Council are minded to approve the application that there is a condition placed on the approval that the yoga studio is ancillary to the use of the dwelling house and cannot be used for habitation or commercial use.

1576.4 FUL/MAL/15/00590 The Warren Lodge Park, Herbage Park Road

Variation of condition 3 on approved planning permission FUL/MAL/11/00953 (Proposed addition of 26 new timber holiday lodges plus associated infrastructure within the existing Herbage Park Holiday Park) Variation: holiday accommodation occupancy period.

Variation of condition 2 on approved planning permission FUL/MAL/05/00798 (Change of use of disused gravel pit to site for 48 holiday lodges with formation of associated access tracks, landscaping and construction of central administrative and facilities building) Variation: holiday accommodation occupancy period.

Councillors concluded that they recommend refusal of the application. There was great concern that the proposed new conditions of closing the park for 2 weeks a year would open it up for residential abuse and this should be robustly guarded against. Councillors support the key objective that the conditions are regularised and the two separate permissions FUL/MAL/05/00798 and FUL/MAL/11/00953 of the lodge park are unified under a clear, precise and singularly conditioned permission but strongly advocate that the 2011 conditions be used as the model and specifically retain:

Condition 3: The holiday accommodation shall not be occupied by the same person or persons for more than 28 days at a time within any six week period.

Condition 15: The owners / operators of the site shall maintain an up to date register of the names of all owners / occupiers of individual holiday accommodation units on the site, dates of arrival at and departure from the site, their main home addresses and place(s) of employment. The register shall be made available at all reasonable times for inspection and copying by the local planning authority for record keeping purposes.

Councillors also ask that there should be active monitoring of the register and ask how often it is checked and by who?

1576.5 HOUSE/MAL/15/00540 5 Brook Close

Removal of the existing garage and replacement with part single and part two-storey side extension and pitched roofs over two existing front dormer windows.

It was reported that of the neighbours consulted there were no objections raised. Councillors raised no objections and support the application.

1576.6 HOUSE/MAL/15/00591 Robins Wood, Twitty Fee

Rear extension, garage conversion and new bedroom above garage.

Councillors raised no objections and support the application.

1577. Planning – DECISIONS

1577.1 AGR/MAL/15/00412 Annexe The Old Rectory, Rectory Road

Erection of shed for lambing

PRIOR APPROVAL NOT REQUIRED

1577.2 HOUSE/MAL/15/00342 Berberis, West Bowers Road

Proposed extension and loft conversion to existing bungalow. **APPROVE (NW)**

1577.3 FUL/MAL/15/00047 Land adj. Whitegates, Herbage Park Road

Residential development comprising 11 dwellings. **REFUSE (NW)**

1578. Other Planning Matters

1578.1 Woodham Walter Conservation Area – Cllr. Tompkins reported that he had submitted a suggested map to the Conservation Officer at MDC with buildings of architectural and historic interest and incorporating long views. The officer will walk the area, complete a study and report back when the review is completed. It is hoped that the conservation area will form an integral part of the final VDS document along with character assessments of other village areas. (See also minute ref: 1582.1 re: Village Design Statement.)

Cllr. Neale asked if there had been any further information regarding the outside consultation offered by MDC for the VDS. Cllr. Tompkins had not heard any more about this but felt that this was not necessary at this stage.

6 members of the public left the meeting room at 9pm.

1579. Payments The following payments were authorised and cheques duly signed.

1579.1 e-on –Monthly DD £17.23 (inc. 0.82p VAT)

1579.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

1579.3 Mrs J Bannerman - Clerks Salary & Allowance 25 hrs - £304.73

1579.4 Mrs J Bannerman – Expenses £45.20 inc. £6.46 VAT (Stationery - Files/Paper/Postage)

1579.5 DW Maintenance £135

1579.6 RCCE Membership Renewal £48 (inc. £8 VAT)

1579.7 Annual Grants - the payment of the following grants to local organisations was authorised:

Woodham Walter Womens Club (Community Buildings) £155

Woodham Walter Village Hall Association (Community Buildings) £210

St Michael’s Church PCC (Listed Buildings) £198

Silver Threads (Entertainment & Arts) £150

Essex Wildlife Trust (Common & Pastures) £110

1579.8 Universal Services Ltd £40.20 (inc. £6.70 VAT) Annual Football Post inspection.

1580. Other Financial Matters

1580.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
------	------------------------------	-----------	------------	---------

