

## 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> December 2019**

### **Present:**

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

Others: Jacky Bannerman (Parish Clerk)  
District Councillor Karl Jarvis

Public: None

**2387. Welcome** Cllr. John Tompkins welcomed those present to the meeting.

**2288. Apologies For Absence** Received and accepted from Cllr. James Bunn, Cllr. Jenny Hughes, District Councillor Mark Durham and County Councillor Penny Channer.

**2389. 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 application at Guys Farm Lodge as he had assisted the applicant. Cllr. John Tompkins declared a non-pecuniary interest in planning application at St Michael's Church as he had completed the application on behalf of the Church.

Cllr. John Brown declared a non-pecuniary interest in planning application at Guys Farm Lodge as he is friends with the applicant.

**2390. Public Forum** There were no members of the public present.

**2391. To approve Minutes of Ordinary Parish Council Meeting held on Monday 11<sup>th</sup> November 2019** It was noted that the list of those present should read Cllr. James Bunn (not Brown). The minutes were approved as a true record of the meeting and duly signed.

**2392. Matters Arising from the minutes.** There were no matters arising.

### **2393. Planning – APPLICATIONS**

2393.1 19/01066/FUL Guys Farm Lodge, Manor Road  
S73A application for replacement dwelling.

The application was supported by Councillors.

2393.2 19/01199/WTPO St Michael's Church, Church Hill

Avenue of lime trees – Pollard. Suckers will also be removed from the main trunks up to the crown.

Two maple trees and one yew – removal of a number of dead and decayed branches and lifting the crowns to 2m from ground level. One chestnut – removal of a number of dead and decayed branches, lifting the crown to 2m from ground level and removal of the intruding holly bush.

The application was supported by Councillors.

2393.3 19/01213/WTPO 2 Redgates, Old London Road

T1 Horse chestnut – reduce lateral limbs and vertical limbs by 2m and balance crown. Raise and stem clean. T4 Oak – Raise crown to 3m. T5 Sycamore – Reduce lateral & vertical limbs by 2m and raise crown to 5m. T6 & T7 Sycamore – Raise crown to 5m.

The application was supported by Councillors.

2393.4 19/01209/DD (for information only) Warren Estate

Oak – fallen. Holly tree – rooted out the ground.

Councillors were concerned to learn that a TPO can be over-riden by a Forestry Commission licence to fell. Clerk to enquire if such a licence exists at the Warren Estate.

2393.5 There were no other Planning Applications received.

### **2394. Planning – DECISIONS**

2394.1 19/00018/LDE The Old Stables at Wood Hall, Little Baddow Rd **APPROVE**  
Claim for Lawful Development certificate for the existing use of the building as an independent dwellinghouse.

The Local Planning Authority is satisfied that sufficient evidence has been submitted to substantiate the claim that, on the balance of probability, the Stable Block known as 'The Old Stables' hatched in red on plan 18.5406/M002 A was used continuously as a single dwelling unit separate from the main house Wood Hall, Little Baddow Road for a period in excess of that required under section 171B of the Town and Country Planning Act 1990. However, the applicant's evidence in relation to the residential curtilage is ambiguous and unclear and therefore, it is not considered that the surrounding land has been used as residential curtilage for a period of ten years or more. Therefore, the Certificate of Lawfulness should only be granted in relation to the use of the building hatched red on plan 18.5406/M002 A.

Councillors noted for future reference the fact that the surrounding land is not included in the approval.

2394.2 19/01030/LDP Grove Manor, Herbage Park Road **APPROVE**

Claim for Lawful development certificate for a proposed new gym building.

2394.3 19/00994 Lares, The Street **APPROVE**

Replace cladding on the front elevation.

It was noted that a condition has been placed detailing that the board shall only have a smooth rather than woodgrain finish.

2394.4 There were no other Planning Decisions received.

### 2395. Other Planning Matters

2395.1 Enforcement Updates – response received from MDC and noted. Councillors remain concerned that there appears to be a disparity between the lodges being for holiday purposes only (as per conditions attached to application) and the fact that there is a 50 week occupation period. There remains an enforcement investigation regarding sheds etc. Clerk will ask that the Warren Lodges are inspected during the closure period in January.

