

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

Held at 7.00pm at Woodham Walter Village Hall.

Tuesday 8th June 2021

Present:

Cllr. James Rushton (Chairman)

Cllr. John Brown

Cllr. James Bunn

Cllr. Joanna Symons

Cllr. John Tompkins

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

District Councillor Mark Durham

County Councillor Jane Fleming

Public: 1

2522. Welcome Cllr. Rushton welcomed those present to the meeting.

2523. Apologies For Absence It was noted that Cllr. Hughes and District Cllr. Jarvis were absent.

2524. Declarations of Acceptance of Office The Clerk confirmed that all forms had been received (Update to Minute ref: 2498, 4 May 2021)

2525. Register of Members Interests The Clerk confirmed that all Councillors had completed. (Update to Minute ref: 2501, 4 May 2021)

2526. 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 Estate, 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 Estate as she is a member at Warren Active. There were no other interests declared.

2527. To approve the minutes of Virtual Ordinary Parish Council with AGM held on Tuesday 4th May 2021.

Cllr. John Tompkins proposed and Cllr. John Brown seconded that the minutes be approved as a true record of the meeting, all in agreement.

2528. Matters Arising Matters arising are contained within the Agenda. There were no other matters arising for report or resolution.

2529. Public Forum

There was one member of the public present who was in attendance to hear any updates on Enforcement cases.

2530. Reviews & Adoptions (Carried over from AGM)

2530.1 Confirmation of arrangements for insurance cover. As per Clerks Insurance Report, it was confirmed that the policy was renewed with Zurich Municipal. Additional cover for the Playground will be arranged as per quotation received, when required.

- 2530.2 Risk Assessments – Clerk continues to update regularly. Including additional RA's for Hedge planting and Meeting face to face. The risk assessment for face to face meetings will be updated prior to the next meeting taking into account any relaxation of Government Guidance.
- 2530.3 Councillor's consent to email service – Clerk confirmed the document has been updated.
- 2530.4 Emergency Plan – to be reviewed. This matter is on-going.
- 2530.5 Annual Investment Report – The Clerks report was noted and accepted.
- 2530.6 Tree Policy - Clerk and Cllr. Warren have reviewed and completed tree survey.
- 2530.7 Banking Policy
- 2530.8 Reserves Policy

Cllr. John Brown proposed and Cllr. James Bunn seconded that the Tree Policy, Banking Policy and Reserves Policy be adopted. This was agreed by all Councillors present.

2531. Planning – APPLICATIONS

2531.1 21/00483/FUL The Warren Golf Club
Installation of water storage tank.

Councillors support the application subject to comment that soft landscaping to shield tank and enhance the environment would be appropriate.

2531.2 21/00459/TCA Brookside, The Street
G1 Leylandii/conifers - Reduce by 8m. T1 Leylandii - Reduce by 8m. T2 & T3 Leylandii - Reduce by 10m. T4 Poplar - Re-pollard

Councillors support the application.

2531.3 There were no other applications received.

2532. Planning – DECISIONS

2532.1 LDP/MAL/21/00350 Woodham Walter CofE Primary School **APPROVE**
Claim for lawful development certificate for the proposed stationing of a double decker bus within the school grounds for incidental teaching purposes.

Having regard to this assessment, the proposed development as described within the application, supporting statement and other supporting information provided, with no other site works, and for use as additional teaching space in accordance with the existing use of the site for educational purposes, would not amount to development as defined within section 55 of the Town and Country Planning Act (1990) as amended and, as such would not require formal planning permission.

Councillors are disappointed with the decision which had been made despite the MDC Enforcement Officer advising that there is a breach of planning control that should be remedied and Essex County Council advising that permission was required. There was dismay that both the VDS and Conservation Area status had been ignored. Councillors were keen to point out that their concerns are not directed at the needs of the school which are understood but the bus is not considered compatible with the Conservation Area and VDS which had been carefully considered and adopted by the community of Woodham Walter, the Parish Council and District Council.
Clerk to write to enquire why the CA/VDS had no impact on the decision.
District Councillor Durham will also raise an enquiry.

