

MINUTES

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

Monday 14th October 2019

Present:

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

Others: Jacky Bannerman (Parish Clerk)

Public: 2

2349. Welcome Cllr. John Tompkins welcomed those present to the meeting.

2350. Apologies For Absence Received and accepted from District Cllr. Mark Durham and County Cllr. Penny Channer.

2351. 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 Tompkins declared a non-pecuniary interest in planning applications 19/01030/LDP at Grove Manor and 19/00633/FUL at Guys Farm Lodge as the applicants had sought advice.

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

2352. Public Forum

Mr Brian Cumming and Mr Tim Maxted were present to discuss their intention to revitalise the Neighbourhood Watch Scheme in the village. Following on from discussions and presentations at the Parish Council Crime Information Evening a group of villagers would like to relaunch a village NHW. The plan is to have local representatives in various locations spread around the village, each small group will have a Whatsapp group to share information with immediate neighbours, the local representative will then share relevant information with the NHW Village Wide Coordinator and this can then be shared with all local reps. It will also be possible to share other crime alerts around the village. Mr Cumming has been the local NHW Coordinator for many years although recently this has not been very effective locally but he is enthusiastic about the new idea and volunteers who want to revitalise the scheme in the village under the structure of NHW. Whatsapp is an instant messaging system which is available on smart phones. Although there are members of the community who do not have access to it, it was still felt to be a good way of communicating quickly with a wide group of people. It may be possible for Local reps to disseminate information to other local residents who do not have access to whatsapp by more traditional methods. The plan is for them to build a group of volunteers and publicise via the parish magazine/village email system. The group will also investigate sourcing stickers and consider street signage (liaising with the Parish Council along the way). They will also investigate GDPR with regards to sharing contact details. It was noted that any suspicious behaviour should be reported to the Police which is very important and can be done most efficiently on line. Cllr. Jenny Hughes agreed to be the Parish Council representative and liaise with the group. The Parish Clerk has already shared some information and research which had already been carried out with members of the group and is happy to provide assistance if required.

Mr Cumming & Mr Maxted were thanked for attending and left the meeting room at 8.25pm.

2353. To approve Minutes of Ordinary Parish Council Meeting held on Monday 9th September 2019 and the Extra Ordinary Parish Council Meeting held on Monday 30th September 2019. The minutes were approved as true records of the meetings and duly signed.

2354. Matters Arising from the minutes.

There were no matters arising.

2355. Planning – APPLICATIONS

2355.1 19/01030/LDP Grove Manor, Herbage Park Road

Claim for Lawful Development Certificate for a proposed new gym building.

It was noted that the position of the gym building had been changed from the recent planning application but that the applicant considered it to be a Lawful Development hence this application.

Cllr. Tompkins reported that the neighbour had been in discussion and had agreed the positioning with the provision of some additional hedging.

Councillor's had no comments to make.

2355.2 19/00843/FUL The Warren Estate, Old London Road

New Surface to existing car park – amendments to application noted.

2355.3 There were no other Planning Applications received.

2356. Planning – DECISIONS

2356.1 19/00633/FUL Guys Farm Lodge, Manor Road **WITHDRAWN**

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 Cllr. Tompkins is due to meet with the applicant who is in dispute with MDC regarding conditions on the new build and would like the advice of the Parish Council. This application has been withdrawn but it is expected a new application will be submitted soon.

2356.2 19/00988/SCR Land at Warren Estate **EIA NOT REQUIRED**

Request for screening opinion under regulation 6 of the Town & Country Planning (Environmental Impact Assessment) Regulations 2017 for 72 holiday lodges, extension of car park, internal access road, multi-use games area and golf training centre.

Cllr. Tompkins commented that he was incensed by the result of the officer recommendation and does not think that MDC went far enough in their investigation. The only option would be a judicial review and there is case law but this would be prohibitively expensive. Cllr. Tompkins proposed that District Councillors should be lobbied so that when they come to consider any future planning application that Environmental issues will be properly investigated. It will be important to mobilise the village when the application is submitted and the Parish Council will arrange a public meeting to discuss. Councillors supported Cllr. Tompkins comments and were bemused that the proposal was not considered significant for this village. Clerk to request that the Parish Council response to the EIA Screening Opinion application is listed on the MDC website.