2395.2 19/00430/FUL / APP/X1545/W/19/3233679 **APPEAL ALLOWED**

Conversion of ancillary granny annexe to residential dwellinghouse. Annexe, Shrubbery Farm, Curling Tye Lane

2395.3 19/00584/HOUSE / APP/X1545/d/19/3237918 **APPEAL DISMISSED**

2 Bay Cart lodge with side storage and new access. White Barn, Blue Mill Lane

2395.4 EIA at Warren Estate – Cllr. Tompkins provided a report on a useful meeting held with MDC Chief Planner, Matt Leigh and Cllr. Kar Jarvis where a number of issues were raised and noted.

2395.5 Hatfield Peverel Neighbourhood Plan – it was noted that after a referendum the plan will now be adopted by Braintree District Council.

2395.6 There were no other Planning Matters.

### 2396. Reports Of the District/County Councillor

Cllr. Jarvis reported that the MDC accounts have now been presented and await auditor comments before being approved by the council. Cllr. Jarvis has requested an action report regarding the accounts and how improvements are going to be made to ensure that delays do not occur again. He is also probing whether a failure to spend budgeted expenditure is actually a failure to provide planned services and is not really a saving at all. The Council is currently setting the 20/21 budget. He will be recommending caution and low risk expenditures. He is supporting reinstating the Citizens Advice budget.

It was noted that Cllr. Channer had provided information on various topics including Park & Ride Sunday service for Christmas shoppers, Highways additional footway works.

It was noted that other information is not available during the purdah period.

### 2397. Payments

Cllr. John Brown proposed and Cllr. James Rushton seconded that the payments listed in the payment schedule be authorised. Cllr. John Tompkins and Cllr. Joanna Symons duly signed the appropriate paperwork and cheques.

Ref:	Payee	Gross	VAT	Net
2397.1	E-on (Estimate)	30.71	1.46	29.25
2397.2	A&J Lighting Solutions	25.20	4.20	21.00
2397.3	Mrs J Bannerman (32 hrs general + 10 hrs training courses)	530.30	0.00	530.30
2397.4	Information Commissioners Office (Data Protection Renewal Fee)	35.00	0.00	35.00
2397.5	SLCC (Membership Renewal)	126.00	0.00	126.00
2397.6	ALCC (Membership Renewal)	40.00	0.00	40.00
2397.7	HMRC ¼ly PAYE	211.66	0.00	211.66

2397.8 It was noted that in the interests of all expenditures appearing on an agenda, that cheques for Chris Wheadon (Wild Flower Seeds) (min ref: 2378.7) and DW Maintenance (Grass Cutting) (min ref: 2378.8) had been paid at the November meeting.

### 2398. Other Financial Matters

2398.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
11-Nov-19	Balance			22657.76
02-Dec-19	Interest Received	11.93		22669.69
09-Dec-19	Transferred to Community A/C		700.00	21969.69
<b>Community Account</b>				
11-Nov-19	Balance			507.20
13-Nov-19	Party Tent Hire - Pirret	75.00		582.20
30-Nov-19	Donations (Playground)	200.00		782.20
30-Nov-19	Donation via Paypal (Playground)	96.80		879.00
09-Dec-19	Transferred from Business Reserve	700.00		1579.00
09-Dec-19	December Debits		998.87	579.11

2398.2 2020-2021 Budget Consideration – Councillors discussed draft budget and precept requirements. This will be finalised at the January meeting. Items of expenditure for the current financial year were discussed including actioning works to the Memorial Shelter (Cllr. Tompkins to investigate); actioning a survey regarding proposed village sign/logo. Items of expenditure for the budget/precept included additional administrative/Office expenditure on items including PO Box, Voip telephone, computer equipment. Consideration to new noticeboard (Cllr. Tompkins to investigate condition of existing noticeboard which is either in need of maintenance or replacement).

