

## **MINUTES**

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

Held at 7.00pm at Woodham Walter Village Hall.

**Tuesday 13<sup>th</sup> July 2021**

### **Present:**

Cllr. James Rushton (Chairman)

Cllr. John Brown

Cllr. Joanna Symons

Cllr. John Tompkins

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

District Councillor Mark Durham

County Councillor Jane Fleming

Public: 2

**2543. Welcome** Cllr. Rushton welcomed those present to the meeting.

### **2544. Apologies For Absence**

RESOLVED to accept apologies received from Cllr. James Bunn, Cllr. Jenny Hughes and District Cllr. Karl Jarvis.

**2545. 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.

### **2546. To approve the minutes of Ordinary Parish Council held on Tuesday 8<sup>th</sup> June 2021.**

RESOLVED: that the minutes of the Parish Council meeting held on Tuesday 8<sup>th</sup> June 2021 be approved and signed as a true record.

### **2547. Matters Arising - Progress report (not for resolution)**

A new Progress Report compiled by the Clerk was noted and Councillors agreed it to be helpful information. Matters arising are contained within the agenda.

### **2548. Public Forum**

There were two members of the public present.

Member of the Public 1

- In attendance to hear any updates with Enforcement cases and to notify that an objection would be lodged with Maldon District Council regarding planning application 21/00623/FUL.

Member of the Public 2

- In attendance to listen to councillors deliberations. It was noted that The Cats Public House would re-open from 19th July.

## **2549. Planning – APPLICATIONS RECEIVED (for consideration or report)**

2549.1 21/00605/HOUSE Grove Manor, Herbage Park Road  
S73A application for the installation of a 1.9 metre high timber panel fence.

It was noted that due to the deadline a response had been sent to the Planning department using the power delegated to the Clerk after consultation with Councillors, recommending the refusal of the application which would appear to fail against LDP policies S1, S8 and D1, the NPPF paragraphs 127 and 170 and the Woodham Walter Village Design Statement.

2549.2 21/000589/HOUSE Albany Orchards, Old London Road  
New cart lodge and garden store to replace the existing garden store building.

It was noted that due to the deadline a response had been sent to the Planning department using the power delegated to the Clerk after consultation with Councillors, recommending that no objection was raised but commenting with a request for a condition that the outbuilding should not be used as habitable accommodation.

2549.3 21/00261/FUL Land at Oak Farm, Oak Farm Road  
Application to formalise the prior approval 19/00785/COUPA. The agreed conversion of the agricultural barn to 5 terraced houses, will be enhanced to include rear gardens and shed/garden room space.

The above application has been amended by the submission of revised plans.

RESOLVED: To recommend refusal of the application. Further to the Woodham Walter Parish Council response of 18/05/2021, Councillors recommend refusal of the revised application taking into account the changes made to the parking area.

The proposal is neither in harmony with the site nor the location and will be detrimental to and out of character with this outlying area of the village. It was also noted that the revised proposal includes an LPG tank. The revision to the application appears to fail against LDP policies S1 (Sustainability), S8 (Adverse impact on the intrinsic character and beauty of the countryside), D1 (Design Quality and Built Environment) and T2 (accessibility to buildings) together with NPPF paragraphs 127 (Design sympathy with the overall quality and character of the area) and 170 (Conserving and enhancing the natural environment).

2549.4 21/00676/HOUSE Albany Orchards, Old London Road  
Proposed grass tennis court within domestic curtilage of dwelling.

RESOLVED: To recommend approval of the application with comment that a condition should be attached to the permission that no flood lighting should be allowed.

2549.5 21/00623/FUL Grove Manor, Herbage Park Road  
S73A application to construct a timber treehouse and associated change of use of the land.

It was noted that the above application had been received after the agenda had been set.

RESOLVED that due to the deadline a response would be sent to the Planning department using the power delegated to the Clerk after consultation with Councillors.

## **2550. Planning – DECISIONS (for consideration or report)**

2550.1 21/00422/HOUSE Grove Manor, Herbage Park Road **REFUSE**  
S73A application for a single storey extension to existing outbuilding.

2550.2 21/00459/TCA Brookside, The Street **ALLOWED TO PROCEED**  
T1 Leylandii – Reduce by 8m. T2 & T3 Leylandii – reduce by 10m. T4 Poplar – re-pollard.

