

## MINUTES

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

**Monday 9<sup>th</sup> September 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)  
District Councillor Mark Durham  
District Councillor Karl Jarvis

Public: 4

**2322. Welcome** Cllr. John Tompkins welcomed those present to the meeting.

**2323. Apologies For Absence** Received and accepted from County Cllr. Penny Channer. It was also noted that Cllr. James Bunn was absent.

**2324. 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).

It was noted that Cllr. Joanna Symons has declared a Pecuniary Interest in Planning Application/Appeal 19/00430 at Shrubbery Farm as she is the applicant. Cllr. John Tompkins has declared a Non-Pecuniary Interest as he has assisted with the original application and all other Councillors declared Non-Pecuniary interests as the applicant is a Parish Councillor. Cllr. John Brown declared a Pecuniary Interest in Planning Application 19/00720 at Jasmine House as he is a neighbour.

There were no other interests declared and the register was duly updated.

### **2325. Public Forum**

There were 4 members of the public present.

- i. Village residents from The Street raised concerns regarding the car events held at The Warren. Can anything be done regarding noise levels and poor driving. This was especially a problem during the recent Fuel Fest event but is also a problem during the regular Cars & Coffee events.

Cllr. Tompkins outlined the measures that the Parish Council have already taken. (See minute ref: 2337.9)

- ii. Village residents from Little Baddow Road wished to discuss extension plans at their bungalow. Planning permission has been refused and a subsequent appeal was dismissed. They would like to engage with the Parish Council to see what redesign options would be acceptable.

Cllr. Tompkins explained that the Parish Council are not decision makers but are part of the consultation process and that we work within the guidance of the VDS. He advised that they take on board the reasons for refusal in any future application and work within the VDS guidance. He suggested that they seek the advice of village VDS expert David Beattie. Clerk will put them in touch.

The public forum closed at 8.30pm and the members of the public left the meeting room.

### **2326. To approve Minutes of Ordinary Parish Council held on Monday 8<sup>th</sup> July 2019**

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

### **2327. Matters Arising from the minutes.**

There were no matters arising.

## **2328. Planning – APPLICATIONS**

2328.1 19/00720/HOUSE Jasmine House, Blue Mill Lane

Proposal to demolish existing cart lodge and replace with new.

It was noted that Clerk had responded to the application using delegated powers having reviewed comments received by Councillors. The response was to raise no objection but to request a condition be attached to restrict the building to purposes ancillary to the dwelling house and not for habitation.

2328.2 19/00785/COUPA Land at Oak Farm, Oak Farm Road

Notification for prior approval for a proposed change of use of agricultural building to No.5 dwellinghouse (Class C3) and for associated operational development.

It was noted that Clerk had responded to the application using delegated powers having reviewed comments received by Councillors. The response was to recommend refusal for the same reasons as were detailed in the previous application 19/00330/COUPA (with a couple of modifications).

2328.3 19/00633/FUL Guys Farm Lodge, Manor Road

Variation of condition 4 on approved planning permission FUL/MAL/16/00088 Demolition of bungalow and the construction of a 4 bedroom house)

It was noted that Clerk had responded to the application using delegated powers having reviewed comments received by Councillors. The response was: Woodham Walter Parish Council have no objections but make the following observation; that they hope the Conservation Officer views the building as the carpenters' marks look very interesting and possibly suggest that the building was originally constructed elsewhere.

Councillors ask that if Officers/Members are minded to approve the application, that a condition is attached to restrict the building to purposes ancillary to the dwelling house and not for habitation.

2328.4 19/00843/FUL The Warren, Old London Road

New surface to existing carpark.

It was noted that Clerk had responded to the application using delegated powers having reviewed comments received by Councillors. The response was to raise no objections but make the following comment: Councillors consider that it is a shame that a listed building will be fronted by a sea of tarmac as the building will gain an urban character. The Parish Council will defer to the Conservation Officer's recommendation.

2328.5 19/00838/FUL & 19/00839/LBC Ashmans, Curling Tye Lane

Conversion of domestic outbuilding into annexe.

Councillors discussed the application and agreed to raise no objections but defer to the Conservation Officer's recommendation.

2328.6 There were no other Planning Applications to consider.

## **2329. Planning – DECISIONS**

2329.1 19/00500/HOUSE High Oaks, Manor Road **APPROVE (DEL)**

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.

