

MINUTES

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

Monday 14th December 2020

Present:

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

Others: Jacky Bannerman (Parish Clerk)
District Councillor Karl Jarvis (in attendance until 9.10pm)

Public: 2

2402. 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.

2403. Apologies For Absence Received and accepted from Cllr. Jenny Hughes, County Councillor Penny Channer and District Councillor Mark Durham.

2404. 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).
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.

2405. Public Forum

There were 2 members of the public present.

- One resident was in attendance from 8.00-8.20pm regarding planning application at Hillcrest. They want to achieve a room that takes in the view, an enlarged kitchen and to move the utility room. The alterations are not visible from the street scene or neighbouring properties. The conservatory to be moved to side of garage for use as greenhouse/garden room. He has no plans to use the outbuilding as an annexe.
- One resident was in attendance from 8.45-9.45pm to raise concerns regarding flooding along Blue Mill Lane/Curling Tyle Lane. The ditch opposite The Cats pub is overflowing and there are concerns that it could flood into the pub (which has happened before). It is thought that a drain which goes under the road is blocked. Also raised concerns that the ditch from Whitehouse cottages to The Cats needs attention. The resident is also reported that the hedge between Whitehouse Cottages and the pub is getting over-grown.

2406. The minutes of the meeting held on Monday 9th November were approved as a true record of the meeting.

2407. Matters Arising

2407.1 Min Ref: 2394.2 The Clerk updated the anomaly and Cllr. Brown duly signed the accounts sheets and bank statements for October.

2407.2 Min Ref: 2371.1 No update from the Village Hall regarding the bench.

2407.3 Min Ref: 2382.1 Maldon District Recognition of Service Awards – The Bell Grocery Service and the Village Lunch were both shortlisted in the Team Working Category although they were beaten by The Purleigh Village Shop.

2408. Planning – APPLICATIONS

2408.1 20/01099/HOUSE 1 Lodge Farm Cottages, Old London Road
Single storey rear/side extensions. Two storey side extension. Changes to fenestration including new dormer window to rear. (including revised plans showing existing outbuilding)
Councillors support the application.

2408.2 20/01190/FUL Hillcrest, Bassetts Lane
Single storey rear/side extension. Juliet balcony. Changes to fenestration of dwelling. Relocate conservatory to rear/side of detached outbuilding. Changes to fenestration of outbuilding.

Councillors have no objections to the application, but the composite roof does not accord with the VDS (page 34). Councillors request a condition that the outbuilding should not be used as an annexe.

2409. Planning – DECISIONS

2409.1 NMA/MAL/20/01027 Ladram, 3 Brook Close REFUSED
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.

2410. Other Planning Matters

2410.1 Warren Golf Club Application 20/00519

- i. Noted response received from Matt Leigh (Lead Specialist, Place at MDC) regarding uploading of documents to the website.
- ii. The Warren application is not on the agenda for the NW Area Planning Committee on 16th December. Cllr. Jarvis will ask the officer for an update. The next dates for NW Area Planning committee is 13th January and 10th February. Cllr. Tompkins will make representations at the meeting if necessary. It was noted that the MDC website now lists the agreed expiry date as 12th February.

2410.2 Enforcement – To advise on any updates

- i. Oak Farm – No further updates or works noted since Temporary Stop Notice was issued.
- ii. Warren Estate – no further updates received from MDC. No response to letter regarding lockdown. Cllr. Jarvis will chase this up. It was noted that the official closure period for the Warren Lodges as per condition in Planning approval is from 15-28th January and Councillors are keen that this is monitored by MDC.

2410.3 Double Decker Bus at school – Cllr. Jarvis will follow this up and liaise with Cllr. Durham. There is some uncertainty if this is a matter for MDC or ECC.

2411. Reports Of the County/District Councillor’s

It was noted that Cllr. Channer has submitted various documents and updates which are shared with Councillors and via village emails as appropriate.

Cllr Jarvis reported that the accounts for the previous year have now been agreed. Now considering the budget for next year. The Unitary consultation has been postponed. Leaders Statement and revised strategy is due this week. No further updates.

2412. Financial Matters

2412.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
09-Nov-20	Balance			41385.09
07-Dec-20	Interest Received	1.07		41386.16
11-Dec-20	Transferred from Community Account (CIF)	10000.00		51386.16
14-Dec-20	Transferred to Community Account		3000.00	48386.16
14 Dec-20	Balance			41385.09

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Community A/C				
09-Nov-20	Balance			880.15
11-Dec-20	Essex Association (CIF)	10000.00		10880.15
11-Dec-20	Transfer to Business Reserve		10000.00	880.15
14-Dec-20	Transfer from Business Reserve	3000.00		3880.15
14-Dec-20	December Debits		3324.69	555.46

2412.2 Review of Bank Statements and Account sheets. Councillor Brown confirmed that he has reviewed the Bank and Credit Card Statements and Account sheets for November and found them to be reconciled correctly.

