

MINUTES

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

Monday 8th July 2019

Present:

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

Others: Jacky Bannerman (Parish Clerk)

Public: None

2302. Welcome Cllr. John Tompkins welcomed those present to the meeting.

2303. Apologies For Absence Received from Cllr. Peter Warren, District Councillor Mark Durham, District Councillor Karl Jarvis and County Councillor Penny Channer.

2304. 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).

Cllr. John Brown declared a pecuniary interest in discussion regarding Jasmine House planning.

Cllr. Joanna Symons declared a pecuniary interested in discussion regarding Enforcement.

2305. Public Forum There were no members of the public present.

2306. To approve Minutes of Ordinary Parish Council held on Monday 10th June 2019

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

2307. Matters Arising from the minutes.

Minute Ref: 2289.1, 10th June 2019 Minutes. Following a complaint from Cllr. Durham regarding the Parish Council's reporting of the Playground planning decision which he felt was misleading, Councillors considered the minute in question against the information published in the public domain, including the Maldon & Burnham Standard and the audio recording from the MDC North West Area Planning Committee meeting. It was noted that Cllr. Durham had acknowledged the work put in to the project and that he voted to accept the Officer's recommendation but only "with reservation". Accordingly, the Council considered that the minute as recorded reflects accurately the discussion on this matter and was endorsed by the Council.

2308. Planning – APPLICATIONS

2308.1 19/00592/FUL Grove Manor, Herbage Park Road

Construction of a tree house and extension of residential curtilage.

Councillors concluded that they have no objections but wish to make the following comment:

Councillors are concerned that the extent of the curtilage extension has not been highlighted clearly on the plans and despite a request for clarification, none has been received. For example, it appears that the existing tennis court sits outside the curtilage and if so, why can't the tree house sit outside the curtilage?

The height of the tree house is significant and may well protrude above the canopy level, Councillors would prefer a restriction to be placed on any permission that it should remain within the tree canopy. As this historic wood is deciduous, permission could be detrimental to the adjoining neighbours. Therefore, if MDC Officers/Members are minded to approve the application we request that conditions are also attached regarding noise and removing any habitation rights including minimising hours of use, this would be to protect neighbours from disturbance.

2308.2 19/00647/HOUSE Grove Manor, Herbage Park Road

Construction of second floor inset roof terrace, 2no.dormer windows, 2no. rooflights, new exterior entrance to annexe, orangery extension, outbuilding and spa area to rear of existing swimming pool within space of existing garage.

Councillors support the application. If Officers/Members are minded to approve we suggest conditions are attached to the gym building to minimise hours of use and prevent habitation rights.

2308.3 Jasmine House, Blue Mill Lane

It was noted that the application had been received too late to be included in the agenda. Councillors to review documents and consider if separate meeting is required or if the Clerk should respond using delegated powers.

2308.4 There were no other Planning Applications to consider.

2309. Planning – DECISIONS

2309.1 19/00430/FUL Annexe Shrubbery Farm, Curling Tye Lane **REFUSE**

Conversion of ancillary granny annexe to residential dwellinghouse.

2309.1 There were no other Planning Decisions received.

2310. Other Planning Matters

2310.1 Enforcement Update. There were no updates on existing cases. Councillors considered two other queries and will investigate further/contact enforcement as required.

2310.2 There were no other Planning Matters to consider.

2311. Reports Of the District/County Councillor

It was noted the County Councillor Channer had submitted information regarding Essex History Group, Essex Fostering, ACL, Superfast Essex National Award.

2312. Payments

The following payments were authorised and cheques duly signed.