## **2551. Other Planning Matters (for consideration or report)**

2551.1 Enforcement – To advise on any updates.

- i. Michael Johnson at MDC. RESOLVED that the Clerk will write and request a progress report, both generally and specifically with regards to any actions taken at Warren Lodges. Mr Johnson will be asked to attend a Parish Council meeting in the Autumn.
- ii. Grove Manor. The clerk has written to request a progress report.
- iii. Oak Farm. No updates to report.

2551.2 VDS Update – Cllr. Tompkins reported that he had attended a meeting with Mr David Beattie focussing on identifying discrepancies with Planning Officers decisions. The process of updating the document will be over a 2 year period and will include consultation with the village. This also gives time to get clearer indication of changes to government legislation. The Maldon Design Guide has highlighted some differences in approach which may complement the VDS. The updated version will be an annex to the current VDS document. Once agreed locally, the Local Planning Authority will be asked to support and adopt the new version.

RESOLVED that an advert be placed in the Parish Magazine to ask for volunteers to sit on the VDS committee.

2551.3 MDC Consultation on the Statement of Community Involvement. (Deadline 29<sup>th</sup> July)  
RESOLVED that Cllr. Rushton and Cllr. Tompkins will work on a response.

## **2552. To receive reports Of the County and District Councillor's**

### District Cllr. Jarvis

It was noted that a written report had been received including information on: The accounts 2020/2021 are being audited; MDC have agreed to provide ongoing financial support for the rest of the municipal year to Leisure centres; MDC is failing to demonstrate a 5YHLS; MDC are considering the adoption of 'ONE Maldon' which is a strategy that should enable joined up approach to community safety and health and wellbeing.

### District Cllr. Durham

He has reported the large pothole on the edge of the road between The Warren entrance and Anchor; The A414 Danbury hill is currently being re-surfaced following problems with the original works.; He is awaiting further clarification from Matt Leigh (Lead Specialist, Place) regarding the decision to allow a lawful development certificate to the school regarding the bus. He will keep pursuing for a more thorough response; He has asked for the bollards at Hoe Mill Bridge to be maintained; Seeking projects for the Local Highways Panel and training will be offered to parishes.

### County Cllr. Fleming

Awaiting a response regarding Hoe Mill Bridge/Little Baddow Bridge timescales; COVID in Essex is currently seeing exponential rises in cases which align or in some areas exceed the rest of the country. Caution urged as we come out of lockdown restrictions. Vaccinated people can still become infected. Lateral flow tests are free and available from libraries and chemists; The Splash Park and Beach huts have re-opened; Attended a Full Council meeting at Essex and the new administration outlined the strategy for the next 4 years; Locality Fund is now open to suggestions; CIF fund is also open; Maldon Livewell Grants open.

## 2553. Financial Matters (for consideration or report)

2553.1 The Summary of Accounts to date was received and noted. Along with estimates for July and August expenditure.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
08-Jun-21	Balance			69223.76
13-Jul-21	Transferred to Community Account		3000.00	66223.76
09-Aug-21	Transfer to Community Account		38000.00	28223.76
<b>Community Account</b>				
08-Jun-21	Balance			832.53
16-Jun-21	Party Tent Hire	50.00		882.53
21-Jun-21	Party Tent Hire	75.00		957.53
28-Jun-21	Party Tent Hire	75.00		1032.53
30-Jun-21	Party Tent Hire	50.00		1082.53
13-Jul-21	Transfer from Business Reserve	3000.00		4082.53
13-Jul-21	July Debits (Estimate)		3417.64	664.89
09-Aug-21	Transfer from Business Reserve (Est)	38000.00		38664.89
09-Aug-21	August Debits (Estimate)		37686.25	978.64

### 2553.2 July & August payments.

Invoices for July payments have been uploaded into the OneDrive for viewing by Councillors. The Chairman confirmed that he has reviewed the invoices electronically.

Estimated Items: Subject to change. Payments will be processed once invoices are received, confirmed, and authorised.

The BACS payments for July will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 19<sup>th</sup> July 2021.

Invoices for August payments will be uploaded into the OneDrive for viewing by Councillors. The Chairman to confirm he has reviewed the invoices electronically.

The BACS payments for August will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment date of 13<sup>th</sup> August 2021.

RESOLVED that the payments as listed in the payment schedule be approved.

