

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.
Held at 7.30pm using Virtual technology hosted by Zoom.

Monday 12th October 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
County Councillor Penny Channer (in attendance until 8.15pm)

Public: None

2366. Welcome Cllr. John Tompkins welcomed those present to the meeting and thanked them for their attendance. The Chairman notified that the meeting would be recorded for the purposes of minute taking.

2367. Apologies For Absence Apologies were received and accepted from District Cllr. Mark Durham.

2368. 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 has declared a non-pecuniary interest in Minute Ref: 2374.1 as his spouse is a member of the Warren Active Gym and Swimming Pool.

Cllr. Joanna Symons has declared a non-pecuniary interest in Minute Ref: 2374.1 as she is a member of the Warren Active Gym and Swimming Pool.

2369. Public Forum There were no members of the public present.

2370. To approve the minutes of Virtual Ordinary Parish Council meeting held on Monday 14th September 2020. The minutes were approved as a true record of the meeting.

2371. Matters Arising

2371.1 Min Ref: 2360.1(iii) The idea of a bench at the Village Hall was raised with the Village Hall Committee who are going to consider it and get back to us.

2371.2 Min Ref: 2358.8 Donations for local organisations have been sent along with information about the policy and application process for the new Grants process. The Grant Application documents have been uploaded onto the website. The deadline for 2020 is set to 31st October 2020. It was noted that letters of thanks have been received from Women's Club and Village Hall.

2372. Planning – APPLICATIONS

2372.1 There were no new planning applications to consider.

2373. Planning – DECISIONS

2373.1	WTPO/MAL/20/00475	Thornberry, Rectory Road	REFUSE
	T1 Ash – Crown lift around 10m, crown reduction and crown thinning 1.5m.		

2374. Other Planning Matters

2374.1 Warren Golf Club Application 20/00519 Following correspondence with the Officer it was noted that further letters of representation have now been uploaded onto the website. As far as Clerk can tell, all copies of letters that were copied to the Parish Council have now been logged by MDC. However, it is advised that respondents should check this information themselves and report any anomalies to the Planning department.

20/00519/FUL The application has been amended by the submission of an Arboricultural Impact Assessment as well as an amended Noise Impact Assessment. Any previous comments made by the Parish Council will be taken to apply unless Councillors resolve to amend submitted response.

The Parish Council considered the reports and noted that additional comments will be sent in addition to the response dated 10th August 2020.

Arboricultural Impact Assessment – increased from 6 to 53 pages. The latest Arboriculture Impact Statement quantifies the number of trees to be removed as 22 (a significant increase from the original 2) being 6 of category U (not worthy of retention), 4 of category B (trees of moderate quality) and 12 of category C 12 (trees of low quality). In addition, it is proposed to remove entirely 3 category C groups and parts of 2 other category C groups all as necessitated by the proposed development. The report is very detailed and difficult to read, the TPO map is very poor so as to be difficult to establish which trees are to be removed.

Noise Impact Report – the amended report was not considered to change the original comments made by this Council.

It was agreed that the Council should make further comments in response to these amended documents. Cllr. Tompkins and Clerk will liaise to provide additional response.

2374.2 Enforcement – To advise on any updates

- i. Oak Farm – it was noted that works had begun again at the site and this was duly reported to Enforcement. Cllr. Durham has also been pursuing this. Works appear to have ceased again. MDC continue their investigations. Cllr. Jarvis will seek confirmation of the status of this investigation.
- ii. Warren Estate – it is understood that FOI requests have been made to MDC by a resident to establish the extent of the enforcement action at the Warren Lodges. The response was that it was regarding only 3 units despite the fact that concerns have been raised more generally than this. Cllr. Jarvis will investigate further with officers at MDC.
- iii. Cllr. Jarvis will pursue the rules regarding commenting on enforcement cases and ask if the Parish Council could be updated confidentially in a closed session.

2374.3 Planning Policy Consultation and Planning White Paper consultation – response duly sent.

2374.4 Tree at Poldhu – approach from resident regarding removal of tree, advice given by Cllr. Rushton. The tree is not in the Conservation Area and does not have a TPO. Therefore it is down to the householders to determine if they wish to proceed with removal. The leaning conifer is on Highways land and will be inspected annually by ECC.

2374.5 Soil Testing – noted works on field between Thrift Wood and the Anchor. Clerk's investigations found that the operator (of Royal Oak Quarry) is proving mineral. The land comprises part of the approved site phasing area. They won't be accessing this area until at least late next year.

2374.6 Double Decker Bus – parked on western boundary of school. It has been referred to as a Static Learning Space. It does not have a planning permission and is adjacent to the Conservation Area and is outside the development boundary. It has a large impact on the environment of that area. Councillors agree that the Council should write formally to the school and request that they investigate with Maldon District Council the necessity to apply for Planning Permission.