Ref:	Payee	Gross	VAT	Net
2312.1	E-on	30.71	1.46	29.25
2312.2	A&J Lighting Solutions	25.20	4.20	21.000
2312.3	Mrs J Bannerman	488.30	0.00	488.30
2312.4	Mr J Bannerman (Expenses)	342.00	57.00	285.00
2312.5	DW Maintenance	425.00	0.00	425.00
2312.6	Woodham Walter Women's Club (Annual Grant)	189.00	0.00	189.00
2312.7	Woodham Walter Village Hall (Annual Grant)	255.00	0.00	255.00
2312.8	Essex Wildlife Trust (Annual Grant ref: WW Common)	250.00	0.00	250.00
2312.9	August - E-on (Estimate - await invoice)	31.73	1.51	30.22
2312.10	August - A&J Lighting Solutions	25.20	4.20	21.00
2312.11	August - Mrs J Bannerman (inc. holiday pay)	536.85	0.00	536.85
2312.12	August - DW Maintenance (Estimate - await invoice)	70.00	0.00	70.00
2312.13	August - MDC (Community Protection Team) (1/4ly Apr/May/Jun Estimate Await invoice)	395.77	65.96	329.81

The following points were noted:

2312.3 Clerks July Salary 36 hours (includes SLCC Training Course)

2312.5 DW Maintenance (includes BM hedge)

2312.6-2312.8 Annual Grants to local organisations

2312.9-2312.13 August Payments: It was agreed that the payments be made outside of an August meeting with the approval of the Chairman/Vice Chairman with the cheques being signed by two signatories. Amounts are estimated, invoices awaited. It was noted that there may also be an invoice from MDC for Grass Cutting. Clerks salary includes holiday pay.

2313. Other Financial Matters

2313.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
	Business Reserve A/C			
10-Jun-18	Balance			28944.08
08-Jul-19	Transferred to Community A/C		2900.00	26044.08

Community Account

10-Jun-19	Balance			1605.30
10-Jun-19	June Debits		1040.93	564.37
17-Jun-19	Donation from Allotments Association	50.00		614.37
08-Jul-19	Transferred from Business Reserve	2900.00		3514.37
08-Jul-19	July Debits		1939.50	1574.87
12-Aug-19	August Debits		1059.55	515.32

2313.2 Year to end March 2019. Confirmation that the accounts have been submitted for the limited assurance review. All relevant documents have been uploaded to the Woodham Walter website and posted on the village noticeboard in accordance with the Transparency Code of Practice.

2313.3 Quarterly Accounts Review. 1st April – 30th June 2019. It was noted that the review had been circulated to all Councillors as part of the system of internal control measures. Clerk explained that some cheques had been carried over and cashed in the new financial year. There were no other questions raised and the report was duly accepted.

2314. Other Council Matters

2314.1 Woodham Walter Common. Essex Wildlife Trust.

- i. Await information re: agreement. Await update.
- ii. Danbury Ridge – Living Landscapes – Wild Flowers Update – Cllr. Warren has spoken to Chris Wheadon and the suggestion of a wildflower border around the perimeter of Bell Meadow has been suggested. Councillors confirmed that they are happy with the suggestion. Clerk to notify grass cutting contractors of plan.

2314.2 Bell Meadow Village Association. Cllr. Hughes reported that plans are progressing. Clerk reported that the Risk Assessments need to be updated and that a representative of the BMVA committee needs to take responsibility for this, it is understood that the matter is in hand.

2314.3 Allotments Association Report. Noted Receipt of £50 donation from WWAA.

2314.4 Community Protection Team

i) May report included details of large number of speeding motorists who had been captured by the TruCam device and details passed to Police for processing.

2314.5 Bell Meadow Playground – the working party are due to meet on 22nd July.

2314.6 Clerks Progress Report – noted. Clerk reported that she had attended a very useful Clerk training course run by the SLCC and that she is due to attend the MDC Parish Clerks Forum.

2314.7 OLB Plan – Cllr. Tompkins is liaising with Church representatives.

2314.8 Emergency Plan – clerk to review and ensure the confidential documents are in the dropbox for councillors information.

2315. Consultations/Questionnaires

2315.1 Park & Ride Concessionary Bus Pass Consultation (Consultation Closes 31st July). Details are posted on the website.

