

**MINUTES (DRAFT)**

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> March 2020**

**Present:**

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

Others: Jacky Bannerman (Parish Clerk)  
District Councillor Karl Jarvis  
2 x representatives from the Village Hall Committee  
Public: 2 x Members of the Public in attendance from 8-8.20pm  
1 x Member of the Public arrived at 8.20pm to close.

**2448. Welcome** Cllr. John Tompkins welcomed those present to the meeting.

**2249. Apologies For Absence** were received and accepted from County Councillor Penny Channer.

**2250. 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. James Rushton declared a Pecuniary interest in planning application at Wincroft, Little Baddow Road as his property is opposite the application site.

**2251. Public Forum**

There were 2 members of the public present who were the applicants regarding the planning application at Wincroft. They hoped that with the new application, they had addressed the concerns previously raised and were happy to answer any questions.

There were 2 representatives from the Village Hall Committee who were happy to update councillors during Village Hall discussions.

**2252. To approve Minutes of Ordinary Parish Council Meeting held on Monday 10<sup>th</sup> February.**

**2253. Matters Arising from the minutes.**

There were no matters arising.

**2254. Planning – APPLICATIONS**

2254.1 20/00131/FUL Grove Manor, Herbage Park Road

Conversion of extension of existing detached outbuilding into annexe and construction of 3 bay cart lodge building.

Councillors raised no objections but commented that they are concerned that the conversion could lead to a separate dwelling and suggest a suitable condition be attached to any permission.

2254.2 20/00132/FUL Wincroft (formally High Prospect), Little Baddow Road

Demolition of existing bungalow. Proposed new 4 bed bungalow.

Cllr. James Rushton left the meeting room having declared a Pecuniary Interest.

Councillors raised no objections and commented that the latest application has much less impact and that the massing has been improved. However, they do not like the design aesthetic of the double gable end and also consider that the cladding is alien in the street scene which is contrary to the adopted Woodham Walter Village Design Statement and D1 of the Local Development Plan.

Cllr. James Rushton came back into the meeting room.

2254.3 20/00157/FUL Land East of Bradwell Power Station

Application to carry out ground investigations, load test and associated works in connection with a proposed new Nuclear Power Station at Bradwell-on-Sea, together with the creation of two site compound areas and associated parking areas.

In terms of response to this application, Councillors had no comments to make.

With regards to the Bradwell B Public Consultation, it was noted that in terms of direct impact on Woodham Walter, a search area for a temporary park and ride facility appears on a map (within the Public Consultation documents) to be adjacent to Woodham Walter. It was agreed that Cllr. Tompkins will attend the public exhibition at St John the Baptist, Danbury on Saturday 28<sup>th</sup> March 11am-4pm.

**2255. Planning – DECISIONS**

2055.1 20/00017/HOUSE Fenwood, Little Baddow Road APPROVE  
Single storey rear extension.

The decision was noted. It was disappointing that the VDS was not taken into consideration. Cllr. Jarvis to investigate the window to call an application in. Clerk to write to MDC and ask why the VDS was not taken into account (specifically with regard to flat roofs in this case) and copy to Cllr. Jarvis who will then remind officers about the VDS.

**2256. Other Planning Matters**

2256.1 Enforcement Updates – no updates had been received. It was noted that Clerk is due to attend a Parish Clerks forum where the Enforcement Officer will be giving a presentation. It was noted that the latest Electoral Roll again includes names at properties within the Warren Lodges – Clerk to raise this concern.

2256.2 Notification of proposed adoption of Chelmsford Local Plan 2013-2036 at Full Council on 31 March 2020. Noted.

2256.3 19/00943/HOUSE Jasmine House, Blue Mill Lane APPEAL IN PROGRESS  
Proposed extension to existing cartlodge.

For information. Appeal to be determined by written representations. MDC and Parish Council response will have been forwarded to Inspectorate. No further opportunity for comment. Noted.

2256.4 It was noted that a page from the VDS has been used without permission on a website regarding sale of land adjacent to Oak Farm Road. Clerk to write.

2 members of the public left the meeting room and 1 member of the public arrived.

The Chairman allowed the new member of the public to address councillors with regards to the planning application at Wincroft, although informed that the Council had already made a decision on its response. The neighbour raised questions regarding the orientation and design of the proposal and was shown images of the application documents.

