

## **MINUTES**

Minutes of Ordinary Meeting of Woodham Walter Parish Council.  
Held at 8.00pm using Virtual technology hosted by Zoom.

**Monday 9th November 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  
District Councillor Mark Durham  
County Councillor Penny Channer (in attendance until 8.40pm)

Public: None

**2384. Welcome** Cllr. John Tompkins welcomed those present to the meeting and thanked them for their attendance. The Clerk notified that the meeting would be recorded for the purposes of minute taking.

**2385. Apologies For Absence** There were no apologies.

**2386. 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 non-pecuniary interest in Planning application 20/01056/COUPA as she is employed by the applicant and works at West Bowers Farm.

Cllr. John Tompkins declared Pecuniary interest as he is a neighbour and Cllr. James Rushton declared a non-pecuniary interest as he is friends with the applicant and Cllr. Jenny Hughes declared non-pecuniary interest as her parents are neighbours to the applicant at Ladram, 3 Brook Close ref: NMA/MAL/20/01027

As previously reported re: Warren Golf Club, Cllr. James Rushton has declared a non-pecuniary interest as his wife is a member at Warren Active and Cllr. Joanna Symons has declared non-pecuniary interest in the Warren Golf Club as she is a member at Warren Active.

### **2387. Public Forum**

There were no members of the public present.

**2388. To approve the minutes of Virtual Ordinary Parish Council meeting held on Monday 12<sup>th</sup> October 2020.**

The minutes were approved as a true record of the meeting.

### **2389. Matters Arising**

2389.1 Min Ref: 2382.2 Duke of Edinburgh Award volunteer. Clerk has met with volunteer and agreed tasks to be completed on a weekly basis (usually on a Saturday) for 3 months. (Watering trees, litter picking Bell Meadow, reporting on position of goal posts and checking bins are not overfull). A Risk Assessment had been completed and shared with the volunteer and parent/guardian. An excel document has been shared in the dropbox for reporting attendance and any issues. Assuming that this is a successful appointment, Councillors may consider seeking further volunteers to continue these tasks – especially as we are due to receive hedging plants in the spring.

2389.2	Min Ref: 2371.1	No update from the Village Hall regarding the bench.
2389.3	Min Ref: 2376.4	Direct Debits documents have been submitted
2389.4	Min Ref: 2376.5	Banking Mandates have been submitted
2389.5	Min Ref: 2380.1	The fence has been installed and it is agreed that it looks good.
2389.6	Min Ref: 2382.1	Recognition of service awards – no further update.

## **2390. Planning – APPLICATIONS**

2390.1 20/01056/COUPA Barn at West Bowers Farm, West Bowers Road  
Change of use of agricultural buildings to dwelling houses (Class C3) and for building operations reasonably necessary for the conversion.  
There were no comments.

## **2391. Planning – DECISIONS**

2391.1 TPO 06/20 The Warren Golf Course including Bunsay Downs and Badgers  
The order was formally confirmed on 21<sup>st</sup> October 2020 without modification.  
If at any time in the future any surgery works or felling is required in respect of trees detailed in the order, a formal application must be made to MDC.

## **2392. Other Planning Matters**

2392.1 Warren Golf Club Application 20/00519 Noted that the Warren Application supplementary response was sent on 16<sup>th</sup> October but did not appear on the MDC website until 5<sup>th</sup> November which was outside of the consultation period. Cllr. Tompkins outlined complaint that will be sent to MDC that residents wishing to follow the lead of this council were unable to do so within the consultation period and that there is continuing concern as to how many responses have not been published. Action outlined in previous responses from MDC does not appear to have been effective.  
Cllr. Jarvis has been kept informed of these concerns and confirms that they will be corrected and added. If there are any others let them know. He will also express frustrations. The date when the application is to be decided has not yet been confirmed (it is currently expected to be 8<sup>th</sup> December). It was noted that there has been significant public interest.