<b>JULY PAYMENTS</b>					
Ref:	Payee	Method	Gross	VAT	Net
2553.2.1	E-on	DD	30.71	1.46	29.25
2553.2.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2553.2.3	Mrs J Bannerman (Salary & Allowance)	BACS	900.90	0.00	900.90
2553.2.4*	Barclaycard	DD	111.03	14.67	96.36
2553.2.5	Royal Mail (PO Box renewal)	BACS	360.00	60.00	300.00
2553.2.6	RCCE (Membership renewal)	BACS	52.80	8.80	44.00
2553.2.7	Woodham Walter Village Hall (Hire of Hall)	BACS	45.00	0.00	45.00
2553.2.8	EALC (Bespoke Essential CiLCA Inv.14232)	BACS	108.00	18.00	90.00
2553.2.9	EALC (CiLCA 2021 Inv.14238)	BACS	690.00	115.00	575.00
2553.2.10	EALC (Standing Orders Inv.14253)	BACS	84.00	14.00	70.00
2553.2.11	SLCC (CiLCA Registration)	BACS	410.00	0.00	410.00
2553.2.12	Skippers Ground Maintenance (Estimate - Await Invoice)	BACS	600.00	100.00	500.00

	ESTIMATES FOR AUGUST PAYMENTS				
Ref:	Payee	Method	Gross	VAT	Net
2553.2.13	E-on	DD	30.71	1.46	29.25
2553.2.14	A&J Lighting Solutions	DD	25.20	4.20	21.00
2553.2.15	Mrs J Bannerman (Salary & Allowance)	BACS	655.00	0.00	655.00
2553.2.16	Barclaycard (to be confirmed)	DD			
2553.2.17	Caloo Ltd (Playground Installation) (await final installation date and invoice)	BACS	28695.34	4782.56	23912.78
2553.2.18	Skippers Ground Maintenance (General Works-await inv)	BACS	600.00	100.00	500.00
2553.2.19	Skippers Ground Maintenance (Playground fence)	BACS	7560.00	1260.00	6300.00
2553.2.20	Zurich Municipal (Addition for Playground - est)	BACS	120.00	0.00	120.00

\*2553.2.4 Barclaycard payments:

21/05/21	Disclosure & Barring Service	23.00
08/06/21	RS Components (Padlocks)	64.03
17/06/21	Ring Central (Credit Package)	24.00
TOTAL	(incl. £14.67 VAT)	111.03

2553.3 Councillor Brown confirmed he had reviewed the Bank Statements, Credit Card Statement and Account sheets for May and June and found them to be reconciled correctly.

2553.4 The Quarterly Budget Review was received. A couple of alterations to the layout were requested which the clerk will action.

2553.5 End of Financial Year 2020/2021 – The Clerk notified of an update. The Clerks home working allowance should not be shown under Staff Costs. The figures were correctly reported for 2020/21. This being a change of reporting basis, corresponding figures from the preceding year had to be restated in a similar basis. The forms have been sent to the auditor and posted on website/noticeboard as required.

## **2554. Other Council Matters (for consideration or report)**

2554.1 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. District and County information is regularly reviewed and included in village emails.

2554.2 Community Engagement Team (CET) – The June report had been received, there were 5 TruCAM captures. It is noted that clerk had been in touch regarding timings of visits and allocation of duties. At the request of a local resident the team will carry out dog fouling patrols.

2554.3 Woodham Walter Common – Cllr's Rushton, Brown, Tompkins and Warren along with the Clerk had attended a meeting and tour with Neil Bedford and volunteer Warden Chris Wheadon from Essex Wildlife Trust. The tour had been interesting and a greater understanding of the works which they undertake on behalf of the Parish Council had been attained. There is some controversy around the works to create wildlife corridors and coppice/thin areas, but Councillor's had understood the explanation for the works which help to manage the woodland. EWT are keen to arrange public tours of the Common to explain the works to local residents. A working party to assist with some of the jobs such as removing bracken will be organised for later in the year, the Clerk will seek local volunteers. EWT shared an estimated cost of the works which showed an annual shortfall of approximately £3,000. They have asked the Parish Council to increase the annual contribution, in 2021 this had been £275.

A draft agreement had been submitted to EWT in 2018 but had not yet been actioned. This indicates that each year EWT should provide full details of proposed works for the Parish Council to agree to.

