

## 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 8<sup>th</sup> October 2012**

### **Present:**

Cllr. James Bunn  
Cllr. Peter Warren  
Cllr. Mark Durham  
Cllr. Andrew Newland  
Cllr. Gill Orford  
Cllr. David Potter

Others: Jacky Bannerman (Parish Clerk)

Public: None

**785. Welcome** Cllr. James Bunn welcomed those present to the meeting.

**786. Apologies For Absence** Apologies were received and accepted from Cllr. Joanna Symons, Cllr. Penny Channer CC and Priti Patel MP.

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

787.1 Media Policy - Cllr. Newland and Cllr. Bunn to review draft document.

**788. 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.

**789. Public Forum** There were no members of the public present.

**790. To approve the Minutes Of Parish Council Meeting Held On 10<sup>th</sup> September 2012** The minutes were approved as a true record of the meeting and duly signed.

**791. Matters Arising from Minutes of 10<sup>th</sup> September 2012**

791.1 Village Footpath Map (443.1) Cllr. Durham reported that he had spoken to Simon Johnson and David Norton who had designed the Little Baddow map using "Illustrator" software. Cllr. Bunn & Cllr. Warren to speak to John Kay. There may be merit in tying in the design of this map with mapping for use in a VDS.

791.2 Top Road Parking (769) – The Headteacher from the School and the Owner of the Nursery have both informed of the measures they have taken to try to alleviate the parking issues. The Nursery owner was very concerned to hear of the complaint and has spoken directly to parents/carers and included information on their newsletter and noticeboard. The school has requested volunteers to re-activate the walking bus. They have also drawn attention to the parking issues in assembly's, newsletters, texts and on the noticeboard requesting considerate parking. The school have also written to Highways to request an extension of the parking restrictions on the zig zag lines. Cllr's instruct clerk to write to Highways in support of this request.

Cllr. Durham reported that Moat responded that they have no jurisdiction over parking on the public highway and cannot help us with the issues on Top Road.

Clerk spoke to Mr Nicholls prior to the meeting and he has now noticed an improvement in the parking situation.

**792. Community Led Plans** To discuss CLP for Woodham Walter.

Councillors concluded that it would be beneficial to create a Village Design Statement for Woodham Walter. It was noted that in order for the finished document to be used as a Material Planning Consideration it would need to be approved by the District Council. The new Local Development Plan has reference to standard village design conditions for the whole district and we would seek to establish what that means for Woodham Walter. A sub-committee with a Parish Councillor linking back to the Parish Council will need to be formed with volunteers from the village community. Clerk to provide information in the Parish Magazine stating what a VDS is, how it is created and asking volunteers to come forward. There are many areas of expertise which can be drawn on including planning officers at MDC and the Rural Community Council of Essex.

**793. Planning – APPLICATIONS** There were no planning applications.

**794. Planning - DECISIONS**

794.1 HOUSE/MAL/12/00673                      2 Hop Gardens, Hop Garden Lane                      **APPROVE (DEL)**  
Double garage and storage in roof.

794.2 FUL/MAL/11/00953 Herbage Park, Herbage Park Road **APPROVE (P&L)**  
 Proposed addition of 26 new timber holiday lodges plus associated infrastructure within the existing Herbage Park Holiday Park.

It was noted that this application has now been approved subject to a Section 106 Legal Agreement which has been entered into for the purposes of providing planning obligations binding the estate and interest of the Owner in the Nature Conservation Area.

The application was therefore approved subject also to other planning conditions including:

3 **CONDITION** *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.*

5 **CONDITION** *The use of the site for holiday purposes shall be undertaken only in conjunction with and ancillary to the use of The Warren Golf Club as indicated edged blue upon the plans attached to and forming part of this permission.*

15 **CONDITION** *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 ask clerk to write to MDC to seek clarification that condition 15 applies to the original permission for the existing lodges as well as the new permission.

