

## MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.  
Held at 7pm using Virtual technology hosted by Zoom.

Monday 8<sup>th</sup> June 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)  
County Councillor Penny Channer  
District Councillor Karl Jarvis  
District Councillor Mark Durham

Public: None

**2303. Welcome** Cllr. John Tompkins welcomed those present to the meeting. Parish Clerk notified that the meeting would be recorded for the purposes of minute taking.

**2304. Apologies For Absence** There were no apologies

**2305. 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. Jenny Hughes declared a Pecuniary Interest in the planning application at Thornberry as she is a neighbour. Cllr. Hughes also declared Pecuniary Interests in discussion regarding Almshouses as her spouse had carried out works and also in discussion regarding the Queen Victoria as she had discussed the plans with the landlord.

### **2306. Public Forum**

There were no members of the public present.

**2307. To approve the minutes of Virtual Ordinary Parish Council meeting held on Monday 11<sup>th</sup> May 2020.** The minutes were approved as a true record of the meeting.

**2308. Matters Arising** – there were no matters arising.

### **2309. Planning – APPLICATIONS**

2309.1 20/00475/WTPO Thornberry, Rectory Road

T1 Ash – Crown lift around 10m, crown reduction and crown thinning 1.5m

Having declared an interest Cllr. Hughes was placed in the waiting room during this discussion.

Councillors concluded that they support the application but wished to comment that they are concerned that the balance of the tree is maintained as per conversation that Cllr. Bunn and Cllr. Warren had with the applicant.

### **2310. Planning – DECISIONS**

2310.1 20/00307/LDP Penrith, Little Baddow Road

**APPROVE**

Claim for Lawful Development Certificate for a proposed pitched roof dormer, rooflight and side window.

2310.2 19/00943/FUL (Appeal Ref: APP/X1545/S/19/3243300)

**APPEAL ALLOWED &**

Jasmine House, Blue Mill Lane. Proposed extension to existing cartlodge. **PERMISSION GRANTED**

### **2311. Other Planning Matters to note**

2311.1 Enforcement Update – await updates, investigation at Warren Lodges on-going.

2311.2 Bradwell B Stage 1 Consultation. To confirm that the Parish Council response will now be submitted. All Councillors in agreement. This will also be shared on the website and by village email. Having declared interests Cllr. Hughes was again placed in the waiting room during the following two points.

2311.3 Palm Tree at Almshouses – Clerk/Chairman had written to Trustees/Clerk to the Almshouses to enquire if approval was sought from the Conservation Officer for the removal of the palm tree.

Response received noted that this work had been done in error and that they had apologised for the

oversight and offered to plant a replacement tree. The Parish Council does not have the authority to approve this and will advise that the Trustees/Clerk formally approach the Conservation Officer at the Local Planning Authority with their apologies and offer to plant a replacement tree.

Councillors were rather sad that the tree had been removed as it was an interesting feature of the street scene.

2311.4 Works at Queen Victoria – Clerk/Cllr. Warren had advised Landlord that the Conservation Officer should be notified to ensure that permission was not required for the works which have taken place. It is understood that they had checked and the Conservation Officer confirmed no permissions were required.

Cllr. Hughes was then accepted back into the meeting.

2311.5 It was noted that Braintree District Council has now received the Inspections letter regarding Local Plan.

### 2312. Reports Of the District/County Councillor

Cllr. Channer reported that she has been sending updates and information as it arrives which has been shared with Councillors and relevant information is put on website and sent out as village email. Latest news includes information that the libraries including Maldon library will be re-opened on 6<sup>th</sup> July including social distancing measures. It is Carers Week this week. Currently considering how to allow Social Distancing measures to work on the High Street, any measures taken will be funded by Government Grants. Discretionary Business grants applications are now open – deadline 19<sup>th</sup> June.

Cllr. Durham reported on measures taken in Chelmsford High Street. Government appear to be relaxing the licensing and planning restrictions to allow cafes/restaurants/pubs etc to serve on the pavement which may be contentious in places. Visit Essex working hard on recovery phase both for tourism and hospitality industries. Has met with Police and Crime Commissioner virtually and reports concerns regarding increased incidences of domestic violence during the lockdown period. They have had some success with tackling County Lines and drug dealing in Essex. Maldon Local Highways panel was held virtually and they require more schemes for next year. MDC held NW Area Planning meeting virtually. Unfortunately, MDC have been very slow at holding virtual meetings. District and County Councillors reported that they have been lobbying to restore the democratic process.

