

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 10th September 2012

Present:

Cllr. James Bunn
Cllr. Peter Warren
Cllr. Mark Durham
Cllr. Andrew Newland
Cllr. David Potter
Cllr. Joanna Symons

Others: Jacky Bannerman (Parish Clerk)
District Cllr. Henry Bass

Public: 1

764. Welcome Cllr. James Bunn welcomed those present to the meeting.

765. Apologies For Absence Apologies were received and accepted from Cllr. Gill Orford.

766. Register of Members Interests Clerk has received confirmation from MDC that all councillors have submitted their Register of Interests and have responsibility for keeping them up to date.

767. Reviews & Adoptions Outstanding reviews and adoptions continue to be addressed.

767.1 Insurance: Cllr Bunn reported that the insurance arrangements were in order and that a further review would be carried out at the time of the next renewal.

767.2 The updated Financial Regulations were approved and duly adopted.

767.3 The Equal Opportunities Policy was approved and duly adopted.

767.4 The Code of Practice for Handling Complaints was approved and duly adopted.

768. Disclosure of Interests 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 that 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.

769. Public Forum There was one member of the public present and one member of the public had submitted comments for the clerk to bring to the attention of councillors.

Mark Woodyer from Smart Planning Ltd was in attendance on behalf of the applicant of planning application FUL/MAL/12/00668 Falconers Lodge.

He distributed paper copies of the original planning approval which has lapsed and copies of the new plans and drew councillors attention to the history of the site and that the new owner took on the site knowing that work was to be completed to comply with the enforcement notice. This work has been carried out in consultation with English Heritage and the ground levels have now been reduced to their original levels. The new plans are much smaller than the lapsed permission and have taken into account the Scheduled Monument status of the ruins and features around. His client has worked closely with English Heritage to come up with the new design and the house has been re-orientated on the site to take in the view of the church. The proposal is for a traditional dwelling specifically designed for the site and will be built using high quality materials. Mr Woodyer thanked councillors for the opportunity to address them and welcomed any questions.

Cllr. David Potter asked for clarification that the enforcement notice has now been fully complied with and dismissed by MDC/English Heritage; He asked if the plain clay roof tiles detailed in the proposal would be handmade; He also asked what bricks were proposed and why is there an outside staircase to the garage?

Mr Woodyer confirmed that the earthworks have been carried out to the satisfaction of MDC/EH and that the levels detailed in the plans were completed by a topographical survey. It was also confirmed that the building materials used would be the best possible quality and that the owner is very aware of the heritage of the site. The staircase on the outside of the garage was designed in order to keep the mass of the garage minimised.

Mr Nicholls, a resident of Top Road had provided the clerk with details of parking issues which are affecting residents of Top Road at school/nursery drop off/collection times. Photographs were supplied showing inconsiderate parking on the pavement and blocking access to the driveway. He has spoken to the nursery and school and asked if the parish council were able to help in any way to address the problem.

Councillors were sympathetic to the issue and discussed a number of options including: if signs could be erected on the fence outside nos 5/6 requesting that motorists do not park here; Clerk to write to the nursery and the school to request that they ask parents to park considerately; Clerk to write to highways to see if they have any suggestions; Cllr. Durham will speak to Moat Housing regarding signs; Clerk to suggest that residents could ask the PCSO to attend.

770. The Minutes Of Parish Council Meeting Held On 13th August 2012 were approved as a true record of the meeting and duly signed.

771. Matters Arising from Minutes of 13th August 2012

771.1 Village Footpath Map (443.1) Cllr. Warren reported that the draft was currently nowhere near good enough and that a lot of work was needed to bring the map up to a meaningful and navigable quality. Cllr. Durham to speak to Simon Johnson who did the mapping for the Little Baddow map. Cllr. Bunn to speak with John Kay the designer and discuss further with Cllr. Warren.

771.2 Chelmsford City Council's Local Development Framework – No response was sent.

771.3 Statement of Community Involvement. (761.1) Cllr. Newland had investigated and no response was required.

771.4 Council Tax Support Scheme Consultation. (761.3) Cllr. Durham reported that there is no longer any implication on the parish precept so it was agreed that no response was required.

772. Maldon District's Local Development Plan (LDP) Consultation

It was noted that the response was sent as agreed. Clerk gave details of an MDC Economic Prosperity Strategy workshop. Cllr's Newland, Potter and Symons expressed an interest in attending. Clerk to forward details.

773. Community Led Plans It was resolved that an agenda item would be set for the next meeting to discuss if a Village Design Statement should be done for the village. It was thought likely that a separate village committee will need to be formed headed up by a parish councillor. Cllr. Durham will ask about the timescale for a possible Conservation Area.

774. Planning – APPLICATIONS

Cllr. Durham read out a statement he has signed from Maldon District Council's Monitoring Office declaring that he will not pre-determine a planning application at District Council level that he has considered at Parish Council level. A copy of the full statement was duly filed.