Business Reserve A/C

08-Jun-14	Balance			12786.78
13-Jul-15	Transferred to Community A/C 60978876		1100.00	11686.78

Community Account

08-Jun-15	Balance		1132.02	593.75
11-Jun-15	Party Tent Income (Crosland)	50.00		643.75
19-Jun-15	Party Tent Income (Spurr/Shrimpton)	150.00		793.75
08-Jul-15	Party Tent Income (WWPCC/Arnold)	125.00		918.75
13-Jul-15	Transferred from Business Reserve A/C 40622818	1100.00		2018.75
13-Jul-15	July Debits		1472.88	545.87

1580.2 Income received: Party Tents: £325

1580.3 Party Tents - costs for replacement parts: Poles £7.99 each, joints £4.99 each, hooks 10p each and screws 20p each. Delivery £4.99. It was agreed that a review of parts would be undertaken when the tents are erected for Bell Meadow Day – Cllr. Neale/Clerk.

1580.4 Bell Meadow Grass Cutting – it was noted that we have had notification that The Warren will not be in a position to mow Bell Meadow for the remainder of the 2015 season. Councillors ask the clerk to write to The Warren and thank them for all their work cutting Bell Meadow in the past. Discussion regarding how to progress concluded that although some very kind offers from volunteers had come forward this may prove difficult from a risk assessment and insurance point of view and it was decided that with the terrain and equipment required it would be better to have a professional contractor carry out the cutting. This will have an impact on the Parish Precept for next year with costs estimated to be in the region of £750-£1000 depending on the number of cuts which would equate to approximately an extra £3-£4 per property per year. Clerk to gather information and report back at August meeting.

1581. Report Of The District Councillor

Cllr. Bass reported that the High Street market on Monday mornings has been abandoned and the Butt Lane market will continue; Local Development Plan - The Planning Inspectorate/Dept. Local Govt. have visited but MDC still have no idea how long it will take to progress the LDP; MDC are currently producing a plan for Gypsy and Travellers; The budget process is beginning; The planning department is busy and things are taking time;

Cllr. Bass commented that he was disappointed in the Parish Council's determination of Berberis and didn't think that the reasons for recommending refusal were relevant, this then held the application up for a further 5/6 weeks. Councillors should be aware of the power of the parish trigger.

Other councillors rejected Cllr. Bass's comments regarding Berberis and indicated that the Parish Council felt that the reasons for recommending refusal were valid and they would continue to exercise their right to respond as they see fit.

Cllr. Bass commented that there seems to be some mixed messages regarding the VDS from what the committee are reporting and from feedback he has received from John Sommers at MDC.

Cllr. Tompkins acknowledges that there is a lot of work to do and they have gone back to the RCCE. Much of the character assessment has been drafted, as has information on footpaths and listed buildings so effectively a lot of what they MDC have asked is being done.

Cllr. Bass then left the meeting room at 9.45pm

1582. Other Council Matters

1582.1 Village Design Statement progress report. Mr David Beattie was in attendance to update councillors. He has attended a meeting with RCCE to ensure that they are continuing to work in line with their guidance. They confirmed that they were happy with the public communication and consultation strategy. The query regarding the use of leading questions in the questionnaire was negated by the mix of responses. The committee are currently working on character assessments for the whole parish and aim to have this information available for review at Bell Meadow Day. Following on from this the guidance notes will be split into 3 categories in the document: Policy – i.e. guidance which is already planning policy. Guidance – drawn from questionnaire responses and VDS specific. Action Plans – drawn from questionnaire responses but outside the VDS remit e.g. broadband. The VDS group aim to discuss each stage with MDC to ensure compliance with their requirements as well as keeping RCCE and Parish Council informed. (See also Minute ref: 1578.1 re: Conservation Area.)

1582.2 Woodham Walter Common – await response from Essex Wildlife Trust.

1582.3 Bell Meadow Village Association – Clerk informed that Cllr. Durham is dealing with complying with the requirements of the Licence and will copy clerk into correspondence.

1582.4 Allotments Association. The committee members have been confirmed as Chairman/Treasurer: Jane Weedon, Chairman/Secretary: Sue Cumming. Other committee members Mr P Clark and Mr N Tucker with Cllr. James Rushton as the Parish Council representative. Cllr. Rushton reported that a non-resident had been confirmed as a new allotment holder but that they had a direct link with the village school and church. There are still some empty plots and as no parishioners have come forward a formal protocol will be developed and agreed with Mr & Mrs Maynard to change the clause from living in the village to having a direct connection with the village. Cllr. Rushton will work on this.