2316. Highways & Infrastructure

2316.1 Sustrans Cycle Signposts– await response. Cllr. Channer is investigating.

2316.2 Footpath Works – County Councillor's nomination list – Clerk to submit list.

2316.3 Extension of Temporary Closure of Bridleway 34, Little Baddow from 1st July for 6 months. Alternative route for pedestrians via FP55 Little Baddow, FP35 and FP38 Woodham Walter and FP87 Little Baddow.

2316.4 Winter Salt Bag Partnership 2019/20 Season. Clerk has signed up to the initiative again. Cllr. Warren is liaising with The Bell, Colin Warner and Village Hall committee regarding the stock of salt.

2316.5 Bell Meadow / Essex Suffolk Water

It was noted that the Parish Clerk and Chairman had a meeting with Essex and Suffolk Water (E&S W) in connection with the work at the top of the Memorial Garden.

In order to resolve some of the issues with burst pipes that we have experienced over the last 12 months, E&S W are installing additional valves and control systems at what is in effect a major pipework junction of 6" and 7" high pressure pipework that runs across the top of the Meadow and down the Memorial Garden as well as across the bottom of the Meadow. This, we are assured, will prevent blanket isolation across the Village in the event of a burst. For this they need to install what is in effect four manholes – two containing valves and two containing control and monitoring gear (this supplements the existing 5) at or adjacent to the pipe junction. Unfortunately much of the information

that they had in their possession was incorrect and hence the work being started without our knowledge or approval.

Rather than install a large concrete surround to the manhole covers in the memorial garden it was agreed that these will be installed in a dead corner of the Meadow with a new access formed for maintenance and repair in the hedge. This will take the form of a post and rail fence with a permanently locked gate with access only for the E&S W and the PC.

In consequence it was agreed that E&S W will reinstate all disturbed ground and tidy up the area generally, including hedges. It should therefore not impact on the Memorial Garden other than improve the top end and the impact on the Meadow will be minimal in a dead corner. It will not materially affect mowing.

Clerk/Chairman met the team on site on conclusion of the works by way of a final inspection and works were considered to have been done very well. There are a couple of outstanding matters (staining fence, planting hedge) which will be carried out in due course. The gate is padlocked and clerk has one key, ESW the other.

It was not considered that a sign is necessary for the gate. Clerk to notify Grass Cutting contractors.

2317. Local Issues

2317.1 Bell Meadow

- i. Goalposts – Cllr. Bunn reported that he has installed steel wire/clip fixings. Cable ties to secure the nets will be done soon. Clerk to notify Grass Cutting Contractors.
- ii. Tree watering – with the dry weather the trees need watering more frequently. Reminder for Councillors to water the trees during their inspections. Clerk/Graham will also continue to water.
- iii. There were no other issues/ comments from inspections.

2317.2 Footpaths Report. Cllr. Warren reported that many paths are currently very difficult to walk due to overgrown grass and weeds. Most landowners have now cleared their paths but we desperately need the annual cut by ECC as soon as possible. Additionally, the brambles are growing like mad. It's a good idea to take a small pair of secateurs with you on a walk!

A small tree that had sagged over blocking FP19 just east of the stream has been removed.

2317.3 School Report. Cllr. Symons reported that the recent Ofsted inspection had now been made public and the school are very pleased to have been judged a Good School with some Outstanding features. The School have recently recorded a video to help promote the school and this will be available on the school website soon. The fete on Saturday 6th July had raised about £3000.

2317.4 Litter. Noted litter in locations around the village after DofE students on 29/6/19. It was also noted that students conduct around the horses at West Bowers had been dangerous. Clerk to write with concerns.

2317.5 Broadband Update. Cllr. Brown reported on progress with investigations for the 01621 numbers (Blue Mill Lane/Curling Tye Lane etc areas). There are also other areas who fall outside the scope of the upgrades in the village and they may also need to investigate Fibre to the premises on demand which may be an option and grants are also available for this.