**2256.5 Lighting Pollution**

- i. Water Pumping Station – recent introduction of lighting resulting in light pollution along Little Baddow Road, had been raised by local resident who had been informed that the lights did not need to be on and that they would take action to turn them off. To monitor and if no action is taken clerk will write to Essex & Suffolk Water.
- ii. Councillors asked clerk to write to the owner of Granville Hall, Hop Garden Lane regarding the intrusive external lights and ask for them to review their lighting arrangements in order to minimise lighting pollution in the location. Also to note that the flood light dazzles motorists.

**2257. Reports Of the District/County Councillor**

It was noted that Cllr. Channer had provided a written report including information on ECC response to the Coronavirus and Secondary school offer day. Cllr. Channer has also liaised with Clerk and residents on Highways issues including Hoe Mill Bridge.

Cllr. Jarvis provided an update on accounts/recruitment of new Financial Officer (Section 151 Officer), MDC have now appointed an interim Section 151 Officer. The budget was agreed on 13<sup>th</sup> February. Discussions are on-going with regards to Maldon Barges wharf fees and Maldon Yacht club. Bradwell B consultation runs to 27<sup>th</sup> May. Cllr. Jarvis also noted that he had visited The Warren to view development plans and encouraged them to have dialogue with the Parish Council.

Cllr. Warren asked about the Garden Waste Collection waiting list and how long the wait is likely to be, he understands that some people have been waiting for 2 years? Cllr. Jarvis informed that there has been agreement in the new budget for an additional lorry so in the next 2/3 months the waiting list should be addressed. With regards to complaints about the new payment method, Cllr. Jarvis is looking into this as it seems odd that Direct Debits are no longer accepted.

**2258. Payments**

Cllr. James Rushton proposed and Cllr. John Brown seconded that the payments listed in the payment schedule to be authorised. All Councillors agreed. Cllr.'s Tompkins and Hughes duly signed the appropriate paperwork and cheques.

Ref:	Payee	Gross	VAT	Net
2258.1	E-on (Estimate)	29.68	1.41	28.27
2258.2	A&J Lighting Solutions	25.20	4.20	21.00

2258.3	Mrs J Bannerman	614.50	0.00	614.50
2258.4	HMRC ¼ly PAYE	147.00	0.00	147.00

## 2259. Other Financial Matters

### 2259.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
10-Feb-20	Balance			22569.69
02-Mar-20	Interest Received	8.02		22577.71
02-Mar-20	Transferred from Community A/C	10000.00		32577.71
09-Mar-20	Transferred to Community A/C		700.00	31877.71
<b>Community Account</b>				
10-Feb-20	Balance			503.27
11-Feb-20	Donation (Playground)	45.00		548.27
11-Feb-20	Donation (Playground)	100.00		648.27
28-Feb-20	National Lottery Awards For All Grant	10000.00		10648.27
02-Mar-20	Transferred to Business Reserve		10000.00	648.27
09-Mar-20	Transferred from Business Reserve	700.00		1348.27
09-Mar-20	March Debits		816.38	531.89

2259.2 Cllr. Brown confirmed that he had reviewed the Bank Statements and Accounts sheets for February and that they were found to be reconciled correctly.

2259.3 Year to end 31 March 2020 Clerk to arrange for the accounts to be prepared. Councillors agreed that the Clerk should contact Nancy Powell to request that she perform the Internal Audit.

## 2260. Other Council Matters

2260.1 Woodham Walter Common. Essex Wildlife Trust. Await further information re: agreement. Clerk to arrange for the annual tour.

2260.2 Community Engagement Team – await report. Noted that the team were in the village with Trucam on Sunday morning. Councillors discussed whether the team should be asked to monitor the weight limit at Hoe Bridge but did not support the idea of using parish funds for enforcement which is the responsibility of the Highways department.

2260.3 Bell Meadow Playground. Cllr. Symons reported the good news that Bell Meadow Playground had successfully been granted £10000 from National Lottery Awards For All. The committee are now proceeding with other grant applications and fundraising events.

2260.4 Clerks Progress Report – to be updated.

2260.5 Grass Cutting - Receipt of signed contracts was noted. Clerk to chase up relevant insurance, Health & Safety policy and risk assessment documents. Clerk to request that Skippers begin the grass cutting subject to the ground conditions being appropriate. Discussion regarding the level of indemnity resulted in decision to consider this further prior to the next tender process and that the current requirement for £5million is standard and currently appropriate.

2260.6 Annual Parish Meeting – Monday 20<sup>th</sup> April. Clerk is currently working on the annual report document which will be delivered by Councillors in advance of the meeting.

2260.7 VE Day – 8-10<sup>th</sup> May. There was no support from Councillors for organising an event to mark this anniversary.

2260.8 Natural England – Letter received regarding the Woodham Walter SSSI. Clerk to investigate and respond accordingly.