It was noted that representation had been received from Church representative about the impact further holiday accommodation could have on the church because of the possible demand an increased population could have on burials/cremated remains plots (anyone who lives or dies in the parish is entitled to space in the churchyard).

2356.3 19/00785/COUPA Land at Oak Farm **PRIOR APPROVAL GRANTED**

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

Councillors noted that due to planning laws, this application has been granted.

2356.4 There were no other Planning Decisions received.

2357. Other Planning Matters

2357.1 Enforcement Updates to be noted

i) Bassets Lane field entrances – clerk has requested update

ii) Warren Lodges – clerk has requested update

Clerk to chase up again, it is disconcerting that little response or action appears to have been taken with regards to these cases. Clerk to raise with District Councillors.

2357.2 There were no other Planning Matters to report.

2358. Reports Of the District/County Councillor

None. Monthly written report from Cllr. Channer will be circulated when received.

2359. Payments

It was noted that invoices for Minute Ref: 2359.8 and 2359.9 had been received since the agenda had been set but that they were expenditure items in line with the budget. Cllr. John Brown 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.

Ref:	Payee	Gross	VAT	Net
2359.1	E-on	30.71	1.46	29.25
2359.2	A&J Lighting Solutions	25.20	4.20	21.00

2359.3	Mrs J Bannerman	698.23	0.00	698.23
2359.4	Mrs J Bannerman (Expenses)	31.43	0.00	31.43
2359.5	DW Maintenance	70.00	0.00	70.00
2359.6	Woodham Walter Village Hall (Hire of hall)	50.00	0.00	50.00
2359.7	SLCC Essex (Clerks Training Day)	12.00	0.00	12.00
2359.8	MDC (Community Protection Team)	467.14	77.86	389.28
2359.9	A&J Lighting Solutions (Callout/Maintenance)	139.14	23.19	115.95

2360. Other Financial Matters

2360.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
09-Sep-19	Balance			24457.76
14-Oct-19	Transferred to Community A/C		1100.00	23357.76
Community Account				
09-Sep-19	Balance			532.04
26-Sep-19	Donation (Playground)	50.00		582.04
08-Oct-19	Donations via Paypal (Playground)	396.91		978.95
14-Oct-19	October Debits	1100.00		2078.95
14-Oct-19	Transferred from Business Reserve		1533.35	545.60

2359.2 Financial Regulations. Clerk to review the Financial Regulations for the next meeting.

2359.3 ¼ly Financial Report to end of September 2019. Clerk to correct date in columns I and K. Otherwise the document was noted as part of the council's internal financial controls.

2359.4 New Accounts Software – it was noted that Cllr. Tompkins and Cllr. Brown had developed a simplified accounting system using Excel which will streamline the current method. Clerk to begin trialling new system to prove it's fit for purpose.

2360. Other Council Matters

2360.1 Woodham Walter Common. Essex Wildlife Trust. It was noted that the WWC Action Plan had been received. Clerk to forward to all councillors for information. It was also noted that EWT are in the process of writing a woodland contract for thinning/coppicing at WWC and they will update us on this when a start date is known. Councillors were pleased to note that after a delay, the WWC Management Agreement has now been sent to the Head of Landscape Conservation for action.

2360.2 Bell Meadow Village Association. Noted the AGM will be held on 27th November at 7pm in Village Hall.

2360.3 Community Protection Team – Noted reports received. There has been a reduction in the number of Trucam captures but this is likely to be due to the road closure and quieter summer roads.

2360.4 Bell Meadow Playground. Minutes of the Playground committee meetings were noted. It was reported that 3 playground companies had attended a presentation evening which had been very interesting and useful. The committee are due to meet on 24th October and will then make a recommendation of their preferred playground company and scheme. The committee are also due to update on fundraising events and grant applications.