2329.2 19/00592/FUL Grove Manor, Herbage Park Road **REFUSE (DEL)**

Construction of a tree house and extension of residential curtilage

2329.3 19/00647/HOUSE Grove Manor, Herbage Park Road **APPROVE (DEL)**

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

2329.4 19/00584/HOUSE White Barn, Blue Mill Lane **REFUSE (DEL)**

2 bay cart lodge with side storage and new access.

2329.5 19/00720/HOUSE Jasmine House, Blue Mill Lane **REFUSE (DEL)**

Proposal to demolish existing cart lodge and replace with new.

2329.6 There were no other Planning Decisions received.

## **2330. Other Planning Matters**

2330.1 Enforcement Updates were noted

i) Bassets Lane field entrances – clerk has requested update

ii) Park Cottages – correspondence from Linda Hamilton. Case closed.

iii) Warren Lodges – clerk has requested update

iv) Lares, The Street – Work appears to be taking place in the Conservation Area. Clerk has written to remind resident that the property is in the CA and that if they haven't already, they should seek advice from MDC to see if CA approval is required.

## 2330.2 Appeals

i) 19/00214/HOUSE Appeal Ref: APP/X1545/D/19/3230435 **APPEAL DISMISSED**  
Wincroft, Little Baddow Road, Woodham Walter  
Ground floor side extension, additional living space in roof, pitched roof added to existing garage.

ii) 19/00430/FUL Appeal Ref: APP/X1545/W/19/3233679 **APPEAL NOTIFICATION**  
Annexe Shrubbery Farm, Curling Tye Lane  
Conversion of ancillary granny annexe to residential dwellinghouse.

Having declared a Pecuniary Interest, Cllr. Joanna Symons stepped out of the meeting room during this discussion.

Notification an appeal has been made and will be determined on the basis of written representations. WWPC original response has been forwarded to the Planning Inspectorate for consideration.

It was agreed that no further comment is required.

Cllr. Symons re-entered the meeting room.

2330.3 Dead and dangerous branches – removal of deal branches on trees located at the top of Bell meadow. Letter received from MDC confirming consent for removal of deadwood.

2330.4 There were no other Planning Matters to report.

### **2331. Reports Of the District/County Councillor**

Cllr. Durham & Cllr. Jarvis reported:

- The North Heybridge garden suburb with 1200 houses, a school etc which was refused in February and an appeal lodged has now been re-submitted and is expected to be approved. MDC had received advice that the reasons for refusal were not legal and so they will not be defending the appeal.
- MDC committees are being reorganised.
- Any potential schemes for the Local Highways Panel should be urgently submitted as decisions will be made for 2021 in December.
- The Army & Navy Flyover is being considered and cases put forward for improvements.
- The proposed re-location of MDC offices (reported in the press) is yet to be debated in detail.
- MDC are currently working on the year end accounts which are somewhat late.

It was noted that Cllr. Channer had submitted a written report which had been copied to councillors including information on Army & Navy Flyover, Draft Walking Strategy, Essex Lottery, Essex GCSE Results, Essex Libraries.

The Parish Council have also engaged with District and County Councillors regarding the diversion signposting which is in place for the Hoe Mill Bridge Closure. See minute ref: 2336.4

### **2332. Payments**

Cllr. Peter Warren proposed and Cllr. Joanna Symons seconded that the following payments be authorised and cheques duly signed. All Councillor's present were in agreement. The Payment Schedule and cheques were duly signed, the invoices duly initialled. It was noted that the August payments were made outside of the meeting as per authorisation at July meeting. Minute Reference: 2312.9-2312.13.

Ref:	Payee	Gross	VAT	Net
	<b>August Payments</b>			
2332.1	E-on	31.73	1.51	30.22
2332.2	A&J Lighting Solutions	25.20	4.20	21.00
2332.3	Mrs J Bannerman	557.75	0.00	557.75
2332.4	DW Maintenance	210.00	0.00	210.00
2332.5	MDC (Community Protection Team)	332.83	55.47	277.36
2332.6	MDC (Parish Elections)	69.15	0.00	69.15
2332.7	Barclays Bank Charges	0.95	0.00	0.95

