

MINUTES

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

Monday 10th June 2019

Present:

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

Others: Jacky Bannerman (Parish Clerk)
Sgt Deb Jelliss & PC Alison King from Chelmsford & Maldon Community Policing Team

Public: None

2281. Welcome Cllr. John Tompkins welcomed those present to the meeting.

2282. Apologies For Absence Cllr. Joanna Symons, Cllr. James Bunn, District Councillors Mark Durham and Karl Jarvis and County Councillor Penny Channer.

2283. 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 non-pecuniary interest in Planning Application at High Oaks Cottage as he is friends with the applicant. Cllr. Jenny Hughes declared a non-pecuniary interest in Planning Application at High Oaks Cottage as her spouse is employed by the applicant. Cllr. John Brown declared a non-pecuniary interest in Planning Application at White Barn as the location is at a neighbouring property and the applicants are friends. There were no other interests declared and the register was duly completed.

2284. Public Forum

There were no members of the public present

2285. To approve Minutes of Ordinary Parish Council and Annual General Meeting held on Monday 13th May 2019 The minutes were approved as a true record of the meeting and duly signed.

2286. Matters Arising from the minutes.

2286.1 Council Insurance – Clerk advised that the Annual Council Insurance policy has been renewed with Zurich who reduced the premium to reflect alternative quotes received.

2287. Police & Crime Report

It was noted that since the last meeting a letter had been sent by the Parish Council to raise concerns about a spike in crimes in the village during May which had been copied to various individuals and organisations. Responses were received from Police Fire & Crime Commissioner, Chelmsford & Maldon Policing Team, County Cllr. Channer and Priti Patel MP. As a result of the letter Sgt. Deb Jelliss and PC Alison King from the Chelmsford & Maldon Community Policing Team were welcomed to the meeting.

Cllr. Tompkins commented on concerns with the spate of crimes during May in the village. That there does not appear to be joined up thinking between different departments investigating crimes. It was accepted that the Officers present could not comment on wider issues such as police funding and the number of police officers etc and that these questions should be raised with the Police, Fire & Crime Commissioner, but Cllr. Tompkins asked the officers to take comments back to their superiors.

The police officers advised that they have increased their patrols through the village and come as often as possible although they cover a huge area. Maldon Police Station is 24 hours and the Maldon District is covered by the Community Policing Team, Local Policing Team, PCSO's and other teams such as plain clothed officers. There are many security devices commercially available such as the "Ring" doorbell/camera systems and infrared beams, alarms, CCTV etc.

The Police officers advised that any suspicious activity should be reported to the Police, even if they can't come out, it does build up a picture and could place an individual or vehicle in a location and provide valuable intelligence. You should report as many details as possible such as registration number, description of individuals etc. You can report information via 101, email or using the website to do it on-line. <https://www.essex.police.uk/do-it-online/>

Chelmsford and Maldon Community Policing Team email address

chelmsfordandmaldonpolicingteam@essex.pnn.police.uk

Remember - do not e-mail your community policing team to report a crime.
In an emergency ring 999

You can also report information about crime anonymously via Crimestoppers <https://crimestoppers-uk.org> or telephone 0800 555 111

Councillors thanked the Police Officers for attending the meeting and they then left the meeting room.

Councillors then considered what measures the Parish Council could take regarding crime prevention and security awareness. It was agreed that as soon as possible information should be reported in the next Parish Magazine giving details of how to report intelligence information such as suspicious vehicles and persons. The Council will also consider providing additional features in the Parish magazine over time. Councillors also discussed hosting 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. Councillors will consider this and discuss further at the next meeting.

2288 Planning – APPLICATIONS

2288.1 19/00500/HOUSE High Oaks Cottage, Manor Road
Single storey side extension, part single and part two storey rear extension, new access, new garage building and closure of existing driveway entrance with hedgerow.

Councillor support the application.

2288.2 19/00584/HOUSE White Barn, Blue Mill Lane
2 bay cart lodge with side storage and new access.

Councillors raised no objection but commented that they have concerns about the ridge height which is considered too high and would have a negative impact on the visual appearance of the street scene.

2288.3 19/00592/FUL Grove Manor, Herbage Park Road
Construction of a tree house and extension of residential curtilage.

It was noted that the above application had been submitted but was too late to be included in the agenda. It was also noted that the description on the application form differs from the Proposal on the application and that enquires with the officer at MDC confirmed that a further application will follow for other works at the same location. This will be monitored and decision taken regarding timing of Parish Council meeting/response.

2288.4 There were no other Planning Applications received.

2289. Planning – DECISIONS

2289.1 19/00187/FUL Bell Meadow Playing Field **APPROVE**
Development of land on Bell Meadow to reinstate public playground facility.

Councillors are pleased that the proposal has been approved and look forward to proceeding with plans to install a playground.

