

MINUTES

Minutes of Annual General Meeting and Ordinary Meeting of Woodham Walter Parish Council.
Held at 8.00pm in Woodham Walter Women's Club, Top Road, Woodham Walter.

Monday 13th May 2013

Present:

Cllr. James Bunn
Cllr. Peter Warren
Cllr. Mark Durham (in attendance from 9pm to close)
Cllr. Andrew Newland
Cllr. Gill Orford
Cllr. Joanna Symons

Others: Jacky Bannerman (Parish Clerk)

Public: None

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

922. Election of Chairman Nominations for Chairman were invited. Cllr. Andrew Newland proposed Cllr. James Bunn and this was seconded by Cllr. Gill Orford. There were no further nominations and Cllr. James Bunn was unanimously elected to the position of Chairman for the year 2013/14.

923. Election of Vice-Chairman Nominations for Vice Chairman were invited. Cllr. Gill Orford proposed Cllr. Peter Warren and this was seconded by Cllr. Joanna Symons. There were no further nominations and Cllr. Peter Warren was unanimously elected to the position of Vice Chairman for the year 2013/14.

924. Apologies For Absence Apologies were received and accepted from Cllr. David Potter, Cllr. Mark Durham, Cllr. Henry Bass and Cllr. Penny Channer.

925. Declarations of Acceptance of Office All councillors present filled in and signed the forms as is the requirement every year at the AGM. Clerk countersigned forms and filed. Councillors resolved that Councillor Potter who was not present can sign his declarations at the next meeting on 10th June.

926. Register of Members Interests Members noted that they should update their forms on the Maldon District Council web link. It was noted that the Maldon District Council's Local Code of Conduct which we adopted last year remains valid.

927. Reviews & Adoptions

927.1 Standing Orders: Cllr. Peter Warren proposed and Cllr. Gill Orford seconded that the Standing Orders be adopted. All councillor's present were in agreement. The document was duly adopted for the year 2013/14.

927.2 Financial Regulations. Cllr. Peter Warren proposed and Cllr. Gill Orford seconded that the Financial Regulations be adopted. All councillor's present were in agreement. The document was duly adopted for the year 2013/14.

927.3 Inventory of land and assets. Clerk had prepared this information as part of the audit process and it has been included in the Audit 2012/13. It was agreed that the inventory was correct but it would be reasonable that the nominal land value be reviewed after every 10 years, clerk to arrange this next year.

927.4 Council's complaints procedure: Cllr. Peter Warren proposed and Cllr. Gill Orford seconded that the Complaints Procedure be adopted. All councillor's present were in agreement. The document was duly adopted for the year 2013/14.

927.5 Council's Freedom of Information procedure: Cllr. Peter Warren proposed and Cllr. Gill Orford seconded that the council re-adopts the Freedom of Information Model Publication Scheme. Details of how to access information is available on the notice board and will be added to the website. All councillors present were in agreement. The document was duly adopted for the year 2013/14.

927.6 Setting the dates, times & place of ordinary meetings of the full council for the year ahead. Cllr. Peter Warren proposed and Cllr. Gill Orford seconded that the dates should be set as the second Monday of the month at 8pm, usually in the Women's Club room, Top Road. There is one alteration to this schedule; the date of the ordinary meeting and Annual Parish Meeting in April 2014 will be confirmed at a later date and will be held at Woodham Walter Village Hall. Clerk to include list of dates on notice board and website.

927.7 Equal Opportunities Policy: Cllr. Peter Warren proposed and Cllr. Gill Orford seconded that the Equal Opportunities Policy be adopted. All councillor's present were in agreement. The document was duly adopted for the year 2013/14.

927.8 Media Policy: Cllr. Peter Warren proposed and Cllr. Gill Orford seconded that the Media Policy be adopted. All councillor's present were in agreement. The document was duly adopted for the year 2013/14.

927.9 Employee Annual Review – It was agreed that Cllr. James Bunn and Cllr. Peter Warren will carry out the review including looking at developing an HR policy and report back with their recommendations at the next meeting.