2392.2 Enforcement – To advise on any updates

- i. Oak Farm – a Temporary Stop Notice has been issued which is open-ended until such a time as the enforcement team have concluded their report. It is expected that a Planning application will be submitted.
- ii. Warren Estate – no further updates received from MDC. Cllr. Jarvis reports that the current investigations are with regards to 3 lodges but some of the investigative work might be on a broader basis. Councillors are concerned that despite the National Lockdown and government guidance ... *You cannot leave home for holidays or stays overnight away from your main home unless permitted by law. This means that holidays in the UK and abroad are not allowed. This includes staying in a second home or caravan...If you were already on holiday, you should return to your home as soon as practical..* that the Warren Lodges park appears to still be open and clearly there are still many residents remaining in the lodges. It is upsetting that the government rules that are put in place for all our benefits, are being flouted. Clerk to write.
- iii. Cllr. Jarvis reported that he has pursued the rules regarding commenting on enforcement cases and asked if the Parish Council could be updated confidentially in a closed session. But the rules state that he is not allowed to discuss District Enforcement cases as that information is restricted and he is prohibited from discussing details of these cases. Cllr. Tompkins will take this up with our Member of Parliament.

2392.3 Double Decker Bus – parked on western boundary of school. Await outcome of enquiry with school. Cllr. Tompkins referred to case law on similar such items. Cllr. Durham and Cllr. Jarvis will enquire.

2392.4 Appeal APP/X1545/W/20/3257542 Grove Manor, Herbage Park Road  
Conversion and extension of existing detached outbuilding into annexe and construction of 3 bay cart lodge building.

Appeal will be determined on basis of written representations. All previous representations will be considered by the Inspector but if the Council wishes to withdraw any representations this request can be made to the Planning Inspectorate.

Relevant planning decisions to note regarding this site.

FUL/MAL/20/00531 - 3 bay cart lodge – APPROVED by MDC

FUL/MAL/20/00679 - Proposed conversion and extension of existing detached outbuilding to form an annexe ancillary to the main dwelling house – REFUSED by MDC

In the application the Parish Council did not raise objections but commented: Councillors are concerned that the conversion could lead to a separate dwelling and suggest a suitable condition be attached to any permission.

Councillors had no further comments.

2392.5 NMA/MAL/20/01027 Ladram, 3 Brook Close

Application for non-material amendment following grant of Planning Permission 18/01402/HOUSE (Proposed double garage and all associated works) Amendment sought: Roof shape changed to double pitched to the front and flat roof to the rear.

Cllr. John Tompkins, Cllr. Jenny Hughes and Cllr. James Rushton all declared non-pecuniary interests on receipt of application.

Clerk liaised with remaining councillors outside of the meeting due to timescale and responded under delegated powers: The Parish Council request that the Non Material amendment is reviewed in line with the adopted Woodham Walter Village Design Statement.

### 2393. Reports Of the District/County Councillor's

Cllr. Jarvis summarised some key points of MDC activity although there had been very few updates since last month. Cllr. Durham reported that MDC are looking forward to more stability now that roles of Leader and Chairman etc have been resolved. He has been drafted onto the Economic Recovery Taskforce at ECC to look at assisting businesses in the recovery. £4.4m was allocated for being in Tier 2 and this is divided 50/50 to Welfare Issues and to the Economic Recovery Taskforce principally in the hospitality sector. Still pushing for the 10pm curfew to be abolished when we come out of lockdown. With the national lockdown another £30m has also been allocated for distribution. Infection rates are still on the increase.

Cllr. Channer reported that the ECC focus is on Essex businesses; the most vulnerable members of the community; and on coming out of lockdown as strongly as possible.

During the National Lockdown period, Libraries are closed (some offer computer use by appointment) but click and collect service is being put in place. Essex Registration services and blue badges continue to operate. Essex Outdoor centres are all closed. Recycling centres remain open with current restrictions. County Parks are still open. General advice given with regards to Coronavirus. Essex is investing to support the vulnerable throughout the winter and beyond including holiday hunger and food banks.

Cllr Durham recognised that Cllr. Channer's support of the CIF application was of great benefit to the Parish Council in its achievement of the £10k award.

Cllr. Channer left the meeting at 8.40pm

### 2394. Financial Matters

2394.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
12-Oct-20	Balance			42985.09
09-Nov-20	Transferred to Community Account		1600.00	41385.09
<b>Community A/C</b>				
12-Oct-20	Balance			758.65
30-Oct-20	Donation (Playground)	100.00		858.65
09-Nov-20	Transfer from Business Reserve	1600.00		2458.65

2394.2 Review of Bank Statements and Account sheets. Councillor Brown highlighted an anomaly which the clerk will rectify, subject to this he confirmed that he has reviewed the Bank and Credit Card Statements and Account sheets for October and found them to be reconciled correctly. Once the update has been submitted he will sign the sheets accordingly.