**795. Other Planning Matters**

795.1 Parish/Town Council Planning Workshops – 10<sup>th</sup> Oct/22<sup>nd</sup> Oct. Cllr. Durham to attend and Cllr. Symons to attend on 22<sup>nd</sup> October.

795.2 Economic Prosperity Strategy Workshop – Cllr. Durham and Newland had attended the workshop and found it to be useful, aiming to provide economic support for the LDP. There will follow a draft document for consultation in due course.

795.3 Maldon & District Conservation & Design Awards – councillors were interested and pleased to hear that Whitehouse Barn was short listed and it is understood that they subsequently won their category.

795.4 TPO 08/12 Woodham Walter Hall/Falconers Lodge. Clerk to chase up response.

795.4 Mineral Development Document – update September 2012. Work on the Replacement Minerals Local Plan (new name) is taking first priority so to achieve full council sign off to the submission document in December 2012 (for subsequent consultation in January) and the team is aiming for Full Council sign-off for the Replacement Waste Local Plan submission document in Summer 2013.

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

796.1 e-on –Monthly DD

796.2 A&J Lighting Solutions – Monthly DD

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

796.4 DW Maintenance

796.5 Mrs J Bannerman (Expenses)

796.6 Rob Hamilton (re: repair to noticeboard)

796.7 Alzheimer's Society £24 (Following sale of Mike Woodcraft books)

**797. Other Financial Matters**

797.1 Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
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**Business Reserve A/C**

10 Sept 12	Balance			8050.94
10 Oct 12	Transfer to Community Account		500.00	7550.94

**Community A/C**

10 Sep 12	Balance			518.74
24-Sep-12	Sale of Mike Woodcraft Books	24.00		542.74
24-Sep-12	Diamond Jubilee Mug Sales	17.20		559.94
24-Sep-12	Party Tent Hire (Full - Gavilovic)	50.00		609.94
24-Sep-12	Party Tent Hire (Balance - Hicks)	55.00		664.94
08-Oct-12	Transfer from Business Reserve	500.00		1164.94
08-Oct-12	October Debits		664.88	500.06

797.2 To review quarterly statement of accounts which had been prepared by the clerk. There were no questions and councillors were pleased to see that the accounts were broadly in line with budget predictions. The Chairman reported that he had carried out a 6 month review of the accounts files and bank statements and found all to be in order.

797.3 Grass Cutting Contract – councillors approved additional cuts as necessary depending on the growth. Clerk to arrange and ask the contractor to cut back brambles and low branches overhanging the pavement on Rectory Road. Councillors reviewed the season and agreed that the contractor had done a good job. Clerk to confirm with the contractor.

**798. Report Of The District Councillor/County Councillor**

Cllr. Durham reported: The government are looking at Section 106 agreements and rules may change regarding cash payments in order to stimulate building projects; A recent Planning Inspectorate appeal ruling to refuse a

new dwelling outside of the defined development boundary in North Farnbridge. The inspector sited that the countryside comes first and that protecting valued landscapes is relevant despite housing supply issues. Clerk to forward ruling to councillors for information.

### **799. Highways**

799.1 Ref: E-1639609-1R Vehicle Activated Sign. Clerk pleased to report after several months of chasing and with the help of Cllr. Channer CC, that the VAS has now made a welcome return to Woodham Walter. Councillors ask clerk to write to Cllr. Channer to thank her for her intervention in the matter.

Councillors will consider if purchasing our own sign which can be moved to different locations in the village is viable or desirable during future budget discussions.

799.2 Ref: 74207: Road flooding at Ulting Lock – it is noted that a new “Road Liable to Flooding” sign has been erected on the Woodham Walter approach to the lock. It was decided that should/when the road flood again clerk will contact highways for an inspection regarding the gauges.

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

799.4 Ref:78353 Woodham Walter sign near Bassetts broken; Clerk to chase.

799.5 Ref:78355 30mph entrance gates on Herbage Park Road obscured by vegetation & Hedge on Herbage Park Road is overgrown; Chased 2/10/12 – Land registry search has been done, letter has been sent to Warren Golf Club. It is understood that this will be cut back in the coming weeks by the golf club.