Councillors considered that there should be more signage around the Common to explain the works which are taking place. It should be proved that the existing Wildlife corridors have been successful and maintained before creating any new ones. Safety reports and tree maintenance is essential. It was noted that the Common Land classification indicates that users should take a greater personal responsibility with regards to risks.

The Parish Council are custodians of Woodham Walter Common and if EWT were not managing it, there could be a significant cost to the Parish. Further research to be undertaken.

RESOLVED that the contribution from the Parish Council should be increased, and this will be discussed at the Budget setting meeting for 2022/23. The impact on the precept will need to be considered. Councillors will consider increasing to £1000, subject to review in following years.

2554.4 Setting the dates, times & place of ordinary meetings. The Parish Council do not usually meet during August unless there is urgent business. It was noted that the Primary School had kindly offered their hall should a larger space be required.

RESOLVED that the September meeting will be held in the Village Hall on Tuesday 14<sup>th</sup> September at 8pm. A decision will be taken regarding dates from October after the Summer dependent on COVID developments.

2554.5 Party Tents – Storage. The clerk has met with Anne Beckwith from The Cats who has kindly agreed that the tents can be stored there. This was much appreciated and thanks were given. Clerk to arrange transfer of the tents.

#### 2554.6 Training

- i. It was noted that the Clerk has attended Law & Procedures and Standing Orders virtual courses run by the EALC.
- ii. Clerk has begun the CiLCA course. Registration with the SLCC for the CiLCA now required. The Clerk will then have a year to complete the course which includes a further 5 training sessions and a commitment to complete the Learning Outcomes within a year.
- iii. A Clerks Bursary has been applied for from the EALC who will reimburse the Training costs up to £500 per year plus a proportion of the registration fee, once training courses have been attended and a CiLCA pass is achieved.

#### 2554.7 Contacting MDC – On-going.

#### 2554.8 Queen's Platinum Jubilee 2022.

Various ideas were discussed and will be considered over time including a Street Party, the Lighting of a Beacon (although not considered environmentally friendly so may not be supported), the planting of trees (consideration to locations and marking with plaque for future generations).

RESOLVED to form a working party headed by Cllr. Joanna Symons, to organise a Street Party. The Parish Council will also consider other ways to commemorate the occasion when setting the budget for 2022/23.

2554.9 Memorial Garden – Councillors discussed the works which have taken place without permission on the Memorial Garden by County Broadband. This includes the installation of 2 inspection chambers and a trench of approx. 20m. They had also caused damage removing stone chippings which had been accidentally delivered – this had been repaired with top soil and grass seed, but significant damage was caused. There has been a considerable amount of Clerk and Councillor time in dealing with the problems caused. Advice has been requested from Essex Legal Services. RESOLVED to ensure the land is registered with Land Registry. The current offer from County Broadband of £400 is considered insufficient and further negotiations are required. Await legal advice. It was also agreed that the status of the Memorial Shelter should also be investigated.

2554.10 .Gov website and Email. Cllr. Brown outlined the research he had undertaken. It was agreed that a .Gov.UK address would provide assurance of the council's official local government status which would help members of the public build trust, credibility and visibly demonstrates authenticity. It was noted that the costs are increased from current supplier (£79 per year) who are not able to provide .GOV.UK addresses to approx.. The new supplier costs are estimated to be £210 per year for a basic website and email hosting service. RESOLVED to proceed with picking registrar and applying for the domain name. Cllr. Brown and Clerk to liaise.

2554.11 Noticeboard – Clerk had carried out some research into a replacement noticeboard which had been budgeted for this year.

RESOLVED to progress with project including seeking permission from the landowner and Conservation Area approval. It was agreed that the Bin should be moved as part of works.

2554.12 Health & Wellbeing – Cllr. Rushton reported that he had a meeting with the Clerk and a website page will be developed with various signposting and information for residents. Cllr. Rushton and Cllr. Warren will speak to the Village Hall committee with regards to possible events in the Village Hall.

### **2555. Highways & Infrastructure (for consideration or report))**

2555.1 Various matters on-going. (Faded 30mph sign on The Street; Curling Tye/Blue Mill Flooding; Little Baddow Road crack – awaiting repair)

2555.2 Parking adjacent to Queen Victoria/Tadpoles. On-going

2555.3 Potholes reported: Top Road, Herbage Park Road (near Warren), Bassetts Lane

2555.4 Hoe Mill Bridge Replacement – await further information. It was noted that a Traffic Regulation Order had been submitted which extends the current width restriction until 05/01/23.