Councillors commented that they were disappointed with press coverage and comments from District Councillor Mark Durham which were also made at the NW Area Planning Committee meeting.

In fact, the comments regarding anti-social behaviour are incorrect. The reason the school playground agreement was dissolved by mutual agreement with the Governing Body at the school was due to insurance complications which could not be satisfactorily resolved and no suitable solution could be found for locking/unlocking the site as previously discussed by the Parish Council in minute reference 2125, 14 August 2017 and referred to on several occasions since including in the Design & Access Statement of the planning application document.

2289.2 19/0155/FUL St Michael's Church **APPROVE**
 Change of use of land from agricultural to ecclesiastical for an extension of the current graveyard and construction of a fence.

It was noted that an archaeological condition had been placed on the approval.

2289.3 19/00330/COUPA Land at Oak Farm, Oak Farm Road **REFUSE**
 Prior approval of proposed change of use of agricultural building to a dwellinghouse (use Class C3) and for associated operational development.

2289.4 19/00214/HRN Warren Golf Club **NO OBJECTIONS**
 Remove 70m of hedgerow from side of car park.

2289.5 There were no other Planning Decisions received.

2290. Other Planning Matters

2290.1 Enforcement Update - noted

2290.2 Chelmer Valley Landscape – invite to meeting on 8th July at 9am.

2290.3 There were no other Planning Matters to consider.

2291. Reports Of the District/County Councillor

Apologies had been received. It was noted that County Councillor Penny Channer had submitted a report which had been circulated to all councillors including information on Trading Standards, Rough Sleeper Initiative, Spirit of Essex Festival, 30/30 Challenge, Batteries are not general waste, Summer Reading Challenge.

2292. Payments

The following payments were authorised and cheques duly signed.

Ref:	Payee	Gross	VAT	Net
2292.1	E-on	31.73	1.51	30.22
2292.2	A&J Lighting Solutions	25.20	4.20	21.00
2292.3	Mrs J Bannerman (Salary & Allowance)	463.20	0.00	463.20
2292.4	Mr J Bannerman (Expenses – SLCC training)	25.00	0.00	25.00
2292.5	DW Maintenance	220.00	0.00	220.00
2292.6	Nancy Powell Davies (Internal Auditor)	150.00	0.00	150.00
2292.7	HMRC ¼ly PAYE	125.80	0.00	125.80

The following points were noted:

2292.3 Clerks Salary 36 hours

2292.8 Alternative official Parish Council address. Currently the address is the clerks home and given that some communications recently have been regarding the spike in crime in the village there is concern that the village emails give personal address details. After considering various options, it was agreed that clerk should progress with establishing a PO Box address – post would still be delivered to home address at a cost of £285 per year.

2292.9 Funding request from Living Landscapes (via Chris Wheadon) for wild flowers. It was agreed that Cllr. Warren will liaise and discuss options.

2293. Other Financial Matters

2293.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
13-May-19	Balance			29135.28
03-Jun-18	Interest Received	8.80		29144.08
10-Jun-18	Transferred to Community A/C		200.00	28944.08

Community Account				
13-May-19	Balance			570.73
17-May-19	HMRC Vat refund	734.57		1305.30
03-Jun-19	Party Tent Hire - Clark	50.00		1355.30
03-Jun-19	Party Tent Hire - Lane	50.00		1405.30

10-Jun-19	Transferred from Business Reserve	200.00		1605.30
10-Jun-19	June Debits		1040.93	564.37

2293.2 Chairman's Inspection of Accounts: As part of our internal control measures the Chairman confirmed he has inspected the end of year accounts. It is noted that the chairman has also inspected the accounts during the course of the previous year.

2293.3 It was noted that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors. The end of year accounts have also been made available to all councillors. Relevant financial information is available on the Woodham Walter Parish Council website as per the Transparency Code dictates.

2293.4 The report of the Internal Auditor was shared with Councillors. The recommendation regarding website updates was noted, although could not be corroborated when compared with the website produced log. The Clerk confirmed that the minutes are uploaded onto the website following Parish Council meetings.

2293.5 End of Year Accounts – Annual Return for the financial year ended 31 March 2019. Councillor's confirmed the answers to the questions in the Annual Governance Statement 2018/19 in the Annual Return for the year ended 31 March 2019. Cllr. John Brown proposed and Cllr. Peter Warren Seconded that the annual governance statement be approved by this smaller authority, this was agreed by all councillors present and the annual return form was duly signed by the clerk and Chairman.

2293.6 End of Year Accounts – Accounting Statements for the financial year ended 31 March 2019. Cllr. John Brown proposed and Cllr. Peter Warren Seconded that the Accounting Statements be approved by this smaller authority, this was agreed by all councillors present and the annual return form was duly signed by the clerk and Chairman. Clerk to arrange to send the accounts to the auditor. Clerk to arrange to display the relevant information on the noticeboard and the website as per the rules and Transparency Code dictates.