2532.2 HOUSE/MAL/21/00257 Spring Elms Farm, Spring Elms Lane **APPROVE**
Rear pitched roof single storey extension, relocating existing bay window with additional side windows and French doors, all to match existing materials.

2532.3 WTPO/MAL/21/00272 The Shrubby, Curling Tye Lane **APPROVE**
T2 – Reduce exposed limb on north side of crown by 4m, selectively reduce canopy by 3m. T3 – Reduce canopy by 3m and reshape. T4, T11 & T21 – Remove deadwood. T6, T7, T10, T15, T16, T17 & T19- Remove deadwood. Crown lift canopy over road to 4.5m. T2 – Reduce lower side branch by 3m. T9 – Reduce to leave 5m pollard stem, remove western branch over road. T2 – Reduce low leaning main stem back to main union. T13, T14, T22, T23, T24, G25, T26 & T28 – Clear weedy

competition around base and mulching under canopy. T18 – Reduce end weight of declining canopy by 3m, remove deadwood, crown lift to 4.5m. T20 – Fell and grind.

2532.4 FUL/MAL/21/00362

Bell Meadow, Church Hill

APPROVE

Development of land on Bell Meadow to reinstate public playground facility (amendments to previously approved scheme 19/00187/FUL).

2533. Other Planning Matters

2533.1 Enforcement – To advise on any updates.

- Councillors noted the new MDC Enforcement Policy
- There had been no updates received from Michael Johnson at MDC.
- Grove Manor – it was noted that Enforcement had visited the site and information collected to assist the council. A breach of planning control should be remedied, and the council is in communication with the owner of the land.
- Oak Farm – no further updates. It is understood that Enforcement action to reinstate the land would not be taken until after the period has elapsed to allow an appeal decision to be made if submitted.

2533.2 VDS Update – Cllr. Tompkins confirmed that Mr David Beattie has agreed to review the document. A small working party will be set up in due course, their recommendations will be considered by the Parish Council, a public consultation and then ask MDC to adopt.

2533.3 Longfield Solar Farm Consultation: a statutory consultation on proposals for a new solar energy farm, co-located with battery storage, north east of Chelmsford and north of the A12 between Boreham and Hatfield Peverel from 1 June to 13 July 2021. The consultation was noted, no response required by Parish Council.

2533.4 It was noted that a Consultations for Kelvedon Neighbourhood Plan is currently active, no response required by Parish Council.

2534. Reports Of the County/District Councillor's

It was noted that Cllr. Channer did not stand for re-election and Cllr. Jane Fleming was duly elected to the position of County Councillor for the Maldon Division. Cllr. Fleming was welcomed to the meeting. A letter of thanks will be sent to Cllr. Channer who had been in the role for many years.

Cllr. Fleming shared an update on the latest information regarding Hoe Mill Bridge. The project is currently at the feasibility study stage, however, this will span two years due to the complexities of it. There are numerous caveats they need to satisfy as the proposed new structure requires planning permission; in particular historical officer inputs. Previous proposals during the pre-planning stage were that the proposed structure was to be built offline however, due to the caveats proposed to us from ECC planning it has been decided to build online.

Weight and width signs and a geology investigation of the land directly adjacent to the structure are programmed be completed in the summer. We are working to start the construction of the bridge replacement in 2025/26 (summer) subject to funding.

Cllr. Durham reported that the Traffic Regulation Order will be updated. There is likely to be long period of time where the road will be closed when the bridge works take place. It was noted that there have been several incidents with vehicles hitting the bollards.

Cllr. Fleming also reported on the latest COVID news.

Cllr. Durham reported that the Local Highways Panel have funds available for local street improvements for example replacing signs, footway repairs etc. Double Yellow Lines at the Top Road/Tadpoles junction would not fit the criteria and we need to apply to SEPP for this.