774.1 FUL/MAL/12/00668 Falconers Lodge, Oak Farm Road

Proposed five bedroom house with detached garage, swimming pool and changing lodge.

After discussion and careful consideration of the site, history and proposed plans the decision of the council by majority vote was that they have no objections to the application. One councillor objected; one councillor abstained. In coming to this conclusion it was assumed that any planning approval by Maldon District Council would be made having received the support of English Heritage in order to protect the scheduled ruins and associated earthworks of Woodham Walter Hall and that this protection should also form a condition of any permissions. Councillors also seek that a condition is placed on any planning approval offering assurance that the garage and other outbuildings including the existing stable/office building will only be used for those purposes ancillary and incidental to the use of the dwelling house and that they will not make habitable buildings/room spaces. It was noted that the application will be decided by the NW Area Planning Committee. Clerk to write accordingly.

775. Planning - DECISIONS

775.1 FUL/MAL/12/00585 Northall Cottages, Cut-a-Thwart Lane **REFUSED (DEL)**

Change of use of land adjacent to Northall Cottages from agricultural to residential garden for the sole use of Northall Cottages.

The application site lies outside the development boundary of Woodham Walter village and is therefore subject to countryside policies of restraint towards further development. The garden extension, by reason of the extent of the site area involved, the harmful effect of changes to the appearance of the site and the nature of its use resulting from its maintenance and cultivation for domestic purposes and general activities associated with the use of a residential garden, represents development that is inappropriate and harmful to the character and appearance of the rural area resulting in an alien, unsympathetic suburban appearance in the context of its rural setting. Furthermore, the applicant has not provided any substantial evidence to show that the land involved can no longer be effectively farmed. As such the proposal is contrary to policies S2, BE1, CC6, CC7, and CC23 of the adopted Maldon District Replacement Local Plan.

776. Other Planning Matters

776.1 TPO No.8/12 Woodham Walter Hall & Falconers Lodge

Councillors ask clerk to write to MDC regarding the recent TPO order as they are concerned that they do not want trees to be preserved which are actually causing damage to the ruins.

The Chairman opened the meeting up to the public and Mr Woodyer commented that he understood that the TPO was an interim order that had not yet been approved. His client was also concerned that the trees could be causing further damage to the ruins and was concerned about the TPO, also that management of the monument was being investigated in liaison with English Heritage.

776.2 For information: NMA/MAL/12/00707 & NMA/MAL/12/00708 Chamberlain Cottage, Little Baddow Road
Application for non-material amendment to permission HOUSE/MAL/12/00357(Garage).

Application for non-material amendment to permission HOUSE/MAL/11/01128 (Extension).

Use new double camber handmade clay roof tiles instead of reclaimed ones.

776.3 MDC – Letter regarding Lawful Development Certificates. Clerk to circulate information.

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

777.1 e-on –Monthly DD

777.2 A&J Lighting Solutions – Monthly DD

777.3 Douglas Tonks Ltd - Monthly DD: Mrs J Bannerman – re: Clerks Salary/Holiday Pay/Monthly Allowance/HMRC and Douglas Tonks Ltd re: Payroll services

777.4 DW Maintenance

777.5 Totally Sound (Ref: Bell Meadow Day Sound System, BMVA to reimburse)

777.6 DHGPC (Affiliation Fee) £15 (Dengie Hundred Group of Parish Councils)

777.7 Audit Commission

778. Other Financial Matters

778.1 Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
13-Aug-12	Balance		600.00	8749.75
10-Sep-12	Transfer to Community Account		700.00	8049.75
Community A/C				
13-Aug-12	Balance			542.44
20-Aug-12	HMRC - VAT repayment	321.33		863.77
06-Sep-12	Party Tent (Deposit - Hicks)	20.00		883.77
06-Sep-12	Bell Meadow Village Assoc. (Ref: Totally Sound)	350.00		1233.77
10-Sep-12	Transfer from Business Reserve	700.00		1933.77
10-Sep-12	September Debits		1415.01	518.76

778.2 For information: Receipt of VAT repayment for year 2011/12 £321.33

778.3 Clerk to complete quarterly statement of accounts and provide Chairman with accounts for 6 month review.

779. Report Of The District Councillor/County Councillor

Cllr. Durham reported that the council activities had been fairly quiet recently due to the summer. It was noted that David Wallis and Yee Cheung have both left the planning department.

Cllr. Bass reported that the evaluation of the MDC Local Development Plan consultation responses would take several weeks to complete. He also congratulated all involved in the Bell Meadow Day which had been a very good day. Regarding VDS he suggested that a committee is set up in the village which is not the parish council but is headed by a councillor. He asked councillors to consider the wording of responses to planning applications including whether they support an application rather than just the comment "no objections".