2398.3 Bank Account Statements – Clerk has liaised with Barclays Bank and in order to get a duplicate statement sent to the Chairman a letter needs to be authorised. This was duly arranged.

### 2399. Other Council Matters

2399.1 Woodham Walter Common. Essex Wildlife Trust. Await further information re: agreement

2399.2 Bell Meadow Village Association. Cllr. Hughes reported on AGM held on 27<sup>th</sup> November which was voided due to lack of volunteers for committee positions. The application for a BMVA Legacy Grant for the playground was successful and they awarded £1000 to the project (await payment). The BMVA are now planning a survey to seek opinion and to request volunteers, the AGM will then be re-scheduled in early 2020 and a decision taken as to whether the event can continue.

2399.3 Community Protection Team. Await report. Due to staff shortages the reports have been slow in coming.

2399.4 Bell Meadow Playground. Minutes of the Playground committee meetings were noted. The team attended the Christmas Tree Lighting Event and raised £76.50. There is a Woodham Walter Christmas Tree Recycling scheme in place for a minimum £5 donation per tree, Skippers Ground Maintenance have agreed to collect and chip/dispose of trees. Other events are in the planning stages. Grant application to National Lottery has been submitted and an application to the Pocket Parks fund is due to be sent.

2399.5 Clerks Progress Report – to be updated.

2399.6 Council/Village Logo/Sign – survey to be distributed via village email. One expression of interest received. Deadline 6<sup>th</sup> January in order that it can be considered further at the January Parish Council meeting.

2399.7 Grass Cutting Tender – it was agreed that the document should be distributed and deadline set for next meeting to award contract.

### 2400. Consultations/Questionnaires

2400.1 Langford & Ulting Neighbourhood Plan second version of the pre-submission draft – Cllr. Tompkins had reviewed and there were no comments.

### 2401. Highways & Infrastructure

2401.1 Sustrans Cycle Signposts – Await works.

2401.2 Footpath Works – completed at Little Baddow Road. One further request has been sent for the damaged path at Mead Pastures/Rectory Road junction.

- 2401.3 Closure of Hoe Mill Bridge – for erosion protection works. Updates shared via village email.
- 2401.4 Devolution – clerk has asked for an update as this could impact on budget/precept requirements.
- 2401.5 Salt/Grit – to consider instructions when Clerk should ask Skippers to spread. Cllr. Tompkins will work on a schedule. It is expected that the service will only be required during snowy conditions.
- 2401.6 Pot holes at junction of Top Road/Brook Close to be reported.
- 2401.7 Finger Post at junction of Old London Road/Oak Farm Road has been reported by Cllr. Warren and Cllr. Durham.

**2402. Local Issues**

2402.1 Bell Meadow

- i. There were no issues/comments from inspections.

2402.2 Footpaths Report.

- i. Cllr. Warren reported that he is planning a New Year's Day walk.
- ii. Map – on-going.

2402.3 School Report. Cllr. Symons provided a written report. There are 103 children on the roll. The school have agreed to provide catering for the monthly Village lunch Club.

2402.4 Litter. There is no information to report.

2402.5 Broadband Update. Cllr. Brown had attended a recent Superfast Update meeting and works are continuing. There are now several areas of the village able to receive Superfast connections including Fibre to the Premises in many locations – with speeds of over 100mps available.

2402.6 Crime Awareness & Prevention

- i. Neighbourhood Watch – The local group are working on development of the scheme.
- ii. Crime reports – report of recent outbuilding break in and garden equipment stolen in Wickham Bishops.

2402.7 Dog Waste Bin – Await (MDC have this in hand but delayed due to staff sickness)

**2403. Matters Raised by Local Residents**

None

**2404. Correspondence**

2404.1 Various items of correspondence have been emailed to Councillors or put in drop box.

2404.2 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.

**2405. Points of Information and Items for the next Agenda**

None.

**2406. Date of Next Parish Council Meeting:**

Date of next Ordinary Parish Council Monday 13<sup>th</sup> January 2020 at 8pm in Women's Club.

Signed

**Meeting ended at 9.20pm**

Dated