Maldon District Council offices remaining empty for the most part with staff working from home. Council meetings are taking place at Maldon Football Club.

Cllr. Fleming noted that the Planning department are experiencing delays logging comments for planning applications.

2535. Financial Matters

2535.1 Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
04-May-21	Balance			70222.34
08-Jun-21	Transferred to Community Account		1000.00	69223.76

Community Account				
04-May-21	Balance			1215.20
13-May-21	HMRC VAT Refund from 2020/2021	1494.43		2709.63
26-May-21	Easyfundraising - Playground	27.92		2737.55
08-Jun-21	Transfer from Business Reserve	1000.00		3737.55
08-Jun-21	June Debits		2905.02	832.53

2535.2 Review of Bank Statements and Account sheets. Due to lack of broadband facilities at the meeting room, Councillor Brown was unable to access documents. The review will take place outside of the meeting and will be confirmed at the next meeting.

2535.3 End of Financial Year 2020/2021

- i. Councillors noted that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors.
- ii. The Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings
- iii. Relevant financial information is available on the Woodham Walter Parish Council website as per the Transparency Code dictates.
- iv. Internal Auditor has completed the AGAR and her final report has been shared with councillors. Councillors accepted her recommendations, the Financial Regulations were updated at the May 2021 meeting. Clerk/Cllr. Brown will look into opening a .gov.uk website/emails. The Clerk will include a breakdown of the Credit Card payments.
- v. The Clerk/RFO confirmed that the AGAR form has been duly completed. Councillors noted the explanation of variances documents have been completed. There were no questions or comments.
- vi. End of Year Accounts – Annual Return for the financial year ended 31 March 2020. Councillors acknowledged as members of Woodham Walter Parish Council their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. Councillors confirmed, to the best of their knowledge and belief, with respect to the Account Statements for the year ended 31 March 2021 and the questions in Section 1 - Annual Governance Statement 2020/2021 were duly answered. All councillors approved and the document was duly signed by the Chairman and Clerk/RFO.
- vii. End of Year Accounts – Accounting Statements for the financial year ended 31 March 2021. Cllr. Brown proposed and Cllr. Bunn seconded that Section 2 of the AGAR, Accounting Statements 2020/21 be approved. All councillors in agreement and the document was duly signed by the Chairman and Clerk/RFO.

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.

2535.4 Village Hall

- i. It was noted that Woodham Walter Village Hall Association had decided not to uptake the funding award for updating their Trust Deed document (Minute ref: 2413.2, 13/01/20) as they had received COVID business rates relief government funding and no longer needed the financial assistance of the Parish council in this matter.

- ii. Councillors considered the request for a donation towards a Memorial Bench to be positioned outside the Village Hall in memory of Ken Rennie. Councillors were very happy to support this proposal and agreed to make a contribution of £200 towards the bench.

2536. Payments The payments as listed in the payment schedule were approved. The Clerk will set up the payments and these will then be authorised by a signatory.

Ref:	Payee	Method	Gross	VAT	Net
2536.1	E-on (Estimate)	DD	31.73	1.51	30.22
2536.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2536.3	Mrs J Bannerman (Salary & Allowance)	BACS	920.93	0.00	920.93
2536.4 *	Barclaycard (Zoom,MSFT365)	DD	85.66	14.28	71.38
2536.5	MDC - Annual Play Site Inspection	BACS	72.00	12.00	60.00
2536.6	CPRE Annual Membership Renewal	BACS	36.00	0.00	36.00
2536.7	Nancy Powell Davies (Internal Auditor)	BACS	150.00	0.00	150.00
2536.8	Skippers Ground Maintenance	BACS	396.00	66.00	330.00
2536.9	HMRC ¼ly Payment	BACS	713.40	0.00	713.40
2536.10	Woodham Walter Village Hall (Memorial Bench)	BACS	200.00	0.00	200.00
2536.11	EALC (Training - Law & Procedures)	BACS	108.00	18.00	90.00
2536.12	Woodham Walter Village Hall (Hire of Hall)	BACS	35.00	0.00	35.00
2536.13	K & B Tatam (Welding)	BACS	131.10	21.85	109.25