2360.5 Clerks Progress Report – to be updated.

2360.6 Emergency Plan – Plan has been updated with vulnerable resident list.

2360.7 Website Update – Cllr. Brown reported that as a result of the announcement that Essexinfo.net are withdrawing support for websites the Parish Council needs to find an alternative website host. As part of our email contract we already have access to website hosting at no additional cost. Cllr. Brown/Clerk have begun the process of copying the content to the new website. Once the content has been uploaded the style of the website will be considered. Cllr. Tompkins suggested that a village logo (which could also be a village sign) would be a good idea, Councillors agreed and this will be pursued.

2360.8 Remembrance Sunday 10th November – Cllr. Tompkins will attend to represent the Parish Council and lay wreath.

2361. Consultations/Questionnaires

2361.1 Polling District, Polling Places and Polling Station Review – MDC. Not relevant to Woodham Walter.

2361.2 Police & Crime Plan survey www.essex.pfcc.police.uk/make-a-difference/

Response will be made to say we are disappointed that the police failed to attend the Crime Meeting or to apologise which is symptomatic of what we are experiencing in the village.

2362. Highways & Infrastructure

2362.1 Sustrans Cycle Signposts – Await works.

2362.2 Closure of Hoe Mill Bridge – for erosion protection works. Clerk has requested progress report from Cllr. Channer which is awaited. The businesses in Woodham Walter are still suffering. There are still reports of motorists being confused by the signs. Councillor's agreed that the situation is a major concern and asked Clerk to follow this up.

2362.3 Water leak West Bowers Road – reported to ESW and fixed within 24 hours.

2362.4 London Road – Between Lodge Farm and Wood Corner – fallen signpost (ref: 2636317) and broken drain cover (ref: 2636318) to be reported.

2362.5 Church Hill – broken drain (ref: 2636919) cover to be reported.

2363. Local Issues

2363.1 Bell Meadow

- i. Goalposts – Cllr. Bunn to cable tie nets.
- ii. Tree watering –Reminder for Councillors to water the trees during their inspections.
- iii. Request for permission to metal detect on Bell Meadow. Councillors discussed the request but it will be declined because Bell Meadow is a public open space and they do not want the ground to be disturbed or others to think that it's ok to metal detect here. Clerk to write.
- iv. Wild Flower planting – As previously agreed it was noted that Chris and Catriona Wheadon are ready to sow a section of wild flowers on the perimeter of Bell Meadow alongside the hedge.
- v. There were no other issues/ comments from inspections.

2363.2 Footpaths Report.

- i. Cllr. Warren reported that there is plenty of mud and fungi around the footpaths of the parish but they are generally in good condition. He has sent out reminders to land owners about fallen trees.
- ii. Cllr. Brown has created a footpath map which can be used on the website which details all the footpath numbers in the parish. It has been created in the style of other village maps using opensource mapping data. Cllr. Warren was concerned that although the FP numbers are clear, the map detail such as roads etc would not be suitable to follow if it was printed. Cllr. Brown will look at the map and create some variations as it was accepted that a version that could be printed off and used would be beneficial.

2363.3 School Report. Cllr. Symons reported that the Governors had recently held the Annual meeting and that Geoff Hicks is continuing as Chairman. Local resident, Liz Renton has now been elected as a governor. Cllr. Symons has added Young Carers/Mental Health & Wellbeing to her portfolio of responsibilities.

2363.4 Community Speed Watch – Councillors considered if the scheme should continue in the village. The equipment is due to be recalibrated and it has not been used since the last time.

Considering that the Community Protection Team now carry out speed watch activities with great effect, it was agreed that the Community Speed Watch initiative is no longer required and that the equipment should be returned.

2363.5 Litter. Fly tip in Common Lane reported by resident and noted this has been cleared by MDC. Asbestos fly tip along Hop Garden Lane reported by Clerk and cleared by MDC – this location has been suggested as a good one for CCTV surveillance as it is a persistent location for similar tips – always neatly sealed white bags before being dumped in the same location close to the spring.