927.10 Arrangements for Insurance Cover. Councillors agreed that in order to demonstrate value for money the clerk should seek two further quotes and also confirm with Aon what the three year deal would cost. It was agreed that with the timescale available a decision would be needed in advance of the next meeting and clerk

was duly given authority to liaise with the Chairman and accept either the Aon 3 year deal or the best like for like deal available.

928. 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.

929. 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 no members of the public present.

930. To approve the Minutes Of Parish Council Meeting Held On 8th April 2013 There was one change to the minutes in minute reference 917.1 the word "incidence" should read "incidents", this was duly altered in the minute book. The minutes were then approved as a true record of the meeting and duly signed.

931. Matters Arising from Minutes of 8th April 2013 There were no matters arising which are not already included on the agenda.

932. Community Led Plans Cllr. Newland informed that the next meeting takes place next Monday and he is planning to attend.

933. Planning – APPLICATIONS There were no planning applications to discuss.

934. Planning – DECISIONS

934.1 FUL/MAL/13/00049 St Michael's Church, Woodham Walter **APPROVE (DEL)**
New access WC extension and associated works.

935. Other Planning Matters

935.1 **APPEAL APP/ X1545/A12/2187711 Albany Orchards, Old London Road APPEAL DISMISSED**
Change of use of land to form new residential driveway and gates.

The inspectors report concludes that the proposed driveway and entrance gates would be harmful to the character and appearance of countryside designated as a Special Landscape Area. The proposal would fail to comply with saved Policies S2 and CC7 of the Local Plan, which seek to protect and enhance such landscapes. It would also be contrary to the Framework's objective of enhancing protected landscapes.

935.2 **APPEAL APP/X1545/A/13/2194906 Land between Beightons & Barrow Cottage, Bassetts Lane**
Erect two storey detached house, detached garage, lay out parking and amenity areas and stop up existing and form new vehicular access onto Bassetts Lane.

It was noted that the decision to refuse this application which was objected to by WWPC and refused by NW Area Planning Committee has now been referred to the Planning Inspectorate. The appeal will follow the "written procedure". Our original letter of representation has been forwarded for consideration but if we wish we can modify or withdraw our comments in any way by 4th June 2013. Councillors will view the document on line and liaise with the clerk regarding further submissions.

935.3 **St Michael's Drainage Easement** – Cllr. Bunn reported the work which has taken place at Bell Meadow has been done well although some edges which have been seeded may need watering in order to establish but on the whole the work has been done to his satisfaction. Cllr Bunn confirmed that he is continuing to research the drainage easement to protect the rights of the Parish Council and to register the agreement with the Land Registry. He has sought professional advice and seeks mitigate costs for all parties. Councillors were in agreement that Cllr. Bunn should continue to seek a solution.

935.4 MDC - Planning Workshops – Cllr. Newland reported that the workshop had updated on the LDP which is progressing with the main area of discussion being the number of houses to be built in the district and it is expected that this number will have to increase by 15%. This may put pressure on areas other than the original proposal of preferred bigger sites and may include pepper potting/smaller/individual developments into other areas of the district.

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

936.1 e-on –Monthly DD

936.2 A&J Lighting Solutions – Monthly DD

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

936.4 Mrs J Bannerman – Expenses

936.5 Woodham Walter Village Hall (Hire of room for Annual Meeting)

936.6 K&K Dunstan (Printing of Annual Report)

936.7 D Wallace (DW Maintenance) re: grass cutting

936.8 LCR (Magazine of NALC)

937. Other Financial Matters Councillor Mark Durham arrived in the meeting room at 9pm and remained for the rest of the meeting.

937.1 End of financial year accounts to 31-3-2013.

Internal Audit – It was noted that Mr Derek Turner has carried out the internal audit and approved the internal control objectives. Councillors are very grateful for his time in this matter.

