

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 March 2014

Present:

Cllr. James Bunn (Chairman)
Cllr. Peter Warren (Vice Chairman)
Cllr. Angus Neale
Cllr. Andrew Newland
Cllr. Joanna Symons

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

Public: 4

1137. Welcome Cllr. James Bunn welcomed those present to the meeting.

1138. Apologies For Absence Apologies were received and accepted from Cllr. Mark Durham and County Cllr. Penny Channer.

1139. 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 were 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 register was duly signed.

1140. Public Forum To receive the views of members of the public on items of business on the agenda or other village matters to be considered by the council.

There were 4 members of the public present, Mr Mark Woodyer from Smart Planning and Mark and Daniel Hanham regarding a proposed planning application at Falconer's Lodge, Oak Farm Road. Information was distributed to councillors and it was explained that they were seeking pre-application initial opinion on a proposal to change the application which was approved in 2012. This is ahead of them submitting plans to Maldon District Council in the next 2-3 weeks. The footprint of the application would be increased by approx. 15%. Councillors noted that they reserved the right to keep an open mind in order that they could make their final opinion on an application once it has formally been received and were reluctant to comment.

Cllr. Bunn thanked Mr Woodyer and Msrs. Hanham for attending and they then left the meeting room at 8.15pm Mrs Christine McDonald, the Village Agent was in attendance to report on the continued success of the scheme which is being expanded to cover the whole of Essex with support from 4 agencies including the RCCE and ECC. Mrs McDonald also reported that she had recently visited a resident at Wood Corner who is seeking help with transport to Maldon for a Skills for Life course. If any volunteers can help please contact Mrs McDonald. She also indicated that she would be happy to attend a regular "surgery" in Woodham Walter if that is required. Cllr. Bunn thanked Mrs McDonald for attending the meeting and she then left the meeting room at 8.25pm.

1141. To approve the Minutes Of Parish Council Meeting Held On Monday 10th February 2014 The minutes were approved as a true record of the meeting and duly signed.

1142. Matters Arising from Minutes of 10th February 2014 There were no matters arising.

1143. Reviews & Adoptions

1143.1 Employee Annual Review. Cllr. Bunn had finalised the written report which was duly signed and filed.

1143.2 Tree management. The tree policy has been finalised, Cllr. Newland proposed that it be adopted, this was seconded by Cllr. James Bunn, all councillors were in agreement and the document was duly filed. It was noted that a review of trees would take place during April as per the policy.

1144. Woodham Walter Village Design Statement Working Party Cllr. Newland and Cllr. Bunn reported that the questionnaire had now been amended and councillors agreed that with a few minor updates they are now happy for the VDS Working Party to proceed. It was noted that further explanation may be required on the front page or a link to further information e.g. a website address. Cllr. Bunn to talk to the committee.

1145. Planning – APPLICATIONS

1145.1 FUL/MAL/14/00119 The Warren House, The Warren
Conversion of stable building to provide a new five bedroom house.

Councillors concluded that in principal they had no objections to the application which will create an additional dwelling with no significant impact to the village. Councillors also agreed that the bus information used to help argue the case for a sustainable development has no real merit.

1146. Planning – DECISIONS

1146.1 LDP/MAL/14/00016 16 Mead Pastures APPROVED (DEL)
Claim for Lawful Development Certificate: Proposed single storey rear extension.

1147. Other Planning Matters

1147.1 St Michael's Drainage Easement – Cllr. Bunn has finalised the document with Mr Geoff Hicks of the PCC. Cllr. Newland to review before the document is formally signed.

1147.2 TPO 01/14 Warren Golf Course incl. Warren, Bunsay and Badgers.

Councillors have no objections to the order. However, they were also keen to comment that they understand that the TPO was put in place as a result of the planning application FUL/MAL/13/00976 which Woodham Walter Parish Council support and Councillors would be keen to see Maldon District Council work with the applicant to move forward in a timely manner in order that the minimum impact is felt by the business.

1148. Payments The following payments were authorised and cheques duly signed.

1148.1 e-on –Monthly DD

1148.2 A&J Lighting Solutions – Monthly DD

1148.3 Douglas Tonks Ltd - Monthly DD: re: Clerks Salary/Allowance/ HMRC/Payroll services.

1149. Other Financial Matters

1149.1 Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
10-Feb-14	Balance			4892.70
03-Mar-14	Interest received	0.72		4893.42
10-Mar-14	Transfer to Community Account		400.00	4493.42
Community Account				
10-Feb-14	Balance			1468.19
10-Feb-14	February Debits		649.38	818.81
12-Feb-14	Douglas Tonks (Debit)		61.25	757.56
10-Mar-14	Transferred from Business Reserve Account	400.00		1157.56
10-Mar-14	March Debits		518.17	639.39

1149.2 Payroll Services. Clerk has spoken to J.M Payroll Services who provide services to other parish councils including Wickham Bishops who recommended them. They charge in the region of £20 per month for the service. Currently we pay £14.25. Clerk to continue investigating.