September Payments				
2332.8	E-on	31.73	1.51	30.22
2332.9	A&J Lighting Solutions	25.20	4.20	21.00
2332.10	Mrs J Bannerman	425.20	0.00	425.20
2332.11	Mrs J Bannerman (Expenses)	30.85	3.66	27.19
2332.12	DW Maintenance	320.00	0.00	320.00
2332.13	MDC (Grass Cutting - Q1)	146.34	24.39	121.95
2332.14	RCCE (Annual Membership)	52.80	8.80	44.00
2332.15	Barclays Bank Charges	0.16	0.00	0.16
2332.16	HMRC ¼ly PAYE	97.00	0.00	97.00
2332.17	Skippers Ground Maintenance Ltd	180.00	30.00	150.00
2332.18	LJ Print	13.24	0.00	13.24
2332.19	PKF Littlejohn LLP	240.00	40.00	200.00

### 2333 Other Financial Matters

#### 2333.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
08-Jul-19	Balance			26044.08
02-Sep-19	Interest Received	13.68		26057.76
09-Sep-19	Transferred to Community A/C		1600.00	24457.76

<b>Community Account</b>				
08-Jul-19	Balance			281.55
15-Jul-19	Party Tent Hire - St Michael's PCC	75.00		356.55
16-Aug-19	Party Tent Hire - Bradbrook	50.00		406.55
21-Aug-19	Paypal (Playground)	0.01		406.56
30-Aug-19	Bell Meadow Day Fundraising (Playground)	59.00		465.56
05-Sep-19	Bell Meadow Day Fundraising (Playground)	29.00		494.56
09-Sep-19	Transferred from Business Reserve	1600.00		2094.56
09-Sep-19	September Debits		1562.52	532.04

2333.2 Playground funds – clerk reported that she had sought advice from Internal Auditor and Society of Local County Clerks who both advised that clear accounting is the way to explain where the council's money is, why it is holding it and how it has been spent. Clerk will include additional columns in the accounts sheets to show playground income and expenditure. They also advised that so long as the play area is free to use and the council retains ownership of it, the council will be able to reclaim VAT on the cost. A Paypal account has been set up in order for donations to be received.

2333.3 Financial Regulations. It was noted that NALC had issued updated Financial Regulations. As there are a number of changes to our current document, these are to be reviewed and a recommendation given at the next meeting.

2333.4 2018/19 Annual Governance and Accountability Return. Clerk was disappointed to report that an 'except for' matter has been raised. *The smaller authority has not restated the 2017/18 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.*

Clerk has updated the applicable Fixed Assets document with the restated figure and this will be uploaded to the website.

The Notice of Conclusion of Audit Annual Governance & Accountability Return for the year ended 31 March 2019 will be displayed on the noticeboard and uploaded to the website along with the AGAR sections 1, 2 & 3. The documents are available for inspection by any local government elector in the area of Woodham Walter on application as per the notice.

### 2334. Other Council Matters

2334.1 Woodham Walter Common. Essex Wildlife Trust. Await information re: agreement.

2334.2 Bell Meadow Village Association. Mark Durham reported that the weather had been very hot which had put some off attending during the day but that the evening of music was well attended. The gate takings were £3900 (approx. 800 adults). The event was generally considered by the BMVA to be a success. The AGM is coming up soon. He advised that an application for Legacy funds for the playground should be made to the committee.

2334.3 Community Protection Team – await report

2334.4 Bell Meadow Playground. Fundraising launched at Bell Meadow Day. Playground presentation evening Monday 7<sup>th</sup> October from 7pm. 3 playground companies will provide presentations. Grant applications and other fundraising is being considered by the committee.

2334.5 Clerks Progress Report – noted

2334.6 OLB Plan – Cllr. Tompkins has spoken to Church representatives and will speak with the new incumbent after her licensing in October.

2334.7 Emergency Plan – Councillors to review vulnerable residents list.

2334.8 Website – it has been announced that ECC will no longer support the Essex Info.net website hosting from March 2020. The Parish Council will need to host our own website. We already have website hosting with our email hosting at [www.woodhamwalterpc.org](http://www.woodhamwalterpc.org) and this will become our website. We need to find out how to transfer all the documents from the existing website to the new website. Await information from EALC and SLCC who are looking into options. Clerk may need some training. There is also likely to be a cost implication which will be needed to build the new website, this may be an external company or clerk time. Cllr. Brown offered to assist.

### **2335. Consultations/Questionnaires**

2335.1 Chelmsford City Council Local Plan – Cllr. Tompkins had reviewed the document and commented on the length of the A414 in Danbury where pollution control was recommended.