Cllr. Andrew Newland proposed and Cllr. Mark Durham seconded that the End of Financial Year Accounts to 21 March 2013 be accepted, all councillors were in agreement. It was noted that necessary paperwork has been displayed on Parish Council notice board in accordance with Audit rules in order that parishioners have an opportunity to view accounts if required. Clerk has provided regular accounts information through the year and Cllr. Bunn has viewed the bank statements and accounts twice during the year in order to maintain an adequate system of internal control. This to be carried out by the Chairman of the Parish Council during the year 2013/14.

Clerk read each of the statements in the Annual Governance Statement and the response was approved the Audit form was duly signed by Chairman Bunn and the Clerk. Clerk to arrange sending documentation to the Audit Commission.

937.2 Receipt of Parish Precept Payment from Maldon District Council: £8882.00

937.3 Summary of Accounts to date for the new financial year (1 Apr 13 to 31 Mar 14)

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
08-Apr-13	Balance			3432.66
22-Apr-13	Precept payment from MDC	8882.00		12314.66
13-May-13	Transfer to Community Account		900.00	11414.66
Community Account				
08-Apr-13	April Debits		516.72	545.13
26-Apr-13	Douglas Tonk (Credit)	16.00		561.13
13-May-13	Transferred from Business Reserve Account	900.00		1461.13
13-May-13	May Debits		977.23	483.90

938. Other Council Matters

938.1 Annual Parish Meeting –Tuesday 30th April at 8pm in Woodham Walter Village Hall. Councillors noted that the meeting had been well attended. Clerk to send a copy of the report to the LGA and EALC. Draft copies of the minutes were noted.

939. Report Of The District Councillor & County Councillor It was noted that Councillor Channer had been re-elected in the recent County Council Elections and that her report had been forwarded to councillors. Cllr. Durham reported that he has been appointed to the Chair of the Community & Leisure Services Committee. The Park Rangers have merged with the Community Services Team and the LDP is progressing. It was also noted that the NW Area Planning Committee has instructed the enforcement team at MDC to investigate the inconsistency between current usage and the report of the Planning Inspectorate following the decision to refuse permission at Albany Orchards for the residential driveway and gates.

940. Highways

940.1 Ref: 2214310: Water on highway – The Street – adjacent to Ferndale. Clerk to enquire latest.

940.2 Ref: 2207327: Little Baddow Road – blocked drains in the area adjacent to Ranworth down to Top Road junction. Priti Patel MP continues to be updated and seeks to move this forward on our behalf. It is understood that works to address the problem which is suspected to be a blocked or broken pipe are being scheduled. The drainage team will continue to routinely inspect the area and carry out further investigatory work..

940.3 Ref: 88880 Curling Tye Lane – Update March: investigating ownership of ditch. Clerk to enquire latest.

940.4 Ref: 2235961 Little Baddow Road adjacent to Chamberlain Cottage. Clerk has reported the problems with drainage in this location.

940.5 Ref: 2235947 Little Baddow Road – clerk has reported narrowing of road between Bunsay Downs & Stivvy's Road as per Mrs Lawton's comments at the Annual Parish Meeting.

940.6 Ref: 2235941 Broken finger post reported at junction of The Warren (Herbage Park Road/Old London Road)

940.7 Clerk to report that the verge cutting along Little London Lane did not include up to the houses as is usual. It was also reported that the contractor was seen to be travelling at unusually high speeds whilst cutting.

941. Local Issues

941.1 **Bell Meadow/Playground.** There were no reported incidents. The book was duly signed. Cllr. Durham will speak to Colin Warner regarding the stumps at the bottom of Bell Meadow. Discussion confirmed that during inspections of the Community Playground at the school councillors are expected to enter the grounds of the school and visit the playground area to visually inspect and report any concerns to the clerk.