Cllr. Henry Bass then left the meeting room at 9.30pm

780. Highways

780.1 Ref: E-1639609-1R Vehicle Activated Sign. Clerk continues monitor/chase. Update received informs that there has been a problem with the specialised bolts.

780.2 Ref: 74207: Road flooding at Ulting Lock – No further information

780.3 Ref: 1847972: Restricting HGV traffic – No further information

780.4 Clerk has reported various highways issues as follows: - Awaiting feedback.

Woodham Walter sign near Bassetts broken Ref:78353; 30mph entrance gates on Herbage Park Road obscured by vegetation & Hedge on Herbage Park Road is overgrown Ref:78355; Blocked drains in two locations along Little Baddow Road.Ref:78677;

780.5 It was noted that inspections have been carried out/orange paint evident at: Rectory Road pot hole Ref: 78679; Top Road pot hole Ref:78682; Street gully cover Ref: 78691; Church Hill gully cover Ref: 78690

780.6 Local annual inspection by Parish Councillors to be arranged with Cllr. Newland and Cllr. Orford.

780.7 ECC Winter Salt Bag Scheme – invitation to participate in 2012/13 scheme. (by 28th Sept) Cllr. Durham informed that he may be able to help with salt application.

780.8 Clerk has reported the tree which is sticking out into the road along Herbage Park Road between Warren and Anchor at dangerous corner. Ref: 82338 It was noted that this has now been attended to.

780.9 Cllr. Symons commented on the water which flows into the road along Curling Tye Lane. There had recently been an accident in this location. Councillors agreed that it was probably caused by a spring and had been a problem for many years. Clerk to ask highways to investigate if there is anything that can be done.

781. Local Issues

781.1 **Bell Meadow/Playground.** The book was duly signed.

Cllr. Orford to report on investigation of plum type trees growing up through the footpath near to the bottom entrance of Bell Meadow.

781.2 **Footpath Officer Report** Cllr. Warren reported that 1) Ursula Lawton is attending to FP12 (Little Baddow Road-waterworks) in an attempt to stop encroachment of vegetation/brambles over the footpath. 2) He has responded to West Essex Ramblers Assoc. and informed them that they were mistaken regarding the route of a footpath. 3) Following the Parish Paths Partnership (P3) Scheme audit, due to lack of activity, Woodham Walter has been removed from the scheme. This should not present a problem as we will continue to report any issues to Nicky Coleman, the Public Rights of Way Officer (Maldon District) for action.

781.3 **One Place On Wheels** - Woodham Walter. Next visit including mobile police vehicle – Thursday 13th September from 3.15-4.15pm. New location – outside the village shop, although with parking issues at this time of day this will be monitored.

781.4 **School Report** The school newsletter will be forwarded to councillors.

781.5 **Allotments Report** There was no information to report.

781.6 **Queen's Diamond Jubilee** The photo album was available in the competition tent on Bell Meadow Day. The link to the photographs is now available from the clerk.

781.7 **Village History Project** It is understood that Paul Clark is making progress with the project. Cllr. Warren to speak with Paul Clark for update.

781.8 **Community Speed Watch** No report.

781.9 **Litter** Tyres on Tom Tit Lane reported/cleared AF52693. Clerk to report the rubbish between the Warren and Anchor which is now apparent since the verges have been cut.

781.10 **Broadband** The repeater transmitter has now been fitted at The Warren which should bring further areas of the village under the coverage of Fibrewifi – in order for coverage to be successful line-of-site to the transmitter is required.

782. Correspondence

782.1 Audit Commission – confirmation of appointment of Littlejohn LLP as external auditor.

782.2 SLCC – Notice of AGM – Saturday 13th October (Circulation)

782.3 EALC – Notice of AGM – 27th September (Circulation)

782.4 Jo Woodcraft had written to inform councillors that sadly Mike Woodcraft had died in July. She thanked the Parish Council again for their support in producing the booklet of memoirs.

782.5 DHGPC – Notice of meeting – 19th September.

782.6 MDC – Welcome Holmes – Free Event – 14th September – clerk to put on noticeboard.

782.7 Statement of Community Involvement – Poster for noticeboard regarding public consultation.

782.8 Woodham Walter Village Hall Assoc. – thanks for grant (circulation)

782.9 Woodham Walter Womens Club - thanks for grant (circulation)

783. Points of Information

783.1 Cllr. Newland enquired if there was an update regarding the Section 106 agreement at Herbage Park. Chairman opened the meeting up to Mr Woodyer from Smart Planning who was able to inform councillors that the agreement had recently been signed and formal approval was expected imminently.

783.1 Cllr. Symons enquired if the Parish Council were aware of the work of the Essex Heritage Trust who provide small grants to local organisations. Clerk informed that information is received which is circulated among councillors. Cllr. Symons will bring it to the attention of local groups.

784. Date of Next Parish Council Meeting: Monday 8th October 2012.

Signed

Dated

Meeting ended at 9.55pm