1583. Consultations/Questionnaires

1583.1 Essex County Council & Southend on Sea Borough Council: Joint replacement Waste Local Plan – Revised Preferred Approach June 2015. Public consultation ends 30th July 2015.

Cllr. Neale to review and respond if appropriate.

1584. Highways

1584.1 There are a number of on-going highways issues which clerk is pursuing.

1584.2 2015/16 Winter Salt Bag Partnership Scheme. It was agreed to continue to participate in the scheme. Cllr. Bunn to check on salt/grit stocks.

1584.3 Notification of improvement works to A414 from Well Lane to Eves Corner during August 2015 including the installation of traffic lights at Eves Corner.

1584.4 Clerk to enquire about signage regarding Woodham Mortimer Lane/Tom Tit Lane closure.

1585. Local Issues

1585.1 **Bell Meadow/Playground.** Cllr. Durham has carried out essential maintenance and fitted the new nets to the football posts. It was agreed that the current method of using cable ties to secure is sufficient and that new clips are not required.

Cllr. Tompkins reported a rotten post at the bottom of Bell Meadow, Cllr Warren will remove.

Discussion regarding the fence boundary in the woods on the Western side of Bell Meadow leading into Bell Grove concluded that the cost of reinstating a fence would be prohibitive and is considered unnecessary.

1585.2 **Footpaths Report** Cllr. Warren reported that all paths on the ECC schedule were cut on 17/18 June and several parishioners have commented on the good state of the paths this year and thanked the footpath team. Cllr. Warren has reported a tree which is partially blocking FP12 between The Warren and Water pumping station.

1585.3 **School Report** Cllr. Symons reported on a very successful Get Woodham Walter reading day which had been attended by Priti Patel MP, District Councillors, Parish Councillors, Governors, parents and members of the community. The children had all dressed up and a great day was had by all who attended; There will be 104 children at the start of the September term; A recent SENCO report warned of pressure on budgets as the percentage of children with SEN is currently quite high and care should be taken that the school does not become unbalanced with SEN children.

1585.4 **Crime/Police Report** No information

1585.5 **Litter** Cllr. Rushton commented on an increase in dog fouling which is not being cleared up particularly on countryside footpaths such as through The Warren. Clerk to include a reminder in the parish magazine for dog owners of their responsibility to clear up after their dogs.

1585.6 **Broadband** No updates.

1585.7 **Vehicle Activated Sign** Enquiries are on-going. Clerk is investigating funding from the Area Highways Panel.

1585.8 **Village Parking & Access** Comments received from a number of residents regarding parking and access issues during school drop off/collection and at events. Councillors discussed the issue but accept there is little that can be done as in many cases there are no parking restrictions. It was noted that the school do regularly request that parents park with due consideration to residents. It was also noted that the clerk had liaised with the school and Mr & Mrs Maynard who have kindly agreed to open up the field adjacent to the allotments for use as a car park during events. This was used for the first time for the school fete on Sunday and it is hoped that this would go some way to alleviating the problems.

Mr Del Boswell then left the meeting room at 10.20pm.

1586. Correspondence

1586.1 Affordable Housing – letter from Hills Building Group. Councillors agreed that this marketing letter was not relevant especially as the Parish Council do not have any land.

1586.2 Air Cmdre Sismore – family request for memorial seat. Councillors were keen to support the family with their idea. Various locations for a bench were suggested including the crest of Bell Meadow looking down towards the village/The Bell. Clerk to respond to the family and discuss further.

1586.2 Where does water go? Project: Councillors felt that the problems in Woodham Walter lies more with drainage than watercourses and did not think that the village would be prioritised.

1587. Points of Information

1587.1 Queen's 90th Birthday – Cllr. Symons asked if councillors would support the idea of a street party for the event in June 2016. Councillors weren't sure that the event had the same significance as the Diamond Jubilee but as that had been such a successful community event opinion should be canvassed to see if there was any interest. Any comments should be sent to Cllr. Symons/the Clerk.

1588. Date of Next Parish Council Meetings:

Date of next Ordinary Parish Council Meeting Monday 10th August 2015 at 8pm in Women's Club.

Meeting ended at 10.40pm

Signed

Dated