

WOODHAM WALTER PARISH COUNCIL
NOTICE OF ORDINARY PARISH COUNCIL MEETING

Dear Sir/Madam

I give notice that there will be a meeting of Woodham Walter Parish Council to be held at Woodham Walter Women's Club, Top Road on Monday 13th September 2021 at 8.00pm. All councillors are hereby summoned to attend. Members of the public and press are cordially invited to attend.

Due to the council's risk assessment, as we come out of COVID-19 restrictions, the Council continues to limit the number of physical attendees in a meeting. Please register your request to attend in person to speak under Public Participation rules at a Council meeting by email to: parishclerk@woodhamwalterpc.org All requests will be considered on a first-come, first-served basis up to the limits prescribed by the council. In the event that there is no room you may submit your comment or question in writing to be read out at the meeting.

Signed*Jacky Bannerman*.....
CLERK TO THE PARISH COUNCIL

BUSINESS TO BE TRANSACTED

Members are reminded that they should declare an interest with regard to items on the agenda when appropriate. There will be a session at the meeting when parishioners can discuss items on the agenda or other village matters.

1. **Welcome**
2. **To report, approve and record apologies for absence**
3. **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). To consider any applications for dispensations.
4. **To approve the minutes of Ordinary Parish Council held on Tuesday 13th July 2021.**
5. **Matters Arising - Progress report (not for resolution)**
To note the Progress Report compiled by the Clerk. Matters arising are contained within the agenda.
6. **Public Forum**
7. **Planning – APPLICATIONS RECEIVED (for consideration or report)**
 - 7.1 21/00856/FUL The Cottage, Bassetts Lane
Change of use from highway verge to residential garden land.
8. **Planning – DECISIONS (for consideration or report)**
 - 8.1 21/00605/HOUSE Grove Manor, Herbage Park Road **REFUSE (Del)**
S73A application for the installation of a 1.9 metre high timber panel fence.
 - 8.2 21/000589/HOUSE Albany Orchards, Old London Road **APPROVE (Del)**
New cart lodge and garden store to replace the existing garden store building.
 - 8.3 21/00483/FUL Warren Golf Club **APPROVE (Del)**
Installation of water storage tank.
 - 8.4 21/00676/HOUSE Albany Orchards, Old London Road **APPROVE (Del)**
Proposed grass tennis court within domestic curtilage of dwelling.
 - 8.5 21/00623/FUL Grove Manor, Herbage Park Road **REFUSE (Del)**
S73A application to construct a timber treehouse and associated change of use of the land.
 - 8.6 21/00766/TCA Bell Meadow & Memorial Garden **ALLOWED TO PROCEED (Del)**
Various works to trees on Bell Meadow and the Memorial Garden

9. Other Planning Matters (for consideration or report)

9.1 Enforcement – To advise on any updates.

- 9.1.1 Michael Johnson at MDC.
- 9.1.2 Grove Manor.
- 9.1.3 Oak Farm.
- 9.1.4 Warren premises licence. Damian Ghela meeting.

9.2 VDS Update – Cllr. Tompkins to update on progress

9.3 Appeals – Decisions and applications (for consideration or report)

9.3.1 20/00231/FUL Appeal Ref: APP/X1545/W/20/3257542 **APPEAL ALLOWED**
Conversion and extension of existing detached outbuilding into annexe at Grove Manor, Herbage Park Road.

9.3.2 20/00591/FUL Awaiting appeal reference and details
Additional tourism and interrelated leisure development, comprising 70 holiday lodges with associated change of use of the land within two areas of the site, alterations to existing Bunsay clubhouse, extension of Bunsay car park and new golf academy.

It is understood that an appeal has been lodged and we await further information about the timescale and type of appeal.

10. To receive reports Of the County and District Councillor's

11. Financial Matters (for consideration or report)

- 11.1 To receive the Summary of Accounts to date
- 11.2 To agree the payments as listed in the payment schedule
- 11.3 Councillor to review Bank Statements and Account sheets for July and August.

12. Other Council Matters (for consideration or report)

12.1 Clerk's Report – See Progress report.

12.2 Community Engagement Team (CET)

- 12.2.1 To note July & August reports
- 12.2.2 Community Engagement Team to be instructed to carry out weekly Playground checks.