2375. Reports Of the District/County Councillor's

2375.1 District Cllr. Jarvis reported:

- Accounts – on track; a reduction on last year at an anticipated cost of £55k including some extra spend on Covid-19 issues and use of specialists on asset valuation.

- Budget – MDC will need to use its reserves to manage the additional expenses and loss of income, because of Covid-19.
- Bradwell B Consultation – Cllrs voted again for 'Refusal' and MDC officers were strongly encouraged to spend more time getting reports to defend that decision. Since that event on 1st October, a notice of motion was passed which in summary states that at the next planned review of the LDP, the Council will review its current position of support (in principle) for a new Nuclear power station. There is also a Bradwell B Scoping Opinion document which Cllrs have insisted on reviewing rather than delegating to the MDC officers.
- Covid-19 High Street Recovery Plan – Phase 1: stagger shop opening, use volunteers, more signage, 20mph speed limit; Phase 2: speed reduction to 10mph, priority to pedestrians and cyclists, widen pavements to avoid queues and 'face-to-face' contact. Also, access the £9.1m further funding from ECC.
- Leisure Centres (Blackwater and Dengie 100 sports centres, run by Places Leisure) – continue to receive some financial support from MDC in these challenging times.
- Planning White Paper 2020 – "Planning for the Future" – Some of the key issues: Local plan will cover a ten year period, three types of areas – Growth, Renewal and Protected with Growth getting automatic outline permission and for Renewal a presumption in favour of sustainable development – the onus will be on the part of the Council to demonstrate harm when issuing refusals. The Community Infrastructure Levy (CIL) and section 106 will be replaced by a new Infrastructure Levy, set nationally. What might this all mean for Parish and District Councils? There would be less involvement and more centralisation of the process - all local plans will need to be redone and the current neighbourhood plan process may well stop.
- Unitary Paper - Devolution 2023 – White Paper is due mid-Oct. The proposal is for larger unitary authorities (combined districts essentially – perhaps 3 or up to 5 in Essex) replacing all current District and County Councils. This may commence as early as 2022. There will be elected Mayors. ECC maybe in the first tranche.
- Previous queries raised by this Parish:
 - a. Applications
 - i. 20/00519 - Warren Golf Club Application – current application under review by officers. The app will come to MDC NW Area planning, no earlier than November (PLEASE NOTE REVISED DATE AND TIME as 18th November 6pm) and only once all points have been considered.
 - b. Enforcement (s)
 - i. Oak Farm – request for works to cease – investigations on-going
 - ii. Warren Estate – FOI requests
 - iii Cllr. Jarvis will follow up on finding out if he can update councillors during closed session

2375.2 County Cllr. Channer – Member for the Maldon Division reported :

- Coronavirus update

Coronavirus is still here. To keep yourself, your loved ones and others safe, remember to:

- wash your hands regularly
- cover your face in enclosed spaces
- make space - stay at least 2 metres apart (or 1 metre with a face covering or other precautions).

Download the NHS COVID-19 app to protect yourself and your loved ones as case numbers rise.

- Surge in demand for mental health support prompts new campaign.

A countywide campaign to tackle declining mental wellbeing in the county as a result of coronavirus was launched. www.essex.gov.uk/mental-health

- Essex Trading Standards team issues warning of test and trace scam

Essex Trading Standards has been made aware of a telephone scam whereby callers claiming to be from the NHS Test and Trace service are calling unsuspecting residents asking for payment for tests. NHS Test and trace will;

- Never ask for bank details or payments
- Never ask for details of any other accounts, such as social media
- Never ask you to set up a password or PIN number over the phone
- Never ask you to call a premium rate number, such as those starting 09 or 087

- Residents encouraged to share their priorities for COVID-19 recovery

<https://consultations.essex.gov.uk/rci/budget-consultation-2021-22>

- Help us shape the Essex of tomorrow

Joining the Essex Residents' Panel is a unique opportunity to share your views on the things that matter most to you.

- Essex Councils Awarded £300,000 funding to tackle rough sleeping

Five councils across Essex are to benefit from a share of £300,000 to help tackle rough sleeping across the county including Maldon district.

- Let's do this! Let's get Essex fighting fit for winter!

A new campaign was launched aiming to support Essex residents to get moving and get healthy, to prevent serious illness from a second wave of coronavirus.

The Better Health Greater Essex campaign, run by Active Essex and Essex County Council (ECC), offers a wealth of ideas and resources at www.activeessex.org/better-health/ to inspire people to kick start and maintain a healthier lifestyle.