799.6 Ref:78677; Blocked drains in two locations along Little Baddow Road. – gully emptying has taken place.

799.7 It was noted works have taken place to fix the following problems which had been reported:

Ref: 78679 Rectory Road pot hole;

Ref: 78682 Top Road pot hole;

Ref: 78691 Street gully cover;

Ref: 78690 Church Hill gully cover

799.8 Local inspection had taken place with clerk and Cllr’s Newland and Orford. It was noted that many defects had recently received attention including Little London Lane and West Bowers Road along with other smaller defects in several locations. There were just a couple of pot holes to report and some broken railings.

799.9 ECC Winter Salt Bag Scheme – Clerk has responded to invitation to participate in 2012/13 scheme. Subsequently information was received back indicating that ECC insurance no longer covers this scheme and Parish Council’s should ensure that their insurers are informed.

Clerk spoke to Aon and received confirmation that our policy will cover volunteers but that a system of checks needs to be put in place and that the procedure must be maintained to ensure that the risk of being negligent for omitting to salt/grit is minimised. Clerk will maintain a record log. Cllr. Durham offered to assist in the application of the salt. Cllr. Bunn to talk to The Bell regarding storing some salt.

799.8 Ref: 88880 Water which flows into the road along Curling Tye Lane. Await report.

799.9 Ref: 88883 Broken railings Old London Road. Await report.

799.10 Curling Tye Green: Street Naming & Numbering Officer at MDC has written regarding village green sign at Curling Tye Green. Clerk has also received a letter from a resident of Curling Tye Green, Mr John Pearce requesting a sign in the location. Councillors concluded that they do not support the addition of a “Curling Tye Green” sign in this area as they are keen to minimise signage in the parish as far as possible and they do not consider it necessary.

Mr Pearce also enquired about the maintenance of the grass triangle at Curling Tye Green which he and a neighbour had been cutting but he now requests that this is adopted by the Parish Council.

Councillors conclude that the area is in a rural location and that it falls under the responsibility of Highways to maintain. Woodham Walter Parish Council have adopted locations in the centre of the village for maintaining to a higher frequency but they do not support the idea of maintaining further outlying verges/greens. ECC Highways provide the minimum schedule of cuts to remaining verges and greens but that if this was not considered enough for local residents then they should continue with their private arrangements.

799.11 Little Baddow Road - Grass verge between Stivvy’s Road and village gateways has become very overgrown walking along this section of road is a hazard for pedestrians. Clerk to request the verge and bank are both cut.

799.12 Oak Farm Road/Old London Road junction. Clerk had been contacted by Pat Warner regarding this junction which she feels is very dangerous and requested that an additional “Give Way” sign be positioned on the approach so there is one on each side of the road. Also that the white lines should be re-painted.

Councillors do not agree that this junction poses a more significant problem than any other junction and do not support the addition of another sign. They also feel that the white lines are adequate and no more faded than in other areas. Cllr. Newland will monitor the existing “Give Way” sign to ensure that it is clear of vegetation.

### **800. Local Issues**

800.1 **Bell Meadow/Playground.** There were no reported incidents and the book was duly signed.

Cllr. Orford has investigated the plum type trees which are growing up through the footpath near to the bottom entrance of Bell Meadow. Cllr. Durham to attend.

To discuss Bell Meadow hedge – it was agreed that the height of the hedge be reduced by about 18”. Clerk to seek quotes from DW Maintenance and Andrew Macmorland.

Cllr. Warren to remind Colin Warner about the trees at the bottom of Bell Meadow which he has kindly offered to cut back so that the mower can access.