2412.3 Min Ref: 2376.4 Barclaycard Direct Debit instruction has been accepted and will take affect with our next statement. BACS payment has been actioned for this month.

2412.4 Min Ref: 2376.5 Banking Mandate. An anomaly had been found by the bank and the forms have been re-sent. Await confirmation of changes.

2412.5 Asset Register/Inspection. Clerk has carried out a full asset inspection. The report will be considered at the next meeting.

2412.6 Budget 2021/22. The Tax Base has been provisionally set for the Parish at 275.2 Clerk has notified MDC that the Precept Request form will be submitted on Tuesday 12th January in order that the Budget/Precept request can be ratified at the meeting on Monday 11th January.

Councillors considered the draft budget document. The budget for the Clerks salary to be increased to reflect the additional hours which are likely to be worked. The goal posts and general maintenance needs to be increased in line with proposals in asset inspection. The street light budget has been increased, for environmental reasons and as the stock of old style bulbs runs out they will have to be replaced with LED.

A budget for additional costs for playground inspections/insurance etc will be included. Consideration was given to setting the reserves at £15,000 which is a reasonable and considered reserve.

Councillors to consider the budget and precept request which will need to be ratified at the January meeting.

2413. Payments

Councillors approved that the payments in the schedule be approved. Councillor Signatories will authorise BACS payments.

Ref:	Payee	Method	Gross	VAT	Net
2413.1	E-on	DD	30.71	1.46	29.25
2413.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2413.3	Mrs J Bannerman (Salary, Backpay & Allowance)	BACS	1091.88	0.00	1091.88
2413.4	Barclaycard (Zoom, Microsoft 365, Tender Advert)	BACS	97.61	13.74	83.87
2413.5	SLCC (Membership renewal)	BACS	130.00	0.00	130.00
2413.6	A&J Lighting Solutions (Rectory Rd/West Bowers Rd)	BACS	157.14	26.19	130.95
2413.7	Information Commissioners Office	DD	35.00	0.00	35.00
2413.8	HMRC ¼ly payment	BACS	437.15	0.00	437.15
2413.9	Skippers Ground Maintenance	BACS	312.00	52.00	260.00
2413.10 *	Woodberry of Leamington Spa	BACS	1008.00	168.00	840.00

2413.10 * Picnic Benches for Bell Meadow as agreed Min Ref: 2362.5 and 2398.5 added to payment schedule on receipt of proforma invoice. This will be re-claimed from the County Councillor Locality Fund.

2414. Other Council Matters to note

2414.1 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. It was noted that Maldon will move into Tier 3 from Tuesday night. Information will be cascaded via the village email once it has been collated. Christmas rules will also be included.
- iii. The Maldon CVS (COVID response) has re-established and Clerk continues to be included in regular updates.

2414.2 Community Engagement Team (CET) – November report was noted. The TruCAM patrols cannot be done during rain or when it is dark so the winter weather restricts this activity.

Parish / Town Council	Month	Total Number of Hours
Woodham Walter	Nov-20	04:00
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
3	1.5	1
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
0	0	1
ASB Issues		VMO (Vehicle Moved On)
0		4
Any Other Details		

2414.3 Woodham Walter Common – no information to report.

2414.4 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.

13.5 Clerks Annual Review – The arrangements were confirmed. New employment contract to be signed by Chairman and Parish Clerk.

2415. Highways & Infrastructure

2415.1 Hoe Mill Bridge – resident has raised concerns about the width restriction after having an accident with one of the bollards in a Ford Kuga. Their research has found that at least once a week a recovery truck is required following accidents and there are of course numerous occasions where vehicles collide with the bollards but continue with journey. Clerk advised that the resident should make a complaint to ECC Highways and that the matter would be drawn to the Parish Council's attention.

Councillors noted the complaint, but the width restriction is in place to restrict loads until the bridge is replaced and drivers should proceed at their own risk through the narrow barriers. There are ample warning signs on the approaches to the bridge.

2415.2 Moss on path at Mead Pastures – await works by Highways Rangers. Clerk to chase this up with Cllr. Channer.

2415.3 Faded 30mph sign on The Street has been reported but does not meet requirements for work. Clerk to raise with Cllr. Channer as it is felt there should be ample reminders for the speed limit.

2415.4 Slippery road surface at West Bowers Road. Updated received via Cllr. Channer
Given the issues that have been identified, the Asset Management team are looking to undertake carriageway 'retexturing' treatment. This is a process whereby high pressure water is applied to effectively remove the excess binder so reintroduce the stone and texture. The Delivery teams are currently engaging with specialist contractors for their views on the suitability of their products and to also obtain prices.