### **2336. Highways & Infrastructure**

2336.1 Sustrans Cycle Signposts – meeting took place and it was agreed that the posts will be removed and replaced with one post installed in the position suggested by the Parish Council. Await works.

2336.2 Footpath Works – Cllr. Channer had submitted request for works to the footpath on Little Baddow Road between Top Road and The Bell. Works are likely to take place next year.

2336.3 Winter Salt Bag Partnership 2019/20 Season. The salt will be moved from The Bell to Skippers yard and they will be contracted to spread salt as required as per quote received and approved. Cllr. Warren to arrange for salt to be moved.

2336.4 Closure of Hoe Mill Bridge – for erosion protection works. Tuesday 27<sup>th</sup> August to mid-November. To note that representations were made to highways and traffic management company regarding the initial signage and road closure barriers. (On-going) 3/9/19 Clerk has chased up again with Highways, Traffic Management Company and County/District Councillors. Clerk has attached laminated Woodham Walter Open posters to the signposts! It was agreed that the signage is still confusing and that improvements are still needed so that the Diversion reads For Ulting/Hatfield Peverel Follow Diversion and Woodham Walter Remains Open and Accessible including all businesses. The signage at the Hatfield Peverel junction is also causing confusion and that the Diversion sign here should read For Woodham Walter/Danbury follow Diversion. Clerk has made these suggestions via the Traffic Management company and via County Councillor Channer. Cllr. Durham also noted that he had also made representations and will continue to chase this up. ECC structures had applied to the Highways Panel for bollards at the weight restricted bridge but this had been refused. Double yellow lines are also being considered to prevent parking on the weak bridge.

2336.5 Chippings at Footpath 36 causing concern for safety and potential for river blockage. Clerk wrote to UK Powernetworks/Contractors raising concerns and they actioned removal of chippings.

### **2337. Local Issues**

2337.1 Bell Meadow

- i. Goalposts – Cllr. Bunn cable tie nets and submit expenses for wire clips. Await.
- 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. Following on from Bell Meadow Day Clerk had arranged for the goalposts to be moved back into position and anchors attached. The top gate has also been locked. There were no other issues to note following on from the event, Bell Meadow had been cleared of litter.
- iv. There were no other issues/ comments from inspections.

2337.2 Footpaths Report. Cllr. Warren reported that the footpaths cut by ECC had finally been done and that the delay had been an oversight. They have now been cleared well. The high winds had brought down a few trees which had partially blocked some paths and that he had been in touch with

land owners. There is one tree in The Warren which he has requested be dealt with on several occasions but work had so far not been done. It was noted that there will be an Orienteering Event – Danbury Ridge/Woodham Walter Common on 22<sup>nd</sup> September.

2337.3 School Report. The new term has got underway with some staff changes.

2337.4 Litter. No response had been received following comments about conduct of DofE students. Each group is organised by individual schools etc and there does not appear to be a central point of contact.

2337.5 Broadband Update. Cllr. Brown reported that many areas in the village can now access fibre to the premises. Blue Mill Lane/Curling Tye Lane are now included in the next phase of works from July 20-March 21. The only area still outside of the scope for improvements appears to be Manor Road and Hop Garden Lane but once the adjacent areas are connected this would make connection here easier too.

2337.6 Telephone Box/Defibrillator – Cllr. Tompkins reported that the device was in position and the new system of contacting volunteers will be in place very soon.

2337.7 Hoe Mill Lock (Parking & usage) – correspondence with Essex Waterways Ltd is on-going.

2337.8 **Crime Awareness & Prevention Meeting – 7pm Monday 23<sup>rd</sup> September.**

- Leaflets for delivery. These were given to councillors for distribution around the parish.
- Confirmed exhibitors. Clerk summarised the list of exhibitors.
- Setting up hall (hall booked from 6.30). Clerk/Councillors to attend and set out tables/Chairs.
- Refreshments. It was agreed that teas/coffee will be served. Cllr. Warren to ask for volunteers to serve. (Tina Warren/June Chandler)
- A running order will be considered and exhibitors contacted.
- Danbury PCSO – possibility of sharing being investigated. Once the date is set a representative will attend the meeting to find out more.