800.2 **Footpath Officer Report** 1) Ursula Lawton had contacted the Parish Council regarding FP12 (Little Baddow Road-waterworks) re: encroachment of vegetation/brambles over the footpath. Mrs Lawton has put in lots of effort to cut back the brambles etc in order that the footpath is accessible. She is concerned about the condition of the service road to the waterworks. Councillors do not think it is necessary to contact the water

company about the drive as this is private property for which the parish council has no jurisdiction over. However clerk to write and request that the public footpath vegetation is kept in check in order that FP12 remains accessible. 2) The concrete bridge on FP36 has been replaced by ECC with a wooden bridge. 3) Cllr's are invited to attend the annual visit to Woodham Walter Common with Essex Wildlife Trust representatives on 18<sup>th</sup> October. Cllr's Warren, Orford & Newland to attend.

800.3 **One Place On Wheels** - Woodham Walter. Next visit including mobile police vehicle – Thursday 11<sup>th</sup> October from 3.15-4.15pm. New location – outside the village shop, although with parking issues at this time of day this will be monitored. Clerk has received a letter regarding difficulties parking at this time and councillors suggest that the vehicle parks at the village hall.

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

Clerk has received a request from the Chairman of the Governors asking if a member of the Parish Council would like to take up a vacancy for a Community Governor or if the Parish Council would like to nominate someone in the village community. Councillors were pleased to hear that Cllr. Joanna Symons has volunteered to take on this role which will offer a good opportunity to develop links with the school. Clerk to write accordingly.

800.5 **Allotments Report** Cllr. Orford reported that all is going well at the allotments, the fencing is due to be replaced to help with keeping rabbits out. They recently held their annual BBQ which had been a success. It was noted that since the school had given up their allotment there is one vacancy. Information regarding membership of NSALG was forwarded to Cllr. Orford.

800.6 **Village History Project** Cllr. Warren reported that Paul Clark has come up with some ideas which will be forwarded to Cllr's for comments.

800.7 **Community Speed Watch** Clerk trying to arrange more sessions, but more volunteers are needed. It was noted that the Police had recently been enforcing in the village. Clerk to enquire on the results.

800.8 **Litter** Rubbish between Warren & Anchor was promptly cleared by CCC.

800.9 **Broadband** Fibrewifi have now installed a repeater transmitter at The Warren which should bring further areas of the village under the coverage of Fibrewifi ([www.fibrewifi.com](http://www.fibrewifi.com)) – in order for coverage to be successful line-of-site to the transmitter is required. There are other transmitters around the county including at Oxley Green near Tiptree which has recently been upgraded and this signal is also available to some properties in Woodham Walter. Clerk reports that the service has been installed at her home and enjoys speeds of up to 12.47mbps download and 9.41mbps upload. It was also noted that some locations now report improved speeds from BT Broadband services.

800.10 **Bus Services** – clerk has noticed that there has been an increase in the number of bus services for the village according to the latest timetable. Clerk will double check that this is correct.

800.11 MDC - Your annual supply of black refuse sacks will be delivered between 24 September and 15 October. If you do not receive your supply, please let them know either via e-form or 01621 854477 but this must be by 31st October

#### **801. Correspondence**

801.1 Police & Crime Commissioner – 15<sup>th</sup> November Essex will vote to elect a commissioner.

801.2 MDC – Emergency Planning Training – clerk to attend.

801.3 Windfarm Appeal – included in councillor circulation

#### **802. Points of Information**

802.1 Cllr. Newland commented on points made at the last meeting by Cllr. Bass regarding parish council responses to planning applications. He indicated that it would be useful to the decision making process if responses indicated not just if there were no objections but if the parish council supports an application then this should be made clear. It was agreed that it would be useful to agree some wording which could be adopted for future responses. Cllr. Newland to write up some suggestions. It was also noted that speaking at MDC Planning Meetings need not be just when the council objects.

802.2 Cllr. Durham informed that the owners of The Warren have extended an invitation to the village for their Fireworks night celebrations on Monday 5<sup>th</sup> November.

**803. Date of Next Parish Council Meeting:** Monday 12<sup>th</sup> November 2012.

Signed

Dated

**Meeting ended at 10.30pm**