2415.5 Curling Tye/Blue Mill Flooding – concern re: flooding issues in various locations (Reported by local resident). Councillors discussed the drainage issues. There are ditches and land drains in this area which drain under the road, across fields and onto the river. With very heavy downpours the ditches/drainage cannot cope with water levels. Further up Curling Tye Lane (between Shrubbery and Hop Garden Junction) there is also a drainage issue which has previously been reported. It is understood that one of the land-owners has said he will dig out the ditch for which he is responsible when the weather improves. It was agreed that the gully drain opposite the pub which goes into another ditch should be dealt with first. Clerk to request Highways/Anglian Water investigate the culvert under the road - this needs to be cleared before any works to ditch are done. The ditches are the responsibility of adjoining landowners. Cllr. Brown will inspect and report further.

2415.6 Blue Mill Lane – over grown Hedge - Cllr. Brown to investigate

2415.7 Little Baddow Road – crack/drainage issue adjacent to Cartref/Valley House. This was first reported in October but appears to have got worse and has been reported again.

2415.8 Cut-a-Thwart Lane/Manor road junction – finger post has again been knocked over. This has been reported.

2415.9 Little Baddow Road between Hawkins Farm Cottages and Common Lane – subsidence has been reported and investigated.

2416. Local Issues

2416.1 Bell Meadow a) Football Goals – To consider the Safety Inspection Report. It was agreed that another set of screw-in anchors should be installed so that the pitch can be periodically rotated through 90° to help ease the muddy conditions around the goals. The existing cables can be used and a combination padlock installed to prevent the goals being moved by others. Ideally the padlock should not be in the mud and so a tag will need to be welded to the frame. There are several parts on the goals including the back bar that need to be re-painted. Clerk/Cllr. Bunn to investigate. b) Water Trees, Councillors are reminded to water the trees. c) DofE Volunteer – to note report e) Councillors are reminded to update excel document in the dropbox and report any issues to the Parish Clerk.

2416.2 Footpaths Report. Cllr. Warren reported that on FP4 (Gunhill-Glendale-West Bowers) volunteers from the Ramblers Assoc have made repairs to the bridge. Some complaints received regarding cyclists using Footpaths including on FP3 (Crossways to West Bowers). Cyclists are not permitted to use footpaths. Clerk to include report in Parish magazine to remind cyclists of the rules. Continue to monitor and consider putting up signs on problem footpaths.

2416.3 School Report. Cllr. Symons reported that the school are coping admirably with the challenging situation. The school has opted to have additional inset days.

2416.4 Litter – Rubbish near stream at Blue Mill has been collected. A number of local residents regularly carry out litter picking activities and thanks to a group of local residents have done a litter pick along Blue Mill Lane, Curling Tye Lane and Cut-a-Thwart Lane. The Annual Village Litter Pick will take place in February.

2416.5 New Playground Report – Cllr. Symons updated Councillors on the progress of the committee. The Tender process had been conducted in accordance with the Parish Council financial regulations and had resulted in 4 quotations. They were shortlisted to 2 companies who gave virtual presentations to the committee. Caloo was selected as the preferred company. The equipment specified is robinia wood which will create a natural looking playground and was closest in design to the items approved in the Planning application. The fence line will be checked to ensure that there is space for grass cutting.

- Minutes of playground meeting to be duly adopted by Councillors.
- Recommendation of the playground committee to instruct Caloo was ratified by Councillors.
- Planning Application – amendments to be submitted with the play equipment along with a release of conditions for fencing and street furniture
- It was agreed that the Parish Council should provide additional funding for the Planning fees, Litter Bin/s and signage, subject to quotations.
- The committee are seeking fencing quotations. A group of volunteers will install the fencing in order to achieve the most cost-effective solution. Some additional fundraising is likely to be required.
- It is hoped that works will start in February/March time dependent on delays due to Brexit (the costs are been fixed).

2416.6 Memorial Garden Signage – on going.

2416.7 Neighbourhood Watch/Crime Reports. NHW Coordinator reports: Thankfully a quiet month from a neighbourhood watch point of view. I have taken note of your e-mail regarding the Amazon voucher scam. It will be impossible to warn everybody of potential scams before they happen as there are so many and they keep being invented. My tact has always been to give everyone the tools to spot a potential scam and if they think they have found one what to do about it.

In that vein I will do some research over the next couple of weeks and produce an article for the parish magazine. I appreciate it is impossible to change every password they have however there are some passwords that are much more important than others and the article will inform of my findings. The theory is by updating the passwords with the biggest risk will reduce the potential for scamming.

2417. Correspondence – Various items in the dropbox.

2418. Points of Information

2418.1 Broadband – Cllr. Brown reported that Blue Mill Lane/Curling Tye Openreach broadband roll-out has been pushed back to June 2021 due to Covid delays. County Broadband continue to send letters to residents but it is not thought to be very likely that a scheme will be viable for them in this village. The BT/Openreach option is the most robust solution.

2418.2 McKenna Village Food Bank – Cllr. Tompkins suggests that a letter of thanks be sent as the children have done a great job delivering leaflets and organising contributions.

2419. Date of Next Parish Council Meeting:

Next scheduled date of Ordinary Parish Council meeting is Monday 11th January 2021 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 9.45pm

Dated 11 January 2021