*2536.4 Barclaycard payments:

2 May 21	Zoom	14.39
16 May 21	Microsoft 365 (Business)	11.28
18 May 21	Microsoft 365 (Personal)	59.99
TOTAL	(incl. £14.28 VAT)	85.66

2537. Other Council Matters

2537.1 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. There are now 165 on the village email list.
- ii. Road map information from Government is regularly reviewed and included in village emails.
- iii. OneDrive. It was confirmed that the new OneDrive is all set up and working for councillors. Some teething issues have hopefully been resolved. The Business OneDrive account will continue in tandem until it can be cancelled in July.
- iv. Dropbox account has been cancelled.
- v. Zoom account has been cancelled.

2537.2 Community Engagement Team (CET) – May report awaited.

2537.3 Woodham Walter Common –Tree Survey received and noted. The Clerk had spoken to Neil Bedford at Essex Wildlife Trust regarding the agreement and a request for an increased financial contribution towards the management of the Common. A tour of the Common has been arranged for Councillors on Thursday 8th July. Cllr's Rushton, Brown, Warren and Tompkins to attend. There will be an agenda to discuss at the July Parish Council meeting.

2537.4 Setting the dates, times & place of ordinary meetings of the full council for the year ahead. To be confirmed. – On-going depending on Government guidelines. The next meeting will be on Tuesday 13th July at 7pm at Woodham Walter Village Hall. We do not usually meet during August unless there is urgent business. A decision will be taken regarding dates from September onwards dependent on Government Guidelines. Dates of meetings will be posted on the noticeboard outside Tadpoles and also on the Parish Council website.

2537.5 Parish Council response to Government review on Virtual Meetings. Cllr. Rushton will respond. It was agreed that under certain criteria the ability to hold Virtual meetings or hybrid meetings would be welcomed.

2537.6 Party Tents – Storage considerations on-going. The Village Hall have agreed that a shed could be positioned at the back of the hall (possibly for a small rental). However, having looked into this the location would be too awkward for accessing with the heavy tents. Clerk to visit The Cats to consider this option.

2537.7 Training

- It was noted that the Clerk attended the Safeguarding Course and Basic DBS check has been completed.
- It was noted that the Clerk had attended a CiLCA Workshop and will begin the CiLCA course in the next few weeks – await final details. Clerk to attend the Law & Procedures course on 9th June as part of gaining up to date training on this area as part of the CiLCA learning.
- Cllr. Rushton reported that he had attended a Health & Wellbeing Forum and that a Council policy will be developed which will be targeted locally. Chairman/Clerk to action.

2537.8 Contacting MDC – Cllr. Bunn reported that this is on-going.

2537.9 Queen's Platinum Jubilee 2022 – the Parish Council will consider how it will support this event and the next meeting.

2538. Highways & Infrastructure

2538.1 Faded 30mph sign on The Street – works being scheduled.

2538.2 Curling Tye/Blue Mill Flooding – on-going.

2538.3 Little Baddow Road crack – awaiting repair.

2538.4 Common Lane – Street sign has now been replaced.

2538.5 Parking adjacent to Queen Victoria/Tadpoles. On-going

2538.6 Herbage Park Road – pot hole adj Grove Manor has been repaired.

2538.7 Potholes reported: Top Road, Herbage Park Road (near Warren), Bassetts Lane

2539. Local Issues

2539.1 Bell Meadow a) Football Goals – Cllr. Bunn/Clerk reported that the Welder has fitted D rings and made brackets for the back bars which have been fitted, the cables need lengthening. Padlocks on order. The anchors remain out of stock. b) Water Trees, Councillors are reminded to water the trees – this also includes the new hedging plants. The Rushton's, Orfords and Bannerman's have been watering at least twice during the week but councillors are requested to please do this at the weekend. c) DofE Volunteer – no applications to date. d) Trees survey – Cllr. Warren and clerk have completed a tree survey and found there to be a small number of minor works which are required. Conservation Area permission to be applied for. Await quotation from Ground Maintenance contractors for works which can be done from the ground f) There were no further matters for report. Councillors are reminded to update excel document in OneDrive and report any issues to the Parish Clerk.