2294. Other Council Matters

2294.1 Woodham Walter Common. Essex Wildlife Trust.

- i. Await information re: agreement. Clerk to follow up.
- ii. Village Tour of WWC – It was noted that the tour had been successful with 14 adults and 4 children. Clerk has written to thank Neil Bedford and Chris Wheadon.
- iii. Danbury Ridge – Living Landscapes – Noted. (See Min ref: 2292.9)

2294.2 Bell Meadow Village Association. Cllr. Hughes reported that plans continue for the event.

2294.3 Allotments Association Report. Cllr. Rushton reported that the AGM was held on 24th May and all is going well, the allotments are looking very good. There are a few plots available. The group are establishing a reserve of funds in order to replace the fence in the future. A lawn mower was recently stolen.

2294.4 Community Protection Team

- i) Await latest report
- ii) Service Level Agreement – Cllr. John Brown Proposed and Cllr. Jenny Hughes Seconded that the Service Level agreement be agreed. All councillors were in agreement and the document was duly signed.
- iii) Cllr. Rushton reported that he had not had any feedback after reporting some McDonalds rubbish.

2294.5 Bell Meadow Playground – Noted planning permission has been approved. Progress can now be made regarding final design/awarding contract/fundraising/grant applications - Date for meeting of working party to be set.

2294.6 Clerks Progress Report – noted

2294.7 OLB Plan – Cllr. Tompkins is due to meet with Church representatives.

2294.8 Emergency Plan – clerk to review

2295. Consultations/Questionnaires

2295.1 Park & Ride Concessionary Bus Pass Consultation (Consultation Closes 31st July). Details are posted on the website.

2295.2 MDC Green Infrastructure Strategy SPD adopted on 16 May. Noted.

2295.3 Green Essex Strategy – ECC Consultation Noted.

2295.4 Environment Agency consultation: draft national flood and coastal erosion risk management strategy for England. Noted

2295.5 Essex Walking Strategy – Noted.

2296. Highways & Infrastructure

2296.1 Sustrans Cycle Signposts– await response. Cllr. Channer is investigating.

2296.2 Footpath Works – County Councillor's nomination list – Clerk to submit list.

2296.3 Water leak adjacent to green on Rectory Road reported to ESW. They have now fixed.

2296.4 Water leak on Blue Mill Lane reported to ESW.

2296.5 Temporary Closure of Bridleway 34, Little Baddow from 10th June for 21 days. Alternative route for pedestrians via FP55 Little Baddow, FP35 and FP38 Woodham Walter and FP87 Little Baddow.

2296.6 Winter Salt Bag Partnership 2019/20 Season. Clerk will sign up to the initiative again. Cllr. Warren will investigate salt storage.

2297. Local Issues

2297.1 Bell Meadow

- i. Goalposts – Cllr. Bunn to install steel wire/clip fixings and submit expenses
- ii. Bees at the goalposts – after monitoring for a couple of weeks all the bees have now disappeared and the fencing/sign removed.
- iii. Tree watering – with the dry weather the trees need watering more frequently. Councillors agreed to water the trees during their inspections. Clerk will also continue to water.
- iv. There were no other issues/ comments from inspections.

2297.2 Footpaths Report. Cllr. Warren reported:

- i. Many paths in the parish are rapidly becoming overgrown with waist high weeds and grass. It is hoped that a request to ECC will result in an earlier cut this year but of course all parishes are in the same boat. The new section of FP33 from the canal to Little London has been added to the schedule.
- ii. FP16 at the south end of The Wilderness was totally blocked by the canopy of a large willow but has already been cleared.
- iii. A new fingerpost has been erected by ECC for FP6 in Bassetts Lane.
- iv. The old concrete fingerpost for FP4 at W Bowers (a victim of the broadband digger) has been re-erected by ECC.

2297.3 School Report. It was noted that the school are recording a promotional video and will be filming at the school/in the village.

2297.4 Litter. Fly tip along Stivvy's Road reported 3/6/19. Rubbish on London Road between Warren and Anchor reported to CCC.

2297.5 Broadband Update. Cllr. Brown reported on the Gigabit voucher scheme update. It was also noted that June is the date shown on the Superfast Essex website for FTTP upgrades for certain locations in the Parish.

2297.6 Zig Zag/Double Yellow Lines - no information to update.

2297.7 Telephone Box – works by volunteers to maintain the telephone box and install the defibrillator have been concluded (although there is a power supply problem which is awaiting attention). It was agreed that the kiosk looks very smart.

2298. Matters Raised by Local Residents

None

2299. Correspondence

2299.1 Various items of correspondence have been emailed to Councillors or put in drop box.

2299.2 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 and it will be considered at the next meeting.

2300. Points of Information and Items for the next Agenda

None

2301. Date of Next Parish Council Meeting:

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

Signed

Meeting ended at 9.55pm

Dated