

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 14th October 2013

Present:

Cllr. Peter Warren (Vice Chairman)
Cllr. Mark Durham
Cllr. Angus Neale
Cllr. Gill Orford
Cllr. Joanna Symons

Others: Jacky Bannerman (Parish Clerk)

Public: 0

1029. Welcome Cllr. Peter Warren welcomed those present to the meeting.

1030. Apologies For Absence Apologies were received and accepted from Councillor's James Bunn and Andrew Newland.

1031. 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 to declare or considerations of dispensations to consider.

1032. 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.

1033. To approve the Minutes Of Parish Council Meeting Held On Monday 9th September 2013

The minutes were approved as a true record of the meeting and duly signed.

1034. Matters Arising from Minutes of 9th September 2013

There were no matters arising.

1035. Reviews & Adoptions

1035.1 Employee Annual Review. Cllr. Bunn, Cllr Warren and Clerk are due to meet to finalise.

1036. Planning – APPLICATIONS None received.

1037. Planning – DECISIONS No outstanding applications.

1038. Other Planning Matters

1038.1 St Michael's Drainage Easement – Cllr. Bunn continues to look into this.

1038.2 MDC Draft Local Development Plan Consultation 28th August – 14th October 2013. It was noted that the Parish Council response had been sent.

1038.3 Royal Oak Quarry meeting – 4pm, 15th October at The Bell, Danbury. It was agreed that a representative should attend these meetings but that it didn't need to always be the same councillor. Cllr. Peter Warren to attend the first meeting.

1039. Woodham Walter Village Design Statement Working Party Clerk had met with David Beattie and uploaded some information onto the website. A draft copy of the questionnaire had been forwarded to the parish council. Councillors appreciated the time and effort which the committee have put into developing the comprehensive questionnaire however, they were concerned at the quantity of questions and that some were rather complicated and not all relevant. There was also concern that the return rate would be low. It was suggested that a workshop be organised for interested parishioners to attend, ask questions and fill in the forms. It was agreed that the Parish Council would be prepared to fund the costs of producing a Village Design Statement (subject to final approval of estimated costs, grant funding maybe sought along with a possible increase in the precept). It isn't thought necessary for the questionnaire to be printed in colour, however, the final document should be produced in colour. It was agreed that the Bell Meadow Village Association Legacy Fund who had been approached to provide funding was more designed for needy causes in the village and not for this sort of document. Cllr. Durham will speak to Cllr. Newland with concerns and liaise with Cllr. Bunn and the VDS committee.

1040. Payments The following payments were authorised and cheques duly signed.

1040.1 e-on –Monthly DD

1040.2 A&J Lighting Solutions – Monthly DD

1040.3 Douglas Tonks Ltd - Monthly DD: re: Clerks Salary/Allowance/ HMRC/Payroll services.

1040.4 D Wallace (DW Maintenance) re: grass cutting & hedge

1040.5 PFK Littlejohn (Audit)

1041. Other Financial Matters

1041.1 Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
09-Sep-13	Balance			7491.80
14-Oct-13	Transfer to Community Account		500.00	6991.80
Community Account				
09-Sep-13	Balance			528.27
10-Sep-13	Party Tent Hire (Full - Clark/St Michael's PCC)	75.00		603.27
16-Sep-13	Bell Meadow Village Association (Re: PA Hire)	350.00		953.27
17-Sep-13	Douglas Tonk (Credit)	21.37		974.64
14-Oct-13	Transferred from Business Reserve Account	500.00		1474.64
14-Oct-13	October Debits		1023.67	450.97

1042.2 Completion of the annual audit for the year ended 31 March 2013. It was noted that the Certified Annual Return has been received and a copy will be duly displayed on noticeboard with Notice of conclusion of audit and right to inspect the annual return as per statutory requirements. The annual return has been certified and the review opinion is that it is in accordance with proper practices no matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There was one matter not affecting the opinion which was drawn to the attention of the council:

Section 1 Box 7 should be £5,623; the balance has been stated as £5,263 in error.

1042.3 Quarterly RFO Report: Clerk has issued the 6 monthly budget review to all councillors. The figures are broadly in line with the budget. Clerk will prepare the accounts and files for internal control measures to be completed by the Chairman in due course.

1042.4 Party Tent bags. Cllr Durham will source some builders bags for storing the tents. It was agreed that in the Spring, the new tents will be circulated into the original red/blue bags in order that the ones which are rented out are the best ones.

1043. Other Council Matters

1043.1 EALC Communications Award – 2nd place awarded to Woodham Walter Parish Council for the outstanding 2012/13 Annual Report. Councillors were pleased to hear that we were given a £100 Training Award which was collected by clerk. Councillors agreed that the report is a very important document and costs for producing a colour document will be investigated.

1043.2 Standing Orders. It was noted that the Model Standing Orders have been updated and this will be adopted at the next meeting.

1044. Other Consultations

1044.1 Review of the County Council Local Bus Strategy – Clerk had attended a Passenger Transport Representatives meeting at which it was stated the importance of this consultation.

1044.2 Proposal to re-establish Controlled Airspace in the vicinity of London Southend Airport – Cllr. Neale reported that the proposal would have little impact on Woodham Walter so no response is needed.