- Start your smoke free journey this Stoptober with free nicotine replacement therapy

Stoptober, the nationwide stop smoking campaign launched on 1 October 2020. Smokers in Essex who want to quit should visit the Essex Wellbeing Service website www.essexwellbeingsservice.co.uk for information on participating pharmacies and terms and conditions.

- Quicker and easier Blue Badge renewal process launched

Essex County Council (ECC) has launched a new, quicker process for residents to renew Blue Badges that are due to expire. The online system, which can be found at www.essex.gov.uk/renew-a-blue-badge will advise applicants if it can be used to renew their badge, or if a full application will be required.

- Good causes in Essex invited to sign up for Essex Lottery funding

Good causes in Essex are invited to boost their income stream and sign up for funding from the Essex Lottery. The Essex Lottery is an online lottery created by Essex County Council to support local causes across the county. More than 270 good causes are now receiving funding from the Essex Lottery and more are invited to join.

- Apply for Love Essex Grants to Reduce Household Waste

Individuals and organisations are invited to apply for micro-grants to help reduce household waste. The Love Essex Fund offers grants of up to £500 to support local organisations and individuals providing innovative ideas that promote repair, reuse and recycle and ultimately prevent waste being thrown away in the home. For more information including guidelines for applicants visit <https://www.loveessex.org/news-and-ideas/love-essex-fund/>

- Secondary school admissions open

If your child is due to start secondary school in September 2021, you can submit your application online before 31 October 2020. Primary and junior school admissions open on 9 November 2020.

- Gritters gear up for winter

Our teams are getting ready to provide the winter gritting service to keep you safe on the roads. They'll be on standby from 19 October.

2376. Other Financial Matters

2376.1 Summary of Accounts to date. (Estimate)

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
14-Sep-20	Balance			43685.09
12-Oct-20	Transferred to Community Account		700.00	42985.09
Community Account				
14-Sep-20	Balance			427.80
30-Sep-20	VAT Refund 2019/20	534.85		962.65
12-Oct-20	Transfer from Business Reserve	700.00		1662.65
12-Oct-20	October Debits		1064.00	598.65

2376.2 Review of Bank Statements and Account sheets. Councillor Brown confirmed that they have reviewed the Bank Statements and Account sheets for September and found them to be reconciled correctly.

2376.3 Credit Card – The application was successful and the account is set up. On-going regular payments arranged with Zoom (£14.39 monthly), Microsoft 365 (Monthly £14.39), TSO Host (Annual: est £74.33), Ring Central (Annual: est £207.06), Dropbox (Annual: est £95.88)

For future meetings the Clerk will reconcile the credit card statements which will also be reviewed by a Councillor. A direct debit to settle the full balance will be set up.

2376.4 Direct Debits – Clerk is investigating setting up Direct Debit payments for Barclaycard, HMRC, Iris Payroll and any other regular bills as invoices and payment details are issued.

2376.5 Banking Mandate – Change of mandate forms are received and clerk will arrange for signatories to complete.

2376.6 Banking Policy – Clerk has issued a draft for review which is to be adopted at the next meeting.

2376.7 Quarterly Expenditure Review to 30th September 2020 It was noted that the Clerks salary and the general expenses are overspent due to additional clerk hours and expenditure re: Covid response, Warren application and other general increased work.

2376.8 Budget 2021/22 Begin considerations. A draft Reserves Policy has been issued which is to be reviewed by Councillors and adopted at the next meeting.

2377. Payments

Cllr. James Rushton proposed and Cllr. James Bunn seconded that the payments in the schedule should be approved, all councillors in agreement. Councillor Signatory will sign in to bank account to authorise BACS payments.

Ref:	Payee	Gross	VAT	Net
2377.1	E-on (Estimate) (DD)	31.73	1.51	31.73
2377.2	A&J Lighting Solutions (DD)	25.20	4.20	21.00
2377.3	Mrs J Bannerman (Salary & Allowance) (BACS)	511.09	0.00	511.09
2377.4	LCR Subscription (BACS)	17.00	0.00	17.00
2377.5	Skippers Ground Maintenance (Estimate) (BACS)	480.00	80.00	400.00

2378. Other Council Matters to note

2378.1 COVID-19 Clerks Update.

- i. Regular village emails continue to be sent by the Clerk with relevant updates for residents. Information is also put on the website on a regular basis.
- ii. Local lockdown – should this occur the Maldon CVS (COVID response) will re-establish and Clerk continues to be included in regular updates.
- iii. The Clerk continues to be included in virtual CVS monthly updates and regular Parish Clerks forums.

2378.2 Community Engagement Team (CET) – noted September report. Clerk has written to request TRUCAM rush hour visits which they will try to accommodate depending on weather and light.