Cllr. Jarvis reported that he is glad to see re-engagement of planning meetings virtually at the District Council and hopes other committees will also begin virtually soon. It has been frustrating that temporary authority given at the start of the lockdown has been difficult to regain from Officers.

Funding is likely to become a big issue as additional costs are being incurred during the lockdown.

### 2313. Payments

Cllr. James Bunn proposed and Cllr. Peter Warren seconded that payments be approved. All Councillors in agreement. Clerk will action the payments and arrange for the cheques to be signed.

Ref:	Payee	Gross	VAT	Net
2313.1	E-on (Estimate)	31.73	1.51	30.22
2313.2	A&J Lighting Solutions	25.20	4.20	21.00
2313.3	Mrs J Bannerman (Salary & Allowance)	716.25	0.00	716.25
2313.4	Mrs J Bannerman (Expenses - Zoom)	14.39	0.00	14.39
2313.5	Mrs J Bannerman (Expenses - Stationery/Stamps)	75.93	10.96	64.97
2313.6	Skippers Ground Maintenance	144.00	24.00	120.00
2313.7	MDC Grounds Maintenance (2019 Season)	390.24	65.08	325.20
2313.8	HMRC 1/4ly payment	311.08	0.00	311.08
2313.9	Nancy Powell Davis (Internal Auditor)	150.00	0.00	150.00

### 2314. Other Financial Matters

2314.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
11-May-20	Transferred to Community Account			50267.71
08-Jun-20	Interest Received	10.75		50278.46
08-Jun-20	Transferred to Community Account		1500.00	48778.46

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### Community Account

11-May-20	Balance			1058.71
02-Jun-20	Transfer from Business Reserve	1500.00		2558.71
08-Jun-20	June Debits		1858.82	699.89

2314.2 Chairman's Inspection of Accounts: To be completed by Chairman.

2314.3 It is noted that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors. The Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings Relevant financial information is available on the Woodham Walter Parish Council website as per the Transparency Code dictates.

2314.4 It was noted that the Internal Auditor had completed the AGAR and that her final report would be shared with councillors, she had emailed to say that the report will be positive. Any recommendations will be discussed at the next meeting.

2314.5 End of Year Accounts – Annual Return for the financial year ended 31 March 2020. Councillors confirmed the answers to the questions in the Annual Governance Statement 2019/20 in the Annual Return for the year ended 31 March 2020. Cllr. John Brown proposed and Cllr. James Bunn seconded that the Annual Government Statement be approved by this smaller authority, this was agreed by all councillors. Clerk to arrange for Chairman to sign the form.

2314.6 End of Year Accounts – Accounting Statements for the financial year ended 31 March 2020. 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. Clerk to arrange for the form to be signed by 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.

2314.7 Precept Overpayment. No response to query from MDC. No action required.

2314.8 It was noted that the Insurance has been renewed with Zurich as per Clerks Report which was circulated and agreed with Councillors.

2314.9 Review of Bank Statements and Account sheets. Cllr. Brown confirmed that he has reviewed the Bank Statements and Account sheets for May and found them to be reconciled correctly

### 2315. Other Council Matters to note

2315.1 COVID-19 Parish Response. Regular village emails are sent by the Clerk with relevant updates for residents. Information is also put on the website on a regular basis. Councillors considered Clerks report regarding Safer Public Spaces. The Government document seems excessive for our small rural community however the Clerks report is comprehensive and risks have been considered. Councillors conclude that they do not require any further actions to be taken. Cleaning is not required; no more signage is required; The only action that can be taken is to monitor that not too many people congregate at Bell Meadow (this to be done to the best of our ability by councillors, clerk and reacting to any reports received), this will then be reported to the Police. It was also noted that there has been no funding or grants made available to the Parish Council.

2315.2 Community Engagement Team – the team have now resumed TRUCAM activities. Await report, Clerk to chase report. Clerk to request the team also pay ad-hoc visits to Bell Meadow.

2315.3 Councillors confirmed the decision of the Parish Council under minute reference 2272 remains extant during the current period. That Parish Council has delegated power to the Clerk to make decisions using the LGA 1972 section 101.

2315.4 Councillors Register of Interests – Councillors are reminded that they should update their records whenever they have any alterations but that an annual review is advised.

2315.5 Acceptance of Office – following the election at the last meeting of Cllr. Rushton to the position of Vice Chairman, Clerk to arrange for Declaration of Acceptance of Office form to be signed.