2317.6 Telephone Box/Defibrillator – await power supply issue to be fixed. It was noted that Gill Orford (Defib coordinator) had sent a report on progress which was appreciated. The device is now fully installed and available for use by anyone. There will soon be a system in place where volunteers can be called upon if required, but it is also important to note that the equipment is available for all to use with or without the volunteers – it would be better to use the defib whether trained or not and the equipment is available for use to anyone, there is no requirement that trained personnel need to be called. It was agreed that a small committee be formed relating to the management of the defibrillator, especially relative to any further expenditure should it be required. Being a community project, the principle that a small cross 'party' committee/steering group be set up under the Chairmanship of the Parish Council was considered and approved. The group would support and assist the co-ordinator's management and oversee any expenditure.

It is therefore suggested that the group consist of three, namely the Chairman for the time being of the Parish Council as landlord, a Church Warden for the time being as the financial backer and Gill Orford as the co-ordinator. By way of terms of reference it is considered that such a group would cover all interests, management and ensure that any expenditure is seen as transparent and sanctioned by a group rather than an individual.

2317.7 Hoe Mill Lock – to consider parking issues and use of area around Hoe Mill Lock. There are no parking restrictions and during busy periods cars are often parked on both sides of the road including on the 3 Tonne weight limited 'weak bridge'. The road becomes a very hazardous single track along a large stretch with chaos for passing motorists and pedestrians crossing. The area of grass by the lock

is increasingly being used for sunbathing, BBQ's, picnics and water sports including inflatable devices such as canoes, paddleboards and boats. There are often people swimming and jumping in (including seeing a lad jump from the road bridge into the lock). Although there are signs up saying No Swimming, BBQs and inflatables; that all craft including canoes and paddleboards must have a licence, there does not appear to be any monitoring/policing of the activities. There was also a collection of litter left at the scene and no rubbish bins (other than 1 dog bin) available.

It was agreed that the Parking issues and weak bridge should be raised with Highways. Clerk will also write to Essex Waterways Ltd to raise concerns about parking and conduct of visitors. These will also be copied to Langford & Ulting Parish Council.

2317.8 Police & Crime Report

Councillors considered what measures the Parish Council could take regarding crime prevention and security awareness. Noted that clerk included contact details in July parish magazine. The Council to consider providing additional features in the Parish magazine over time. Councillor's agreed to host a public meeting in September/October with invited agencies such as Police Fire & Crime Commissioner, Chelmsford & Maldon Policing Team, Crime Prevention Officer, Security Expert, Insurance Expert, Trading Standards, Neighbourhood Watch etc. Cllr. Bunn will investigate and arrange a meeting.

2317.9 VE Day 75 – 8-10th May 2020 Information for Parish Councils to consider how this will be marked. It was agreed that this should be marked. To consider the possibility of a street party along Top Road. This will be considered further nearer the time.

2318. Matters Raised by Local Residents

2318.1 Mr Vesey had been in touch regarding works that BT had undertaken on the verge adjacent to his property. Clerk advised that he speak to the contractors.

2318.2 Mr Keep had been in touch regarding the footpath adjacent to his property, his comments were noted and forwarded to Footpath officer.

2318.3 Cllr. Bunn noted that parking during village events can have inconvenient impact on local residents. For example the residents at Bannister Cottage found it difficult to exit their drive as cars were parked opposite. It was suggested that cones could be placed in order to deter inconsiderate parking on event days.

2319. Correspondence

2319.1 Various items of correspondence have been emailed to Councillors or put in drop box.

2320. Points of Information and Items for the next Agenda

2321. Date of Next Parish Council Meeting:

It was noted that the Parish Council do not usually meet during August unless there is urgent business which needs to be discussed such as planning applications. If a meeting is required it will be advertised on the website and village noticeboard.

Date of next Ordinary Parish Council Monday 9th September 2019 at 8pm in Women's Club.

Signed

Meeting ended at 9.30pm

Dated