

MINUTES

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

Monday 11th December 2017

Present:

Cllr. Joanna Symons (Chairman)
Cllr. John Brown
Cllr. James Bunn
Cllr. Jenny Hughes
Cllr. James Rushton
Cllr. John Tompkins
Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

Public: 0

2210. Welcome Cllr. Symons welcomed those present to the meeting.

2211. Apologies for absence were received and accepted from County Cllr. Channer and District Cllr. Durham.

2212. 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 book was duly signed.

2213. Public Forum There were no members of the public present.

2214. To approve Minutes of Ordinary Parish Council Meeting held on Monday 13th November 2017 The minutes were approved as a true record of the meeting and duly signed.

2215. Matters Arising from the minutes – for report. None

2216. Bell Meadow Playground

Update from Working Group. The questionnaire is in the final stages of development and will be distributed in January.

2217. Planning – APPLICATIONS

2217.1 Chelmsford/17/01902/OUT Land East Of Runsell View & Little Fields And North Of Maldon Road Danbury Chelmsford

Outline planning application for up to 90 residential dwellings (including up to 35% affordable housing) with public open space, landscaping, sustainable urban drainage (SuDS) and vehicular access off Maldon Road. All matters to be reserved with the exception of main site access.

The application site is outside of Woodham Walter however there could be an impact so a response was discussed. Notwithstanding the detailed recent reports, Councillors continue to object to this application along the same lines as their objections to the previous application 16/01810/OUT for 140 dwellings, which was refused by Chelmsford City Council and has now gone to appeal. Councillors are also concerned that this application leaves 2 fields which are effectively landlocked making agriculture difficult and which could be threatened by future planning applications.

2217.2 LDP/MAL/17/01370 Barn 1 & 2, Lodge Farm, Old London Road

Claim for lawful development certificate for proposed change of use of agricultural building to residential under class Q of the general permitted development order.

Councillors concluded that they consider that a piling scheme does equal structural works but understand that it is down to the technical and legal interpretation of the case which will be investigated by MDC.

2217.3 HOUSE/MAL/17/01400, LBC/MAL/17/01402, LDE/MAL/17/01404 and LBC/MAL/17/01405 Applications at Ashmans, Curling Tye Lane had been received too late to discuss at this meeting. A deadline extension has been agreed with MDC so that the applications can be discussed at the January meeting. Cllr. Brown to carry out neighbour consultations.

2218. Planning – DECISIONS

2218.1 HOUSE/MAL/17/01118 Ashman's, Curling Tye Lane **APPROVE (DEL)**
Erection for a temporary period 7.5m lattice communications pole and receiving dish.

- 2218.2 FUL/MAL/17/01112 Warren Lodge Park, Clubhouse Extension **APPROVE (DEL)**
 Extension of lodge park clubhouse.
- 2218.3 TCA/MAL/17/01174 Wingtons, The Street **APPROVE(DEL)**
 Sweet Chestnut (T1) Crown thin by 30% to reduce weight and improve light levels through canopy.
- 2218.4 Lodge Farm, Old London Road **APPROVE (DEL)**
 Retrospective – Change of use of agricultural building to office.
- 2218.5 Chelmer, West Bowers Road **APPROVE (NW)**
 First floor extension to chalet bungalow to form two storey dwelling house.

Cllr. Tompkins noted his concern that this application had gone against the Officer recommendation to refuse. The application had been called in by District Councillor Bass. The decision appears to flout the policies of the LDP, NPPF and VDS. Did the committee visit the site to gain true understanding of the area characteristics? There is no excuse to have to accept poor design. It is important this Parish Council with its local knowledge responds robustly one way or another to every planning consultation taking into account the respected VDS, the LDP and NPPF. This is especially important with the removal of the Parish Trigger.

Councillors agreed that a robust response to applications is essential and more so now that the Parish Trigger has been removed. Where there is division within the Parish Council it is right that the application is called in.

2219. Other Planning Matters

2219.1 Memorial Garden Trees – Clerk/Cllr. Tompkins have met with DW Maintenance to discuss works to crown lift the trees. Clerk has made enquiries regarding ownership with Highways, if this cannot be verified an application will be made stating that ownership is unknown although the Parish Council have been maintaining the Memorial Garden for decades – probably at least since the Memorial Garden was established with a ceremony in 1936. It was also agreed that the gorse bushes will be removed as they are invasive, unattractive and obscure the view for vehicles turning out of Little Baddow Road, following their removal 2 new commemorative trees will be planted. This is considered especially poignant to mark the 2018 centenary of the end of WWI.

2219.2 Parish Trigger update. Clerk had distributed a draft copy of letter to be sent to Fiona Marshall, Chief Executive of MDC. The letter will be bolstered with further comments regarding how we will be advised whether a decision needs to be called in or not. There is also concern with the announcement that Planning documents will only be available on line from April 2018. Clerk to make changes and send copies to Priti Patel MP and our District Councillors.