2260.9 GDPR – Data Protection Officer – Councillor John Brown proposed and Cllr. James Bunn seconded that Woodham Walter Parish Council wishes to accept the offer from MDC for the services of a DPO. All Councillors in agreement.

## 2261. Consultations/Questionnaires

2261.1 Essex County Fire & Rescue Service – Integrated risk management plan consultation. Deadline 17 March. Noted. No Council response.

2261.2 Consultation on Maldon District Council Planning Validation Requirements List (Draft) (2020) Local Validation Checklist: Public Consultation (21<sup>st</sup> February- 3<sup>rd</sup> April 2020). Noted. No Council response.

## **2262. Highways & Infrastructure**

2262.1 Closure of Hoe Mill Bridge. Councillors noted the comments that have been received from many residents regarding the restrictions. Councillors noted the report on a meeting held with Highways Engineers. The load restriction is essential and the Traffic Regulation Order is in place for at least 18 months. They will however look at road markings at the entrances to Hoe Mill House and Hoe Mill Lock and at improving the sign posting on approaches and they will also look at painting the ends of the barriers to increase visibility at night. It was agreed that Essex County Council Highways should be lobbied via County Councillors for prioritising the upgrading of the structure. The Parish Council will work with Langford & Ulting Parish Council, Hatfield Peverel Parish Council and Essex Waterways Ltd regarding long-term replacement of the bridge and also an application to the South Essex Parking Partnership with regards to parking restrictions to prevent irresponsible parking (whilst accepting that visitors will still want to have access to the canal).

2262.2 Pot Hole - Stivvys Road reported.

2262.3 Blue Railings at Lodge Farm – Clerk to request update

2262.4 Pot Holes - Brook Close – Clerk to report

## **2263. Local Issues**

2263.1 Bell Meadow

i. It was noted that a couple of small trees in the SW corner will need to be removed in time. Clerk to ask Skippers to attend.

ii. There were no other issues/comments from inspections.

2263.2 Footpaths Report. Cllr. Warren reported that the footpaths are beginning to dry out. A tree blocking FP12 at water pumping station was cleared by Essex & Suffolk Water. Trees on FP16 and FP19 have been reported to land owners and await clearance. Cllr. Warren is due to meet with Nicky Coleman (PROW Officer) for a walk and general discussion about the parish paths.

2263.3 School Report. Cllr. Symons reported that the school will be following Government directives issued regarding the Coronavirus. They are also considering cleaning procedures. Applications for school places in September are looking good. They are expecting a SIAMS Church inspection in about 18 months' time and will be working towards this. They are currently recruiting Teaching Assistants.

2263.4 Bell Meadow Village Association. Cllr. Hughes reported that the new committee had held a positive meeting and they are working towards an event on 5<sup>th</sup> September. They have been keenly working with village organisations to provide an event to the benefit and enjoyment of the village.

2263.5 Litter. Litter pick requested for London Road/Runsell Green. Tyres to be reported.

2263.6 Broadband Update. Cllr. Brown reported that County Broadband had written to several residents. However, as far as he is aware the vast majority of the village will be getting or have already benefited from an Openreach upgrade.

2263.7 Crime Awareness & Prevention

i. Neighbourhood Watch – The local group are working on development of the scheme.

2263.8 Dog Waste Bin – Await (MDC have this in hand but delayed due to staff sickness)

2263.9 Village Hall – update on latest developments. The Chairman opened the meeting up to the Village Hall representatives for an update. The asbestos survey had returned a minimal amount of low-level asbestos which needs to be labelled and monitored but there is no requirement for it to be removed. This is excellent news. They had successfully bid for funding which will pay for a building survey to be completed which will highlight the extent of any maintenance issues including the roof. The new committee are moving forward well.

The Chairman thanked the representatives for the update and the council wishes the committee well as they make progress.

## **2264. Matters Raised by Local Residents**

None

## **2265. Correspondence**

2265.1 Various items of correspondence have been emailed to Councillors or put in drop box.

2265.2 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.

2265.3 RCCE Essex Village Of the Year – councillors do not wish to enter.

2265.4 Health & Wellbeing – it was noted that the council receives a significant amount of information on health and wellbeing which is shared with councillors, but that there was no action to take. Clerk will continue to forward and share information where relevant.

## **2266. Points of Information and Items for the next Agenda**

### **2267. Date of Next Parish Council Meeting:**

Date of next Ordinary Parish Council Tuesday 14<sup>th</sup> April 2020 at 8pm in Women's Club

Signed

**Meeting ended at 9.40pm**

Dated

DRAFT