### 2316. Highways & Infrastructure

2316.1 Hoe Mill Bridge. It was noted that Cllr. Durham/Cllr Channer and Clerk have worked hard to achieve an emergency solution to the parking problems at Hoe Mill Bridge. Double Yellow Lines were installed by SEPP/Highways as a matter of urgency. Cllr. Channer offered her thanks to SEPP for taking such a speedy action. Cllr. Tompkins noted that the problems had been pointed out to Highways back in March. It was noted that one complaint has been received by the Parish Council regarding the lines and a suitable response will be sent. Councillors agreed that if we had failed to take action given the indiscriminate parking and the attitude of some drivers along with the damage caused to width restrictions, we would have been negligent in not taking further action. Cllr. Tompkins

thanked Cllr. Durham for his work in achieving the works so quickly. Cllr. Durham advised that there is no requirement for the Parish Council to fund further enforcement as the enforcement of parking restrictions is done by SEPP who takes responsibility for this or subcontracts to Maldon CET. Clerk to lobby straight to SEPP for enforcement attendance. There is a Section 14 as well as a TRO and now we expect enforcement operations to commence. A recent incident involving a sign written lorry illegally using the bridge and causing damage, has resulted in a claim for damage being made by ECC. The repositioning of the bollards is an expensive exercise using an external contractor, so Highways are considering other options for a more robust solution. This may be metal barriers fixed to the road.

2316.2 Water leak – Blue Mill Lane – has been fixed.

2316.3 Water leak – boundary of Chelmer. Reported to ESW who have previously investigated and found it to be an issue from within the property. The owner informs clerk that they are aware and await works.

### **2317. Local Issues**

2317.1 Bell Meadow i) Rotten Fence replacement. It was agreed that the fence should be replaced. Clerk to check with Conservation Officer. Clerk to ask Skippers for a quote. Request that the posts are not concreted but that they should be tampered down, this will preserve the posts for longer. ii) overflowing bin – reported iii) goal posts maintenance – Cllr. Brown will attend and cable tie again. iv) Water Trees, Councillors were reminded to water the trees, there is concern that the Beech tree is looking very distressed vi) Councillors to continue inspections and update excel document in the dropbox and report any issues to the Parish Clerk. vii) Trees – dead tree. Clerk to notify Conservation Officer and then ask Skippers to deal with.

2317.2 Footpaths Report – Cllr Warren reported that work on new FP33 has been completed (resitting pontoon bridges and realigned bridge). BR10 concrete post has been reported. FP25 broken gate (which is understood to be unlicensed) at Little London Lane has been reported.

2317.3 Crime/Neighbourhood Watch – await signage.

2317.4 School Report – Cllr. Symons reported that during the lockdown 1 or 2 keyworkers children were accommodated at All Saints School in Maldon (along with staff from WW). Works have taken place to enable school to reopen in line with guidance. 2 members of staff coordinate home learning from home. Other staff attend the school. They now have about 16 out of 41 eligible children in EY, Y1 and Y6 are now attending within relevant guidelines. Parents are required to register if they are sending their children the following week to allow for logistics planning. Children at home are in contact with the school and are receiving emotional, spiritual and educational support while working at home. The school website is updated with the curriculum. The school have done well under difficult circumstances and are coping with things pretty well.

2317.5 Litter – reports of litter at Hoe Mill and Rushes Lock – email was sent to Essex Waterways – await response. Overflowing litter bin at Bell Meadow reported.

2317.6 It was noted that Women's Club – along with the Village Hall also received a £10k Government Grant.

2317.7 Bench outside Tadpoles. Letter of thanks to be send to Doug Seear for renovating the bench. Consider if it requires fixing.

2317.8 Memorial Shelter. Doug Seear has also cut back the bushes at the Memorial Shelter including cutting back the ivy which has been growing under the roof area. Works are required to repair the shelter. Plan to have works done in the Autumn. Spec is required, Cllr. Tompkins plans to visit when he is able to. Cllr. Bunn happy to assist.

### **2318. Correspondence – Various items in the dropbox.**

#### **2319. Points of Information**

2319.1 Cllr. Durham reported that there is a Locality Fund and advises that the Parish Council approaches County Councillor Channer who now has a budget to reward to Parishes, ask regarding playground. Cllr. Symons/Clerk to action this.

2319.2 Cllr. Hughes reported that the Flower Festival has been cancelled.

#### **2320. Date of Next Parish Council Meeting:**

Next scheduled date of Ordinary Parish Council meeting is Monday 13<sup>th</sup> July 2020 and this will be held virtually by Zoom. Parish Clerk to monitor developments and guidelines as they are issued.

Signed *John Tompkins*

**Meeting ended at 8.35pm**

Dated 13 July 2020