2337.9 Warren Event – Fuel Fest Sunday 11 August 2019. It was noted that after receiving many complaints from residents of Woodham Walter and surrounding parishes including Ulting, Little Baddow and Danbury about the inappropriately excessive level of noise from the event, along with travel disruption and poor driving, clerk wrote to The Warren Estate, MDC Licensing & Enforcement, MDC Environmental Health, Essex County Council Highways, Essex Police copied to District Councillors, County Councillor and neighbouring Parish Councils, Mark Durham personally, as he was involved with the event (outside of his District Council role).

MDC Environmental Health have responded and advised that they have written to The Warren about the number and type of complaints received and reminded them that EH and other responsible authorities along with the general public are able to call the premises licence in for review should a public nuisance occur.

Await other responses. It was disappointing to note that The Warren had not so far made any response to the Parish Council. The event had been unneighbourly and reflected poorly on the venue. Future events would be monitored and requests made for Road Policing unit and Community Protection Team to attend.

Mark Durham had responded and at the meeting The Chairman agreed to open the meeting so that he could update members in his personal capacity not in his role as District Councillor. He informed that the premises license at the venue allows for 5 licensable events per annum (the monthly coffee & cars are not licensable events), that he had produced an Event Safety Management Plan which is sent in advance of events to the Statutory Authority, Police, Fire, Environmental Health, Trading Standards and Licensing office. This is then looked at and they have the right to convene a SAG (Statutory Advisory Group) meeting if they want more information. This was not requested for the Fuel Fest Event. Fuel Fest was an external booking and The Warren had little control over some of the activities which took place which he agreed were not acceptable. There were many people who travelled long distances to attend the event and they had no control over the conduct of visitors on public roads. The Police had been asked to attend and the Traffic Policing Unit were on duty. Mr Durham informed that he has advised The Warren not to host this event again in the future and he had also advised them to cancel all other Coffee & Cars events which they have agreed to. The only exception is the Classic Car Show which is taking place again this year on 22<sup>nd</sup> September from 10am-6pm which will be along the same lines as in previous years including the RAF Falcons Parachute Display team and 2 historic engines running. At the advice of Mr Durham the arrival parade (which used to go from Bunsay to the Warren) will not be running this year. Mr Durham will make the point to The Warren that they should have had the courtesy to respond to the Parish Council.

The Chairman thanked Mr Durham for the comments.

2337.10 Outpost Project – an art installation at The Wilderness by Robert McFarlane 9<sup>th</sup>-30<sup>th</sup> September. There are details about where to find it on the Church Noticeboard and sign posts to direct. The Outpost is located on FP18 leading from Oak Farm Road into the woods close to the Woodham Walter Hall ruins.

**2338. Matters Raised by Local Residents**

2338.1 Bassetts Lane Sewage – notification from resident. Clerk wrote to MDC. Clerk forwarded details to DC and CC and they both chased up. On-going.

2338.2 Dog Waste Bin request for Rectory Road/Blue Mill/West Bowers end of village. It was agreed that costs should be investigated. The position needs careful consideration, there may be a suitable location at the Rectory Road green.

2338.3 Request for Footpath Map on website. A bespoke footpath map had been investigated a few years ago and due to the costs it was decided to be prohibitive. Cllr. Tompkins will supply a high-resolution copy of the footpath map from the VDS document for clerk to put on the website.

**2339. Correspondence**

2339.1 Various items of correspondence have been emailed to Councillors or put in drop box.

2339.2 Letter of thanks from Womens Club and Village Hall for Annual Community Grants

2339.3 RCCE – Neighbourhood Planning Coffee Morning – 27<sup>th</sup> Sept, 1030-1.30 Woodham Ferrers

2339.4 First Aid Mental Health Training – Cllr. Tompkins will raise with defib group.

2339.5 Any relevant information for the village has been posted to the Noticeboard pages on the website. Where space allows this is also posted on the noticeboard outside Tadpoles nursery.

**2340. Points of Information and Items for the next Agenda**

2340.1 Cllr. Symons commented that there appears to be an increase in the number of small planes over the village who cut their engines. It was agreed that there wasn't really anything that could be done about this it is likely that the reason for the increase is due to the changes to the Southend flight path.

**2341. Date of Next Parish Council Meeting:**

Date of Crime Awareness & Prevention Evening – Monday 23<sup>rd</sup> September from 7pm

Date of Playground Presentation Evening – Monday 7<sup>th</sup> October from 7pm

Date of next Ordinary Parish Council Monday 14<sup>th</sup> October 2019 at 8pm in Women's Club.

Signed

**Meeting ended at 10.05pm**

Dated