2219.3 Enforcement – Councillors ask Clerk to write to MDC to ask how they are ensuring conditions at The Warren Lodges are being adhered to and how this is being managed/enforced. Also to enquire what arrangements are in place for visiting during the closure period in January in order to ensure that this closure condition is being adhered to.

2219.4 Enforcement – Clerk to chase up the Granville Manor case.

2220. Payments The following payments were authorised and cheques duly signed.

- 2220.1 E-on –Monthly DD – £21.89 (inc. £1.04 VAT)
- 2220.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)
- 2220.3 Mrs J Bannerman - Clerks Salary 36 hours + allowance £433.10
- 2220.4 HMRC ¼ly payment £149.20
- 2220.5 Maldon District Council (Grass Cutting Bell Meadow) £304.08
- 2220.6 SLCC (Membership) £115
- 2220.7 ALCC (Membership) Required as part of clerks duties) £30.00
- 2220.8 Information Commissioner (Data Protection Registration) £35

2221. Other Financial Matters

2221.1 Summary of Accounts to date.

| DATE | ACCOUNT / TRANSACTION DETAIL | AMOUNT IN | AMOUNT OUT | BALANCE |
|-----------------------------|------------------------------|-----------|------------|----------|
| Business Reserve A/C | | | | |
| 13-Nov-17 | Balance | | | 12710.71 |
| 04-Dec-17 | Interest Received | 2.27 | | 12712.98 |
| Community Account | | | | |
| 13-Nov-17 | November Debits | | 630.23 | 531.38 |
| 21-Nov-17 | Transparency Code Grant | 603.07 | | 1134.45 |
| 08-Nov-17 | HMRC VAT refund | 589.95 | | 1724.40 |
| 11-Dec-17 | December Debits | | 1112.21 | 612.19 |

2221.2 Budget Planning 2018/2019 To begin considering budget and precept requirements. Council tax base is estimated to be set for 269.4. The draft budget was discussed. Councillors concluded that they would like to aim for a £10k final balance/reserve + inflation for that year. They agreed to earmark funds for the Community Protection Team and some initial funding towards a possible new playground. Clerk will produce a revised draft budget for circulation. The budget/precept needs to be agreed at the January meeting in order to meet MDC deadlines.

2221.3 Transparency Grant – received cheque for £603.07 for works carried out/to be completed by clerk in relation to adhering to the transparency grant April 2016-March 2018.

2221.4 External Auditor appointments/Changes to Financial Regulations. Noted.

2222. Reports Of the District/County Councillor County Councillor Channer had sent a report which was emailed to councillors. District Councillor Durham had sent an update on the SID – see Minute ref: 2226.7

2223. Other Council Matters

2223.1 Woodham Walter Common – after the last meeting, contact was made with Essex Wildlife Trust who informed that recent works in the common to create a “woodland ride” had been misunderstood – this is a technical term and nothing to do with horse riding or bridleways. They are used as part of the conservation of the woodland to link heathland areas, the clearance allows light in and flowers and grass to grow and encourage birds, dormice, invertebrates and butterflies. EWT apologised that the Parish Council had not been better consulted and informed of these works. Adam Rochester has now left the EWT but will leave a hand over document for his replacement and ask them to make contact with the Parish Council in the new year. The management agreement between the Parish Council and EWT will be put on hold until the new person starts.

2223.2 Bell Meadow Village Association – AGM held on Monday 4th December 2017. Cllr. Hughes reported that the existing committee have remained in place with some additional members. The meeting was well attended after good advertising. She will ask the BMVA to continue to advertise meetings and hopes that other villagers will get involved. Although representatives from the Church and Women’s Club were at the meeting none volunteered to go on the committee. Cllr. Hughes will liaise to include them in meetings as required. Cllr. Hughes will also encourage the formality of BMVA committee meetings to continue so that it does not appear a closed club. The BMVA agreed to arrange another event in 2018 and final details of this will be decided over coming months. It is likely that the stage will be more utilised throughout the day but that the rest of the event will also continue.

2223.3 Allotments Association. Cllr. Rushton had no information to report.

2223.4 Councillor Training –Saturday 20th January, 10am-12pm. This has been confirmed. All councillors to attend.

2223.5 Neighbourhood Consultation Policy – The policy was duly adopted. To be monitored and modified when new arrangements for on-line only planning documents come into effect from MDC in April 2018.

2223.6 Document Archive – Investigations have found that works to transform a room at the Village Hall to suitable accommodation for document storage would not be cost effective. The task to manage the store for future generations would also be too onerous. It was agreed that the service provided by the Essex Records Office was too good not to utilise. Clerk has a list of documents which they are happy to store which would then be available to the public in the future. It was agreed that a donation of £50 will be made when documents are deposited.

2223.7 Danbury Ridge Partnership – Colin Warner has stood down from this committee, therefore Woodham Walter is not represented – it was agreed that the agenda would be monitored and a representative will attend if relevant.

