

## 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 9<sup>th</sup> November 2015**

### **Present:**

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

Others: Jacky Bannerman (Parish Clerk)  
County Cllr. Penny Channer (From 8.30pm onwards)  
Adam Rochester (Essex Wildlife Trust) (From 8.15pm – 8.55pm)

Public: 0

**1649. Welcome** Cllr. Warren welcomed those present to the meeting.

**1650. Apologies for Absence** were received and accepted from Cllr. James Bunn, Cllr. Mark Durham and District Councillor Henry Bass.

**1651. 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 to declare and the register was duly signed.

**1652. Public Forum** There were no public present. Followed by agenda item 14.2 Adam Rochester – Essex Wildlife Trust who joined us to talk about Woodham Walter Common. (See minute ref: 1662.2)

**1653. To approve the Minutes of Parish Council Meeting On Monday 12<sup>th</sup> October 2015** The minutes were approved as a true record of the meeting and duly signed.

### **1654. Matters Arising from Minutes of 12<sup>th</sup> October 2015**

1654.1 Air Cmdr Sismore memorial bench on Bell Meadow. Cllr. Tompkins and Clerk attended meeting with family members. Bench location part way up the meadow on the hedge side pointing towards The Bell was suggested, councillors approved this location. Bench design from family was approved. (Colour to be specified as brown) The wording on the plaque will be approved in due course. Clerk to seek quotes for concrete slab which the family will also be funding.

1654.2 Request from Village Hall regarding a Dog waste bin. Clerk has investigated and found that Maldon District Council do not fund the purchase but will empty the bin at no charge to the Parish Council. The cost of a bin is in the region of £150. Councillors suggested that a good location would be on the street light at the Village Hall – as it is the Village Hall who have reported that there is an issue with dog waste in this area. Clerk to make enquiries and liaise with the Village Hall.

**1655. Planning – APPLICATIONS** There were no planning applications to discuss.

### **1656 Planning – APPEALS**

1656.1 FUL/MAL/15/00047 Land adjacent to Whitegates, Herbage Park Road  
Await decision.

### **1657. Planning – DECISIONS**

1657.1 LBC/MAL/15/00915 Warren Golf Club, Old London Road **APPROVE (DEL)**  
Alterations to clubhouse.

Councillors noted the response which had been received from MDC regarding decision which was taken without taking account of the Parish Council's letter recommending refusal. Councillors were dismayed at the decision and the explanation, the reference to the incorrect Parish Council and not acknowledging the Parish Council objection in the Officer's report. In the letter MDC noted that the extension to the deadline had been given in error and in future no extensions would be offered. Cllr. Channer had also made enquiries on our behalf and received the same instruction, she will continue to pursue this and expect that if this decision is made that it is maintained across the board and that no extensions are offered to any party. She understood the implications for Parish Councils in meeting these deadlines around Parish Council meetings and the possible impact of having to call

additional planning meetings at additional cost and time for parishes. This particular application was just the Listed Building consent and a full Planning Application will now need to be submitted so the Parish Council will have another opportunity to raise the concerns which were not considered by MDC in the LBC application.

1657.2 FUL/MAL/15/00925 Warren Golf Club, Old London Road **APPROVE (DEL)**  
Erection of pergola for weddings.

1657.3 TPO 4/15 2 Redgates, Old London Road **CONFIRMED**  
Noted.

**1658. Other Planning Matters**

1658.1 Woodham Walter Conservation Area. Cllr. Tompkins reported that he is concerned to note that he still awaits a response from MDC and will chase them up as this information along with the Local list of listed buildings will hold up the Village Design Statement.

**1658.2 Development Plan Document Consultation for Rural Housing Allocations, Rural Employment Allocations and District Travellers Allocations.**

The draft responses were approved and the document will be sent to MDC.

**1659. Payments** The following payments were authorised and cheques duly signed by the Chairman. Clerk to arrange for them to be counter-signed.