2378.3 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.

2378.4 Clerks Annual Review – Staffing Committee (Chairman, Vice-Chairman & former Chairman) are carrying out review including updating the Job Description and checking that the pay scale is correct.

2379. Highways & Infrastructure

2379.1 Hoe Mill Bridge.

- i. Parking on DYL – SEPP continue to attend ad-hoc particularly during the good weather.
- ii. New width restriction anti-ram bollards have been installed. The only comment received is regarding the length of time that the lights are green – councillors to monitor. The barriers seem to be set so that most cars can get through unscathed – although be warned there were already some scrapes by the end of day 1!

2379.2 County Councillor Pot Hole and Footway List has been submitted to Cllr. Channer
2379.3 To note: A12 Chelmsford to A120 Widening (junctions 23-25) Preferred route announcement. The full route can be viewed at www.highwaysengland.co.uk/A12 Following on from the last meeting Clerk could not find any record of previous responses.
2379.4 Other Highways issues reported: Following report from resident, Clerk has raised Little Baddow Road (adj. Valley House/Cartref) crack across road and drainage issue. (Ref: 2681881)
2379.5 New Footpath on bridge Little Baddow Road – following Cllr. Channer's input, this is now on the list for repair.
2379.6 Highways Rangers – Clerk has reported via Cllr. Channer. Footpath encroachment (Rectory Road between Village Hall and Mead Pastures), Footpath surface issues (slippery green moss/mould) – Mead Pastures; Vegetation blocking village gateway – Herbage Park Road.
Cllr. Tompkins indicated that there are a number of footpaths suffering encroachment including Rectory Road and Church Hill.

2380. Local Issues

2380.1 Bell Meadow a) Rotten Fence/Tree Works – await works by Skippers b) Football Goals – Clerk has been working on signage and permit application. Clerk to add clause that no white lines will be permitted, the goals are for practice only. Cllr. Bunn reported he had spoken to a user who has agreed to return the posts to the anchor positions if they have been moved. To continue to monitor. It was decided that further set of anchors or sand bags are not currently required. c) Water Trees, Councillors are reminded to water the trees. d) Hedging – clerk has ordered hedging plants from Woodland Trust (not expected until next Spring if our application is successful). e) Bell Meadow Hedge – await cut by Skippers f) Councillors were reminded to update excel document in the dropbox and report any issues to the Parish Clerk.
2380.2 Footpaths Report. Cllr. Warren reported that most paths are in good condition with the exception of the new FP33 adjacent to the weir which has been flooded. FP36 (The Street to Wilderness) two trees fell and were kindly removed by local resident Richard Turner. It was also noted that he strims some of the paths from time to time which is very much appreciated. It was noted that other residents also help out with occasional trimming. Clerk to write a thank you note for the Parish Magazine. FP21 (Mead pastures to Blue Mill) the gate that was stolen will not be replaced by ECC because it was unlicensed. There is a safety barrier with warning sign which is considered sufficient.
2380.3 School Report. Cllr. Symons reported that there were 108 children on the roll including 2 sets of triplets and 3 sets of twins. Risk assessments are being done frequently and updated regularly. They are doing lots of outdoor learning including forest schools. Play areas are zoned and rotated on weekly basis. Rev. Julie records acts of worship. Lots of help from volunteers including parents, grandparents and members of the local community to support the staff and children.
2380.4 Litter – Parking Machine dumped down Common Lane reported to Police by local resident and subsequently removed.
2380.5 New Playground – application to County Councillor Locality Fund has been made for picnic benches. Await results of Community Initiatives Fund (expected later this month). Easyfundraising account set up – income will be paid into Parish Council account.
2380.6 Memorial Garden Signage – on going.
2380.7 Neighbourhood Watch/Crime Reports – Break-in at Gun Hill farm buildings, diesel stolen.

2381. Correspondence – Various items in the dropbox.

2381.1 Thank you letters from Woodham Walter Women's Club and Village Hall re: Donations

2382. Points of Information

2382.1 Maldon Recognition of Service Awards. The Bell Grocery Shop and the Village Lunch have both been shortlisted.
2382.2 Duke of Edinburgh Award – note from resident enquiring if there is any volunteering that could be undertaken in the village as part of the award. Considerations include litter picking (although not on roads), Clerk to provide contact details for Essex Waterways, water the trees. Monitor the position of the goal posts and report if they are away from anchors. Clerk to write back with suggestions.
2382.3 The Churchyard extension is being consecrated by The Bishop on the 19th and the fence should be erected soon after.

2383. Date of Next Parish Council Meeting:

Next scheduled date of Ordinary Parish Council meeting is Monday 9th November 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 8.50pm

Dated 9th November 2020