1045. Report Of The District Councillor

Cllr. Durham reported that the Local Development Plan consultation period has now closed. The leisure contracts up currently up for renewal including Blackwater. The Saltmarsh 75 event held on 5/6 October was a great success.

1046. Highways

1046.1 Ref: 2214310: Water on highway/BT inspection chamber – The Street – adjacent to Ferndale.

1046.2 Ref: 2207327: Little Baddow Road – blocked or broken drains adjacent to Ranworth to Top Road due to tree roots.

1046.3 Ref: 88880: Curling Tye Lane – drainage

1046.4 Ref: 2235961 Little Baddow Road – drainage adjacent to Chamberlain Cottage.

1046.5 Ref: 2235941 Broken finger post at junction of The Warren.

1046.6 Ref: 2255992 Pot hole on Manor Road . This has infact been repaired.

1046.7 Various other pot holes have had “purple” paint... let’s not hold our breath on those ones!

1046.8 Annual Highway Inspection – Clerk/Cllr. Orford to arrange.

1046.9 Broken sign at Manor Road/Cut-a-Twart Lane. Cllr’s sorry to hear that this traditional cast iron signpost has been broken. It was agreed that if it could be repaired that would be desirable up to approx.. £100. Clerk to speak to Colin Warner.

1046.10 It was noted that Colin Warner has offered to do various works including trimming around the street light at West Bowers junction, trimming the branch which obscures the VAS sign on Church Hill and cutting the hedge between Ash Cottage and Village Hall. Hedge cutting is being done by Andrew Macmorland at a cost of approx.. £50. Cllr.’s are very grateful for Mr Warner’s help.

1045.11 Clerk to report overhanging tree branches between Hoe Mill Bridge and Hoe Mill House.

1047. Local Issues

1047.1 **Bell Meadow/Playground.** There was no information to report and the book was duly signed. Clerk to investigate buckthorn whips to replace hedging.

1047.2 **Footpaths** Cllr. Warren reported that a tree had fallen along FP36 which he has cleared. ECC will carry

out a land registry search to ascertain the owner of the land as there are a number of trees which need attention.
1047.3 **One Place On Wheels** - Woodham Walter. Next visit including mobile police vehicle – Thursday 10th October, Thursday 5th December from 3.15-4.15pm. Village Hall.

1047.4 **School Report** Cllr. Symons reported that she and Cllr. Bunn had attended a meeting at school which was very interesting and useful. There are now 104 pupils which is the largest number since before WWII when children would have stayed at the school until the age of 14. The school have appealed for parent volunteers to re-activate the walking bus to try and ease parking congestion in the mornings. Cllr's have been invited to a Tudor Event at the school on 14th November.

Clerk has received correspondence from Shamsun Noor Head of School Admissions, ECC.

He states that the notes from our September meeting were inaccurate and that he would like to correct the sentence which stated: *"If the admissions procedure had been followed correctly, councillors wouldn't have expected the appeal to have been successful"*.

Mr Noor wrote that the implication by this sentence is that the County Council had not carried out the process correctly, or that the application in question had not been properly considered, under the law and the published admission arrangements. However, he confirms that the application was correctly handled, and a place was correctly refused in accordance with the admissions policy for the school and school admissions law.

Parents have a right, in law, to appeal against admission decisions to an independent panel, and in this case the parent appealed and was successful. But the success of the appeal was not because of any failure on the Council's part to follow the correct procedures. Indeed, the panel noted that the admission criteria has been correctly applied.

Councillors were happy to note this as a matter of record.

1047.5 **Allotments Report** The grant funding has now been received and the work to replace the fence and increase the number of plots should be completed by the Spring. An advert for the taster plots will be in the parish magazine.

1047.6 **Community Speed Watch** Volunteers have been out on a few occasions. Another training session is being organised in the coming weeks if any other volunteers come forward.

1047.7 **Litter** It was noted that the recent cutting of the verges has exposed litter in various areas of the village and any litter picking would be much appreciated by the Parish Council.

1047.8 **Tree Management** Cllr. Newland is working on the policy.

1047.9 **Village Shop** Clerk is meeting with Post Office and Village Hall representatives on 21st to discuss a possible outreach service.

1047.10 **Essex Wildlife Trust** Meeting with councillors to be arranged.

1048. Correspondence

1048.1 RCCE Information and Training Sessions

1048.2 Rural Services Network key statistics and population based datasets from Census 2011 at parish level.

Link has been emailed to councillors and VDS for interest.

1048.3 Superfast Essex – information released which does not list Woodham Walter.

1048.4 Peter Gaywood query re: straw debris. Cllr's noted comments and thought that trimming the hedge along Rectory Road would help to alleviate the problem.

1048.5 Woodham Walter Village Hall Assoc. Thanks for grant.

1048.6 Health & Wellbeing

1048.7 Heritage Winter Talks

1048.8 Remembrance Service – clerk to ask Cllr. Bunn to represent the Parish Council.

1049. Points of Information None

1050. Date of Next Parish Council Meeting: Monday 11th November 2013 Ordinary Parish Council Meeting at 8pm in Women's Club.

Signed

Meeting ended at 10.25pm

Dated