2394.3 Banking Policy and Reserves Policy were reviewed and adopted by Councillors.

2394.4 Budget 2021/22 Begin considerations. Clerk will issue a draft budget prior to December meeting. The precept request needs to be approved at the January meeting.

2394.5 Parish Council Grant – no applications were received for 2020/2021

## 2395. Payments

Cllr. Rushton proposed and Cllr. Bunn seconded that the payments in the schedule be approved. All councillors in agreement. Councillor Signatories will authorise BACS payments, the payment date is set for 12<sup>th</sup> November.

Ref:	Payee		Gross	VAT	Net
2377.5	Skippers Ground Maintenance (Estimate approved at October Meeting, invoice now received)	BACS	384.00	64.00	320.00

Ref:	Payee		Gross	VAT	Net
2395.1	E-on	DD	31.73	1.51	30.22
2395.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2395.3	Mrs J Bannerman (Salary & Allowance)	BACS	549.42	0.00	549.42
2395.4	Barclaycard (Zoom, Microsoft 365)	BACS	25.67	1.88	23.79
2395.5	MDC (Community Engagement Team)	BACS	492.48	82.08	410.40
2395.6	Skippers Ground Maintenance (Estimate inc.fence/tree)	BACS	750.00	125.00	625.00
2395.7	The Poppy Appeal (inc. £10 donation)	CHQ	30.00	0.00	30.00

2395.4 A Direct Debit mandate has been submitted but not yet actioned. Therefore, a BACS payment has been drawn up for this month. It is expected that by next month the Direct Debit will be in place for the full monthly expenditure on the Barclaycard.

2395.7 Councillors agreed to an additional donation of £10 on top of the cost of the wreath.

## 2396. Other Council Matters to note

2396.1 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. These emails will continue.
- ii. National lockdown – the Maldon CVS (COVID response) has re-established and Clerk continues to be included in regular updates. Currently the CVS are not receiving a great many calls (it is thought that since the first lockdown, most people have established networks of family, friends and neighbours to assist) but they are poised to increase the service should it be required.
- iii. The Clerk continues to be included in virtual CVS updates and regular Parish Clerks forums.

2396.2 Community Engagement Team (CET) – October report awaited. Councillors concerned that the data is slow to be sent through. Questionnaire will be completed and clerk will add comment regarding prompt reports are required.

2396.3 Woodham Walter Common – to note report received regarding motorcycles/quadbikes which have also been reported in various locations around the village including causing damage to crops on farm land. Councillors ask Clerk to write to the Chelmsford & Maldon Policing Team.

2396.4 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.

2396.5 Clerks Annual Review – The agenda item was discussed in closed session due to the confidential nature. The Staffing Committee (Chairman, Vice-Chairman & former Chairman) had

carried out a review. Councillors accepted the report of the committee. Councillors would like to backdate the salary award to the beginning of the financial year. The impact on the budget will be investigated. All in agreement.

2396.6 Remembrance Wreath – A risk assessment was carried out following the National Lockdown rules and Remembrance events were cancelled in the village. Wreath layers were asked to attend privately to lay their wreaths. Cllr. Tompkins confirmed that he had laid Parish Council wreath at the War Memorial.

### **2397. Highways & Infrastructure**

2397.1 Hoe Mill Bridge – No updates. The DYL are covered by leaves, the lines are still valid but Cllr. Durham will request the sweeper to attend.

2397.2 Moss on path at Mead Pastures – Parish Clerk and County Councillor have been chasing this up after local resident had a slip and received head injury. The Highways Rangers have been asked to attend.

2397.3 Faded 30mph sign on The Street has been reported.

2397.4 Slippery road surface at West Bowers Road. Cllr. Hughes reported that several horses (3 in a week) have now slipped (one of which involved the fire brigade attendance to lift the horse). The livery yard is preparing a report. Clerk confirmed that the slippery road surface was reported to Highways in 2018 but it did not meet the requirements for works. The surface is also slippery under foot. Clerk to report again. Cllr. Durham will also do an enquiry. Clerk will also notify Cllr. Channer.