2555.5 Highways England – A12 Chelmsford to A120 widening Public Consultation. (Deadline 6<sup>th</sup> August). It was agreed that there was no need for a Parish Council response.

2555.6 Various road works/closure notifications for the parish have been received regarding County Broadband. These have all been put on a dedicated website page.

2555.7 Request for Double Yellow Lines at junction of The Street/Little Baddow Road to alleviate parking issues. A resident had made this request. Discussion concluded that Councillors acknowledge the problem and invite comments from other residents. Double yellow lines may not be the answer as this can displace cars to other locations.

RESOLVED to seek opinions from local residents.

2555.8 Grass Maintenance Briefing Note from MDC – Noted.

2555.9 Salt Bag Scheme

RESOLVED to re-register for the scheme. Clerk to ascertain if more salt stocks are required.

### **2556. Local Issues (for consideration or report)**

2556.1 Bell Meadow

- i. Football Goals – anchors remain out of stock. Fixing kits are being made. Padlocks received.
- ii. Water Trees, Councillors are reminded to water the trees and new hedging plants.
- iii. Trees - RESOLVED that the quotation from Skippers be accepted and the application be made for Conservation Area approval.
- iv. Wild Flowers. RESOLVED to accept offer from Mr & Mrs Wheadon to increase the wild flowers along the hedgerow on Bell Meadow. Councillors would prefer a more scattered approach than a patch. The bamboo canes are not acceptable are they will be asked to remove these.
- v. Councillors were reminded to update excel document in OneDrive and report any issues to the Parish Clerk.

2556.2 Footpaths Report. Cllr. Warren reported that the paths are very overgrown and in some cases impassable. He has been in touch with PROW Officer and it is hoped that they will be cut this week. Horse riders had reported a hole by the bridge on BR 31 and ECC had attended. FP22 (Blue Mill to stream) – ECC have attended to a dangerous tree as the path has no known ownership. FT16 (Tom Tit Lane) the missing finger post has been reported.

2556.3 School Report. Cllr. Symons reported that she had attended a useful Governor Strategy meeting and met the new Executive Head Teacher who starts in September. They are looking at a 5 year plan which they hope will include replacement of the demountable buildings. There will be 106 children on the role in September.

2556.4 Litter. Fly tip along Common Lane reported.

2556.5 Dog Bin and Litter Bin Requests – on-going.

2556.6 New Playground Report. Cllr. Symons updated councillors that the Playground company were experiencing material supply issues and the project installation has been delayed. The opening ceremony has been postponed (now pencilled for Bank Holiday Monday 30<sup>th</sup> August).

RESOLVED to accept the minutes and recommendations of the Playground Working Group including the appointment of Skippers Ground Maintenance as the Fencing contractor.

2556.7 Memorial Garden Signage – on going. Chairman will investigate options. It was agreed that this has greater significance in light of the problems encountered with County Broadband.

2556.8 Crime Reports/Neighbourhood Watch Report. To note that many residents have received letters from Nextdoor which is another app. This is a local version of a global platform. It is understood that those who have signed up to the app did not necessarily realise that it would result in unsolicited letters being sent around the village. It is for individuals to consider if they want to sign up.

2556.9 Hoe Mill/Canal – On-going

2556.10 Broadband Update – No further information to report.

2556.11 Stolen Post Box. Still no response from Royal Mail. Thanks to Cllr. Brown for reducing the height of the post to make it safe.

2556.12 Meadow for Sale – Councillors noted reported concerns regarding how any purchasers may seek to use the meadow. However, they do not consider it could be used for any development due to the flood risk and Conservation Area status. RESOLVED no action required.

**2557. 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.

**2558. Points of Information/Items for future agenda**

2558.1 The Clerk noted that details of attendees had been recorded for Track and Trace purposes and would be kept for 3 weeks.

**2559. Date of Next Parish Council Meeting:**

Next scheduled date of Ordinary Parish Council meeting on Monday 13<sup>th</sup> or Tuesday 14<sup>th</sup> September at 8pm at venue to be confirmed . Parish Clerk to monitor developments and guidelines as they are issued.

**2560. Meeting Closed at 9.30pm**

Signed

Dated