1149.3 Clerk is investigating dual authorisation with our on-line banking system in order for on-line banking payments to be made.

1149.4 31st March marks the end of the financial year, clerk to begin preparing the end of year accounts. Await information regarding audit.

1150. Report Of The District Councillor

Cllr. Bass reported that he is working with Planning Services in order to establish a proforma method for Parish Council's responding to planning consultations. The Commonwealth Flag had been raised at MDC earlier in the day.

1151. Other Council Matters

1151.1 Councillor Vacancy – to date no enquiries have been made. Clerk to re-advertise the position.

1151.2 Annual Report 2013/14 draft report is being put together.

1152. Consultations/Questionnaires

1152.1 Maldon District Pre-Submission LDP Consultation (Deadline 12th March) There were no comments.

1152.2 Community Infrastructure Levy Preliminary Draft Charging schedule Consultation. (Deadline 7th March) The documents are being circulated to councillors. There were no comments.

1152.3 NALC Policy Consultation – Local Audit and Accountability Act – openness of Local Government Bodies – Draft regulations. There were no comments.

1153. Highways

1153.1 2286979 The Street –drainage problem adj to Lynton House. Clerk to re-report.

1153.2 2207327 Little Baddow Road – drainage problems. Despite repeated attempts to get the problem resolved there is still no further information on timescale. Clerk to ask Cllr. Channer to investigate.

1153.3 Broken finger posts at The Warren entrance(ref:2235941)/Blue Mill Lane/Rectory Road junction (2275631). *These have been inspected and assessed.*

1153.4 2298696 Curling Tye Lane –drainage problems. Awaiting inspection.

1153.5 2298685 Herbage Park Road pothole reported. This has been inspected and assessed.

1153.6 2311641 Little London Lane adjacent to Ravens. Now that the bridleway has been officially adopted by Essex County Council it is thought that it should be maintained by them. Await inspection.

1153.7 Temporary Prohibition of Traffic Order: West Bowers Road, WW. Between jct Rectory Road and Stivvy's Road. Also for Manor Road from 24th March for 10 days. Noted.

1153.8 2311676 (2269129) Blue Mill Lane adj. The Forge. Large re-occurring puddle reported.

1153.9 2308883 Curling Tye Lane, missing manhole reported.

1154. Local Issues

1154.1 **Bell Meadow/Playground.** Other than the football posts as discussed below, there were no matters to report. The book was duly signed. Football posts/nets – report from Cllr. Durham indicates that they are in need

of some attention and that the nets need replacing. Clerk to arrange purchase of new nets. Cllr. Bunn to liaise with Cllr. Durham regarding maintenance of posts.

1154.2 **Footpaths Report** Councillors were very grateful that trees which had fallen on the path between Spring Elms Lane and WW Common had been attended to by Mr Doug Seear.

1154.3 **One Place On Wheels** - Woodham Walter. Next visit including mobile police vehicle – TBC.

1154.4 **School Report** Cllr. Symons had attended a governor training course on monitoring.

1154.5 **Allotments Report** Clerk has asked Gill Orford to check the agreement regarding the role of Parish Council representative on the allotments committee. The Allotments Association have their AGM very soon so decision on councillor representative is necessary.

Councillors agreed that a representative from the Parish Council should be part of the Allotment Committee and it was thought that the land agreement stated this. The precise roll of the Parish Council representative is not formally established and it was felt that Allotment Association representatives could take on the responsibility of roles such as the waiting list in order that the Parish Council representative is limited to a reporting role. In the short term, Cllr. Peter Warren volunteered to attend the AGM. Clerk to speak with Mr Maynard.

1154.6 **Community Speed Watch** Sessions due to begin again.

1154.7 **Litter** The Litter Pick had to be cancelled due to the high winds on the allotted day. However there were enough volunteers from the village who have offered to cover the entire parish over the coming weeks. Clerk to report litter along Herbage Park Road to Anchor.

1155. Correspondence

1155.1 Little Baddow Parish Council – invitation to attend Annual Assembly. Wednesday 16th April at 6.30pm (Exhibition) 7.30pm (Assembly)

1155.2 Danbury Parish Council – invitation to attend Annual Village Meeting. Monday 7th April at 8pm at Danbury Sports & Social Centre.

1156. Points of Information

1157. Date of Next Parish Council Meeting: Monday 14th April 2014 Ordinary Parish Council Meeting at 8pm in Women's Club.

Signed

Meeting ended at 9.45pm

Dated