### **2398. Local Issues**

2398.1 Bell Meadow a) Rotten Fence/Tree Works – works completed. b) Football Goals – repositioned by Cllr. Hughes and have remained in place to date. Clerk reported that a Safety Inspection has been carried out. Councillors will review the report and discuss at next months meeting. c) Water Trees, Councillors are reminded to water the trees. d) Hedging – Woodland Trust application has been successful – expected delivery next Spring. e) Bell Meadow Hedge – does not appear to need cutting f) DofE Volunteer – to note report f) Councillors are reminded to update excel document in the dropbox and report any issues to the Parish Clerk.

2398.2 Footpaths Report. Cllr. Warren reported that the paths are muddy in places. It was noted that a local resident has strimmed the new path which is very helpful and much improved.

2398.3 School Report. Cllr. Symons reported that there have so far been no incidences of positive Covid tests at school. Drop off and collection is staggered and parents are required to wear masks.

2398.4 Litter – fly tip at Curling Tye Lane has been collected. Some rubbish near stream at Blue Mill to be reported – although it may be on private land. Rubbish on farmland near the pumping station is still there.

2398.5 New Playground Report.

- To note that the application for £10k to the Community Initiatives Fund has been successful enabling the playground project to commence. With thanks noted to the Playground team (Joanna Symons, Graham and Jacky Bannerman who had put together a thorough application and also thanks to Cllr. Channer for her essential support. Councillors confirmed that the offer of the grant is to be accepted on the terms and conditions stipulated on the CIF application decision letter.
- To note successful application to the County Councillor Locality Fund (again with thanks to Cllr. Channer) enabling the purchase of picnic benches. Councillors confirmed the offer of the grant is to be accepted on the terms and conditions stipulated in the Locality Fund documents. The order for the picnic benches can therefore be placed.
- The fundraising target has therefore been surpassed. Unfortunately, the Playground manufacturer that we have been working with has now reneged on their quotation – wanting to add at least an additional £4k to the project. The Working party recommends that further quotes are sought to keep within the budget. A quotation specification document will be sent to selected companies with a deadline for return of 1<sup>st</sup> December. A process of review, discussion and negotiation will then commence, and the Playground Working Party will meet to discuss and provide a recommendation to the Parish Council meeting on 14<sup>th</sup> December to receive approval to move forward.
- There is a time limit of 21<sup>st</sup> February on the National Lottery Funding (although an extension has been requested) but there is a sense of urgency therefore to proceed.
- Minutes of playground meeting and recommendations were accepted by Councillors.

2398.6 Memorial Garden Signage – on going.

2398.7 Neighbourhood Watch/Crime Reports. NHW Coordinator reports:

- Smashed window of car - 2<sup>nd</sup> instance in 2 months in the centre of village
- Quad and trail bikes – situation being monitored and communication with Essex Wildlife re their use – looks more like anti social behaviour.
- Article in parish magazine regarding fraud – NHW not able to inform of every potential fraud as they are so far and wide but tried to give residents the information to identify a potential fraud. Have given the NHW e-mail address for any residents concerned of a fraud to contact me as a support. Please note I will not be giving opinions but rather suggesting ways that they can identify if the potential fraud is genuine or not.

2398.8 Top Road resident asked for help with communicating with Moat housing regarding a problem with her boiler. The residents had been without heating for a significant period. Clerk raised with MOAT contact who took that matter further. This has been an on-going issue and has still not been completely resolved – although the boiler is now fixed. Clerk continues to liaise with resident and will again chase up with Moat if required. Cllr. Jarvis will enquire if MDC has any links with Moat. Clerk to forward information to Cllr. Jarvis.

**2399. Correspondence – Various items in the dropbox.**

2399.1 Rough Sleeper Count date – Tuesday 24<sup>th</sup> November. Councillors are not aware of any rough sleepers in the parish. Clerk to provide report.

**2400. Points of Information**

2400.1 Mud on road – caused by farmers. Cllr. Bunn reported that farmers have a legal responsibility to clear up mud on the road as it is hazardous. They should also place warning signs on the road. Clerk reported that one of the local farmers had asked clerk to request for roads to be swept but it took about 3 weeks before they came out. Councillors asked the clerk to write emails to local farmers to remind them of their responsibilities in this respect.

2400.2 Spillage noted at Stivvy's Road. Councillors asked the Clerk to remind farmers of their responsibilities.

**2401. Date of Next Parish Council Meeting:**

Next scheduled date of Ordinary Parish Council meeting is Monday 14<sup>th</sup> December 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 9.40pm**

Dated 14 December 2020