12.3 Woodham Walter Common

- 12.3.1 To advise on any updates
- 12.3.2 To agree the details in the Countryside Stewardship Agreement
- 12.3.3 To agree the Service Level Agreement

12.4 Setting the dates, times & place of ordinary meetings. To confirm that Parish Council meetings will now take place on the 2nd Monday of the month at Woodham Walter Women's Club.

12.5 Party Tents – Storage. The party tents have now been moved to the new storage facility.

12.6 Memorial Garden.

- 12.6.1 To consider the Wayleave agreement with County Broadband.
- 12.6.2 To consider legal advice received and report on investigations regarding proving ownership and Land Registry application.
- 12.6.3 Memorial Garden Signage

12.7 Noticeboard

- 12.7.1 To report the land owner has given permission

12.8 Memorial Shelter Repairs

- 12.8.1 To report the land owner has given permission
- 12.8.2 To consider what repairs are required and if CA approval is required.

12.9 Health & Wellbeing Update

12.10 To approve updated versions of the Freedom of Information Publication scheme and Parish Council information guide. (Both now include information on datasets).

13. Highways & Infrastructure (for consideration or report))

13.1 Various matters on-going. See separate Highways log.

13.2 Matters Closed: Faded 30mph sign on The Street has been replaced

13.3 Various matters reported since the last meeting: Problems with traffic lights at Hoe Mill Bridge (fixed); pot hole West Bowers Road (await inspection), Oak Farm Road hedges (not serious enough).

13.4 Hoe Mill Bridge

13.4.1 Replacement Bridge – To consider information received regarding Hoe Mill Bridge and Paper Mill Bridge replacement schedules and how the Parish Council should/could be involved and consulted.

13.4.2 Road closure notice. Ground investigations due to take place along with sign replacement works (13th – 24th September).

13.4.3 Double Yellow Lines notification

13.5 Various road works/closure notifications for the parish have been received regarding County Broadband. These have all been put on a dedicated website page which is regularly updated.

13.6 Request for Double Yellow Lines at junction of The Street/Little Baddow Road to alleviate parking issues. No responses received.

13.7 West Bowers Road slippery surface. Cllr. Hughes to report

13.8 Highways Devolution – to consider ECC proposal to devolve certain Highways responsibilities to Parish level.

14. Local Issues (for consideration or report)

14.1 Bell Meadow

14.1.1 Football Goals – anchors remain out of stock. Fixing kits are being made. Padlocks received. Goals are out of position again and require moving and fixing to anchor positions.

14.1.2 Trees – To note that Conservation Area approval has been received and Skippers will be instructed to commence works as per quotation.

14.1.3 Duke of Edinburgh Awards – a new volunteer has come forward and will water the hedging plants and trees once per weekend from September.

14.1.4 Hedging – the Woodland Trust have agreed to supply more hedging plants which will be used to replace the dead hedging at the top of Bell Meadow. To consider organising a small working party to carry out works.

14.1.5 Councillors are reminded to update excel document in OneDrive and report any issues to the Parish Clerk

14.2 Footpaths Report.

14.3 School Report.

14.3.1. Cllr. Symons to report.

14.3.2 Cllr. Rushton to report on discussions with the Chairman of the Governors.

School Bus – an update on discussions held with school regarding positioning and painting

14.3.3 To note that the new Executive Head Teacher and the Chairman of Governors will be invited to attend a future Parish Council meetings in order to develop stronger links. The Chairman and Councillors have also been invited to visit the school.

14.4 Litter. Small amount of garden waste dumped on verge of Stivvy's Road. No other flytipping reported since June.

14.6 New Playground Report.

14.6.1 To note that the playground installation is due to commence on Wednesday 8th September and to report on progress of play equipment building works and fence installation.

14.6.2 To note that the Insurance company has been informed of progress and once complete and handed over the policy will be duly updated.

14.6.2 To receive any other reports and recommendations from the Playground Working Group.

14.7 Crime Reports/Neighbourhood Watch Report.

14.7.1 To note that the school bus was broken into and police attended.

14.7.2 To receive the report from the NHW Coordinator

14.7.3 To consider attending Community Specials Briefing

14.8 Parish news Magazine – to note that a new Editor is required.

15. 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 are no matters for resolution.

16. Points of Information/Items for future agenda

17. Date of Next Parish Council Meeting:

Next scheduled date of Ordinary Parish Council meeting on Monday 11th October at 8pm at Woodham Walter Women's Club.

18. Chair to Close Meeting

Dated: 7th September 2021

Mrs Jacky Bannerman (Clerk to the Parish Council)
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