2363.6 Broadband Update.

2363.7 Telephone Box/Defibrillator – the defibrillator is back in place with contact numbers of local volunteers who can be called upon to help if required.

2363.8 Hoe Mill Lock (Parking & usage) – await further information

2363.9 Crime Awareness & Prevention

- i. To consider any actions following the Crime Awareness meeting. It was agreed that the meeting had been well received and useful. It was a shame that the Local Police Team were not represented at the meeting. Clerk to provide a report in the Parish magazine and to consider regular monthly crime tips.
- ii. Neighbourhood Watch – Councillors noted that the NHW scheme is being organised by local residents as per Public Forum. It is excellent news that a group have already begun organising

the scheme which is supported by the Parish Council. Indeed NHW had been on the agenda to discuss and the volunteers will be saving the Parish Council the job of organising and we should work with them to benefit the village.

- iii. Danbury PCSO – Cllr. Symons reported that a meeting at Danbury Parish Council had found that PCSO's are no longer being supported by Essex Police, they do not have any powers and the advice was that they are not suitable for dealing with the types of problems that we currently experience in Woodham Walter. Danbury have had issues with anti-social behaviour, drugs and vandalism, they have found some success in paying overtime to Police Officers to attend for specific targeting of these problems. The Police Officer present advised that it would be a waste of money to pay for any enhanced police presence in Woodham Walter as it would only serve to reassure the odd person who happened to see them patrolling and in fact they would be unlikely to be in the right place and the right time to tackle crimes. The best advice the he offered is to report suspicious behaviour and to develop a strong and active Neighbourhood Watch scheme.
- iv. Crime reports – 1) concern that resident has been victim of fraud following theft from external postbox. 2) Interference with horses report at West Bowers Lane. 3) Alert regarding phone fraud concerning paying for Flu jabs which are available free on the NHS.

2363.10 Warren Event – Response received from Highways regarding Fuel Fest, they thanked us for drawing the problems to their attention and they will ask for a Safety Advisory Group meeting if the event happens again next year. The Warren Estate did not respond to our letter of complaint. Reports that runners were prevented from using the public footpath across the Warren during Fuel Fest – to be reported to PROW Officer. It was noted that the Classic Car Show did not result in any complaints to Parish Council.

2363.11 Dog Waste Bin request for Rectory Road/Blue Mill/West Bowers end of village. Clerk has liaised with MDC who have quoted £126.69 + VAT for bin plus installation costs from £150 depending on if the bin is ground or post installed. Councillors agreed that this should be pursued and clerk will liaise with MDC and meet to discuss location.

2364. Matters Raised by Local Residents

2364.1 Bassetts Lane Sewage – notification from resident. On-going. Clerk to write again to note that this is an Environmental Health hazard affecting part of our community and that action should be taken urgently to address.

2364.2 Maldon ½ Marathon – report from resident that Cut-a-Thwart Lane was closed to traffic during the race. Clerk queried this with organiser and was told this should not have been the case and they will speak to the marshalls. I have requested that they inform us in advance of next year's race. It was also reported that residents were inconvenienced along Blue Mill Lane by the large quantities of runners. Clerk to write to MDC and Highways with concerns although it was noted that the event was organised by a private company.

2365. Correspondence

2365.1 Various items of correspondence have been emailed to Councillors or put in drop box.

2365.2 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.

2365.3 United in Kind campaign launched. County wide campaign to tackle social isolation and loneliness in Essex. We are encouraging people to undertake small acts of kindness as a way of connecting people and communities.

2366. Points of Information and Items for the next Agenda

2366.1 Cllr. Hughes reported that she has decided that she will not be able to take on the role of Chairman next year due to family and work commitments. Councillors to consider succession and discuss at next meeting.

2367. Date of Next Parish Council Meeting:

Date of next Ordinary Parish Council Monday 11th November 2019 at 8pm in Women's Club.

Signed

Meeting ended at 9.55pm

Dated