- 1659.1 e-on –Monthly DD £17.81 (inc. 0.85 VAT)
- 1659.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)
- 1659.3 Mrs J Bannerman - Clerks Salary & Allowance – 25 hours £307.93
- 1659.4 DW Maintenance £70
- 1659.5 The RBL Poppy Appeal £30.00 (Donation for Wreath)

**1660. Other Financial Matters**

1660.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
12-Oct-15	Balance			9288.26
09-Nov-15	Transferred to Community A/C 60978876		100.00	9188.26
<b>Community Account</b>				
12-Oct-15	Balance		485.70	552.21
06-Nov-15	HMRC - Vat refund 2014/15	324.96		877.17
09-Nov-15	Transferred from Business Reserve A/C 40622818	100.00		977.17
09-Nov-15	November Debits		419.68	557.49

1660.2 Grass Cutting. Clerks queries regarding tender document were resolved and the document will now be sent out.

1660.3 Chairman’s review of the accounts. As part of the Financial Regulations of the council, in order to maintain an adequate system of internal control, the chairman confirmed that he had reviewed the accounts file, bank statements and cheque books and found them to be in order.

1660.4 Budget 2016/17 – Councillors were given notice to give consideration to budget/precept requirements for 2016/17. More detailed discussion at December meeting with final budget and precept requirement to be approved at January meeting.

**1661. Reports Of The District Councillor & County Councillor**

Cllr. Channer reported at District level that MDC still do not know when they will hear about the Local Plan; Bradwell Power station news is being considered by full council who are gathering facts alongside ECC; Work continues towards a Community Hospital; Coast Communities Teams – funding had been successful and two events were held recently; The Conservation & Design Awards had recently taken place and been a great success;

At County Level ECC continue to investigate Devolution. Cllr. Channer has issued a report which has been emailed to all councillors.

Cllr. Channer was asked by Cllr. Tompkins to explain why MDC had declined to continue with funding £91K for Superfast Essex. Cllr. Channer explained that the Planning & Licensing committee had been overruled by the Finance committee who did not consider that the funding offered value for money and the funding had been withdrawn.

**1662. Other Council Matters**

1662.1 Village Design Statement. The final draft is nearing completion subject to the Conservation Area information from MDC. A future discussion will be needed regarding how the final report will be presented and distributed.

1662.2 Woodham Walter Common – Adam Rochester from Essex Wildlife Trust attended the meeting to discuss various aspects of Woodham Walter Common and the management agreement with the Parish Council. The area represents an important part of the Danbury Ridge complex. Copies of the EWT Annual Report, Employers and Public Liability Insurance policy and Health & Safety Codes of Good Practice were discussed and provided for information. Mr Rochester explained how the structure of the organisation works with volunteers, working on behalf of the trust that are empowered and trained to manage working parties which they are responsible for risk assessing. The Trust does spot checks to ensure that this is done and that there is an audit trail. A Health & Safety Audit is done by the Warden and Adam Rochester will send the latest copy of this to the Parish Council. An annual tree survey is carried out which is a yearly survey of all trees, any suspect trees are then prioritised by a scoring system and dealt with accordingly. Copies of the annual tree survey and the Tree Policy will also be sent to the Parish Council. Mr Rochester highlighted some of the areas of concern within the Common which are in need of attention most particularly they would like to improve access to the common. Many of the tracks are in poor condition as they have gradually been widened over time due to bad drainage and there are many additional tracks which have been created by mountain bikers. They are looking at ways of improving the management of the site. There are areas which need coppicing which is historically and culturally important, grazing of heathland is also being looked into. It was agreed that Woodham Walter Common is a hidden gem within the Parish. Mr Rochester will investigate the Trusts agreement with the Parish Council to ensure it is up to date. Mr Rochester also informed Councillors about the Living Landscapes approach which hopes to influence landowners to plant areas to create corridors for wildlife in order to connect areas together from Hanningfield to the Blackwater Estuary. Mr Rochester will send copies of minutes from the Living Landscapes meetings. Cllr. Tompkins was interested to see if any of this information could be included in the Village Design Statement. Cllr. Warren thanked Mr Rochester for attending the meeting which had been very interesting and useful.