2224. Consultations/Questionnaires

2224.1 CCG’s in mid and south Essex – Public Consultation launched (runs until 9th March) These proposals set out the ambition to reorganise services across hospital sites in Basildon, Chelmsford, Southend and Orsett so that they are working together to deliver the best services they can, using people and resources as effectively as possible for the greatest benefit. Full details of the consultation proposals can be found at www.nhsmidandsouthessex.co.uk. Councillors to view. If a response is required from the Parish Council this will be agreed at the January meeting.

2225. Highways

2225.1 Mud/Gravel along Stivvy’s Road reported to Highways/MDC Street Cleaning

2226. Local Issues

2226.1 Bell Meadow 1) Gate at Bell Meadow – await final quote 2) There were no reports and the book was duly signed. A new rota was issued.

2226.2 Footpaths Report. Cllr. Warren reported that the snow had brought down a couple of trees plus some large branches. FP37 at Whitehouse Farm and FP12 at The Warren are currently partially blocked but hopefully will be cleared in the next few days.

2226.3 School Report. Cllr. Symons reported that a notice regarding the closure of the playground would be put up and placed in the Parish magazine.

2226.4 Crime/Police Report – upon receiving yet more reports of vehicles acting suspiciously clerk visited Maldon Police at MDC offices to make reports and received useful contacts for future reports. There was a theft of a battery from The Old Rectory reported.

2226.5 Litter – no reports.

2226.6 Broadband – Maps are updated. BT due to do more work along Little Baddow Road 8-12 Dec. Cllr. Brown reported that the latest Superfast Newsletter had not provided any firmer information with the central area of the village still reported as December 2019. Phase 4a does not include remaining areas of Woodham Walter who will have to wait until Phase 4b which they are not even looking at until next year at the earliest. Some positive news to report is that Essex Wifi are due to carry out some works to provide a service to the village.

2226.7 Speed Indicator Device – Cllr. Durham reported that he has been liaising with ECC regarding the SID. The total cost of the device is about £8500 and the Parish Council would need to fund around £5000 of this. The Bell Meadow Village Association have a £2000 grant set aside. So there is a £3000 gap in funding plus the agreement to fund ongoing maintenance costs and the costs of moving between locations. ECC is generally no longer funding new SID's so Cabinet Member approval is required. The next LHP meeting is on 15th December. If we are unable to commit the application will be removed from the LHP program.

Councillor's discussed if the Parish Council are willing to fund the £3000 required for project to proceed. There is £1000 in the current budget. Further funding would need to come from the reserves and/or next precept. Councillors concluded that they do not support the additional funding. They considered that money would be better spent funding the Community Protection Team from MDC to attend the village with the TruCam speed device which results in prosecutions. It was therefore agreed to set a budget of £2000 to engage the team. This would enable them to attend the village for approx. 1 hour a week at ad-hoc times to carry out various services which include speed watches, enforcement of parking restrictions, target fly tipping, dog fouling and anti-social behaviour.

2226.8 Zig Zag Lines – The school have responded that they would be concerned that reducing the zigzags would increase congestion around the school and nursery entrances and this cannot be a good thing. They agree with The Parish Council's comments that double yellow lines is a good solution to the junction. The school cannot commit any finances to the project.

Clerk will respond to the South Essex Parking Partnership with the feedback that the Parish Council, School and Tadpoles support the idea of the double yellow lines but do not agree with reducing the existing zig zag lines. There is no funding available but we consider this is of sufficient safety concern that the work should be carried out anyway.

2226.9 Bus Services –Await response from Arrow Taxis.

2226.10 Telephone Kiosk – Contract received back from BT. Await removal of telephony equipment. To consider maintenance and insurance. A schedule of condition will be carried out when telephony is removed.

2226.11 Defibrillator – St Michael's are proceeding with fundraising plans for the purchase of a defibrillator which they would like to install in the phone box. Cllr. Tompkins agreed to represent the Parish Council and attend committee meetings of their Defibrillator Group. Clerk has informed the group that all works will need to be carried out in conjunction with the Parish Council and information from BT regarding their requirements for electrical installations have been forwarded.

2227. Matters Raised by Local Residents None

2228. Correspondence

2228.1 Essex Energy Switch. ECC scheme to save money on your fuel bills with the Essex Energy Switch. This collective switching initiative harnesses the power of thousands of potential switchers before the big six energy companies compete against each other to offer the best tariff and win the business. Next campaign runs from 5th December to 13th February.

2228.2 Essex Stragglers Orienteering Event – Sunday 28th January. To consider if any response is required. 150-200 participants are expected. Councillors are concerned that the Warden protected areas are protected and would like it noted that the area is currently a litter free area and ask that a litter pick is carried out by organiser following the event. Clerk to write.

2228.3 No Excuse for Speeding – Please Slow Down stickers received from SERP.

2228.4 ECC Against Domestic Abuse Campaign launched.

2229. Points of Information and Items for the next Agenda None

2230. Date of Next Parish Council Meeting:

Date of next Ordinary Parish Council Meeting Monday 8th January 2018 at 8pm in Women's Club.

Signed

Meeting ended at 10.30pm

Dated