941.2 **Footpath Report** i) ECC Legal Services re: Bridleway 2, Woodham Walter. Investigation has been completed and decided that BR 2 does meet Little London Lane, but that part of the bridleway is currently marked on the Definitive Map as running over part of the road. Consequently, this section of bridleway should be removed from the definitive map. The Parish Council will be served with notice of the making of the relevant order. ii) It was noted that barrow loads of stones placed on FP19 have helped to ease the flooding problem. iii) A tree blocking bridleway BR31 close to Little Baddow Road has been cut back.

941.3 **One Place On Wheels** - Woodham Walter. Next visit including mobile police vehicle – Thursday 13th June from 3.15-4.15pm. Village Hall.

941.4 **School Report** Councillors were concerned to hear about a Woodham Walter child who has not been successful in getting a place at the school. Places are allocated by Essex County Council who have changed their admissions criteria to give siblings a higher priority than admission area children. Councillors are dismayed that our village school which for many years was under threat of closure due to low numbers has now become so successful that parishioners are denied a place, this is an immensely important amenity for the village and an appalling situation. Councillors resolved that the clerk should write strong letters of support for the parents in their appeal process and also to write to Priti Patel MP, the Education Portfolio Holder at Essex County Council;

and to Gypsy & Traveller Services at Essex County Council. Clerk will also provide information to District Councillor Durham.

Councillors also discussed parking issues outside the school as per Mrs Chandler's request at the Annual Parish Meeting. It was noted that since the meeting the school have erected new signs on the fence, written a note on the newsletter and requested volunteers for the school bus. PC Lee Keene has confirmed the rules state "You must not wait or park or stop to set down and pick up passengers, on school entrance markings when upright signs indicate a prohibition of stopping." Unfortunately councillors whilst sympathetic to Mrs Chandlers concerns do not feel there is anything further that they can do.

Cllr Symons also reported that the school is considering becoming part of a consortium of teaching schools.

941.5 Allotments Report Cllr. Orford reported they have applied for a grant from Edible Essex. The criteria will entail adding to the number of plots with an additional area at the bottom end of the site which will be divided into 2/3 smaller plots. Councillors happy to support the planned extension at the far distance from houses to provide the taster plots which will be a further benefit to the village.

941.6 Village History Project It is understood that Paul Clark is progressing with the project and that he will attend a future meeting to update councillors.

941.7 Community Speed Watch No report.

941.8 Litter

941.9 Tree Management Cllr Warren has surveyed the trees in the Parish Council remit and they appear to be thriving on the whole. Cllr. Newland to work on Tree Policy document.

941.10 Village Shop It was noted that we have received three letters regarding the closure of the shop/post office. An update from the Post Office notifying that the shop will close on 11th May. A letter from the Essex Association of Local Councils and a letter from Priti Patel MP.

It was noted that there had been discussion at the Annual Parish Meeting and Cllr. Bunn noted that the Parish Council have a duty to support and help in representing the views and desires of parishioners. It was noted that there may not be anything that can be done and we need to be realistic but owe it to parishioners to try. Cllr. Bunn to liaise. Clerk to write to the Post Office and enquire about how an outreach service can be accessed.

942. Correspondence

942.1 Local Highways Panel – Potential schemes (to be circulated to councillors)

942.2 Shelley Rand – re: Youths on dirtbikes. Clerk had received reports of nuisance youths on dirtbikes. On a couple of occasions recently in the Blue Mill Lane area there has been a group using dirtbikes on private land, causing a nuisance. PC Keene has advised that any incidence need to be reported to the police in order that they can attend.

942.3 MDC – Compost & Compost bin giveaway – emailed to villagers and poster on noticeboard.

942.4 The Bell. Correspondence received asking councillors to support an application for brown signs to direct clientele to the pub. Councillors agreed that a letter of support should be written.

943. Points of Information

943.1 Cllr. Durham noted that the Whitegates application is due to be decided at the NW Area planning committee on 3rd June.

944. Date of Next Parish Council Meeting: Monday 10th June 2013 Ordinary Parish Council Meeting at 8pm in Women's Club.

Signed

Meeting ended at 10.30pm

Dated