1662.3 Bell Meadow Village Association. AGM is due to be held in December and discussion will take place regarding Legacy funding. Clerk to write to the committee and inform them that we have so far not been successful in match funding to date and ask them to hold over the funding until we hear from the Highways Panel. (See minute ref: 1665.7)

1662.4 Allotments Association. Cllr. Rushton to progress changes to the constitution.

1662.5 Tree Policy – on-going.

1662.6 Emergency Plan – on-going.

### **1663. Consultations/Questionnaires**

1663.1 Essex Rural Strategy Consultation: The Essex Rural Strategy sets out a vision for our rural areas to thrive. The Essex Rural Strategy seeks to provide a framework and aspirational goals to ensure that social, economic and environmental aspects of our rural villages and hinterland are offering the best possible place to live and work. The Essex Rural Strategy will be used to influence local policy and to guide the priorities and actions of those who deliver services in rural parts of the county. The Essex Rural Strategy is owned by the Essex Rural Partnership which is made up of a variety of public, private and voluntary sector organisations. Information emailed to all. Deadline 4<sup>th</sup> December. Councillors to review.

### **1664. Highways**

1664.1 There are a number of on-going highways issues which clerk is pursuing.

1664.2 It was noted that London Road is due for resurfacing works and will be closed on certain days during November.

1664.3 Clerk had received a response from Highways regarding the Common Lane re-surfacing. Common Lane was identified as a road where it was possible to conduct in situ carriageway recycling as part of a capital scheme maximising the use of existing materials.

### **1665. Local Issues**

1665.1 Bell Meadow/Playground. Clerk had enquiry from local resident that the playground has been closed on previous couple of weekends. Clerk has enquired with school who informed that the playground is usually closed after dark but that it should be open from 9.30 at the weekend.

Cllr. Bunn had found some information regarding securing the track at the top of Bell Meadow but councillors thought that what was required was a barrier rather than a gate. Clerk/Cllr. Warren to investigate further.

1665.2 Footpaths Report. 1) In an attempt to restore FP16 to its definitive line the path has been rerouted to the north of Willow Cottages through The Wilderness for 100m. The work has been carried out by The Friends of The Flich Way and funded by ECC. In addition to tree clearance, two new bridges were required plus steps cut up an embankment. All that remains to be done is to resite

the waymark from the old permissive path to link the new path with FP18 through the old ruins. 2) As the rape is growing vigorously this autumn the 3 cross-field paths on Whitehouse Farm (FP14, 16, 19) have already been sprayed off. Hopefully FP4 at Gunhill will also be sprayed off this week. 3) The rotten gatepost where FP19 meets Rectory Road has been reported to ECC Highways.

1665.3 School Report. No information to report.

1665.4 Crime/Police Report: No information to report.

1665.5 Litter. No information to report.

1665.6 Broadband. No further information.

1665.7 Vehicle Activated Sign – information submitted to Local Highways Panel is with LHP scheme validation team who will assess and present to panel for consideration. Will not be considered until the 2016/17 Capital Budget for new highway improvement schemes. Cllr. Channer informed that she had supported the proposed scheme.

#### **1666. Correspondence**

1666.1 Mr Stan Keep had written regarding concerns for the river adjacent to his property. Clerk had sent information from the Environment Agency. Clerk had also spoken to EA who informed that the river was last inspected in October and found to be and found to be well maintained through the village areas and a bit overgrown in places further downstream. However this was not bad enough to warrant their attention at the moment. Their maintenance programme is based on flood risk and as there are few properties considered at risk this has been judged as a low risk. This river has been put on a maintenance list for the financial year 2016/17 but this will be dependent on sufficient funding being available. Clerk to relay this information to Mr Keep. Any significant changes will be reported to the Environment Agency.

1666.2 Councillors had been emailed information on: Emergency Planning Training; Essex County Council Update; Blackwater Against Nuclear Power; Plume Lecture; NHS Services Consultation; Mid Essex CCG Consultation; Rt. Hon Priti Patel Newsletter; EALC County Update & Legal Update; Making The Links; Councillor Channer Report.

#### **1667. Points of Information**

#### **1668. Date of Next Parish Council Meetings:**

Date of next Ordinary Parish Council Meeting Monday 14<sup>th</sup> December 2015 at 8pm in Women's Club.

Signed

**Meeting ended at 10.15pm**

Dated