2539.2 Footpaths Report. Cllr. Warren reported that a fallen tree in the wilderness blocking FP14 had been cleared by Lee Carter and he had also cleared the blocked Bluebell path through the woods. ECC have agreed that the bridges removed in Woodham Walter common will not be replaced as the BW10 bridge is sufficient. The bridge adjacent to the weir on the new FP33 is due to be repaired.

2539.3 School Report. Cllr. Symons reported that there is to be a new leadership structure at the school to facilitate the current Head Teacher, Mrs Dodd working part time from September. The Governing body has arranged with their affiliated group of church schools – The 7 Spires Partnership that from September an Executive Head has been appointed (currently the Head Teacher at All Saints, Maldon) who will work with both schools. It was agreed that when in post Councillor Symons and Cllr. Rushton will arrange regular meetings. This will be a good opportunity to explain that the Parish Council remains supportive of the school and to explain the duties and role of the Parish Council. It is hoped that this will provide an opportunity to establish a more collaborative connection for the future.

2539.4 Litter – Fly Tip Curling Tye Lane and Stivvy's Road reported and promptly cleared by MDC.

2539.5 Dog Bin and Litter Bin Requests – on-going.

2539.6 New Playground Report. Cllr. Symons reported that the order has been placed with Caloo and the estimated date for installation is week commencing 12th July. Currently awaiting updated

quotation re: Fencing. Committee are due to meet to discuss Opening Event, which is currently scheduled for Sunday 8th August. Clerk and Cllr. Symons to ensure that criteria for Grant givers is complied with.

2539.7 Memorial Garden Signage – on going. Chairman will investigate options.

2539.8 Crime Reports/Neighbourhood Watch Report. Theft of lead from Church Roof and great damage caused by removal and the subsequent rain. Theft of motor vehicle from drive – Bassetts Lane.

2539.9 Hoe Mill/Canal – On-going

- Parking – Clerk has liaised with Adrian Rayner from SEPP who have visited on several occasions to carry out enforcement and issued several tickets. They have also provided cones for Manor Road.

2539.10 Broadband – Councillors agreed that the Parish Council should remain neutral regarding proposed County Broadband installation. It is noted that installation is out of the control of the Parish Council but we are aware of works due to take place in the Parish and will make contact where appropriate. Openreach offers a choice of ISP and County Broadband is fixed to them. It was noted that a comment had been received from a resident of Common Lane that BT cannot provide superfast to their property and County Broadband may be their only option. The comment is noted and the resident advised to contact County Broadband directly. It was also noted that BTOpenreach are currently installing fibre in the Blue Mills/Curling Tye/Manor Road area.

2539.11 Stolen Post Box. Await response from Royal Mail. Update requested but none received. Cllr. Brown agreed to reduce the height of the post to make it safer.

2540. Correspondence – It was noted that various items of correspondence had been received and shared with Councillors and where appropriate the public via the website and village emails. There were no matters for resolution.

2541. Points of Information/Items for future agenda

2541.1 The Clerk noted that details of attendees had been recorded for Track and Trace purposes and would be kept for 3 weeks.

2542. Date of Next Parish Council Meeting:

Next scheduled date of Ordinary Parish Council meeting on Tuesday 13th July at 7pm at Woodham Walter Village Hall. Parish Clerk to monitor developments and guidelines as they are issued.

Signed

Meeting Closed at 9.00pm

Dated