

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

Held at 8.00pm at Woodham Walter Women's Club.

Monday 13th September 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)

Public: None

2561. Welcome Cllr. Rushton welcomed those present to the meeting.

2562. Apologies For Absence

RESOLVED to accept apologies received from Cllr. Jenny Hughes, District Cllr. Karl Jarvis, District Cllr. Mark Durham and County Cllr. Jane Fleming.

2563. 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.

2564. To approve the minutes of Ordinary Parish Council held on Tuesday 13th July 2021.

RESOLVED: that the minutes of the Parish Council meeting held on Tuesday 13th July 2021 be approved and signed as a true record.

2565. Matters Arising - Progress report (not for resolution)

The Progress Report compiled by the Clerk was noted. Matters arising are contained within the agenda.

2566. Public Forum

There were no members of the public present.

2567. Planning – APPLICATIONS RECEIVED (for consideration or report)

2567.1 21/00856/FUL The Cottage, Bassetts Lane
Change of use from highway verge to residential garden land.

Concerns were expressed regarding the potential for future alternative treatments to the boundary which could change the area settlement characteristics as described in the VDS. Concern that a precedent could be set which could then be reflected elsewhere in the Parish which would not be desirable. Councillors considered that a certificate of lawful use would be a more acceptable alternative to allow the landscape and highway status to remain.

RESOLVED to recommend refusal of the application.

2568. Planning – DECISIONS (for consideration or report)

- 2568.1 21/00605/HOUSE Grove Manor, Herbage Park Road **REFUSE (Del)**
S73A application for the installation of a 1.9 metre high timber panel fence.
- 2568.2 21/000589/HOUSE Albany Orchards, Old London Road **APPROVE (Del)**
New cart lodge and garden store to replace the existing garden store building.
- 2568.3 21/00483/FUL Warren Golf Club **APPROVE (Del)**
Installation of water storage tank.
- 2568.4 21/00676/HOUSE Albany Orchards, Old London Road **APPROVE (Del)**
Proposed grass tennis court within domestic curtilage of dwelling.

It is noted that the requested condition regarding no means of external illumination has been included in the approval.

- 2568.5 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.
- 2568.6 21/00766/TCA Bell Meadow & Memorial Garden **ALLOWED TO PROCEED (Del)**
Various works to trees on Bell Meadow and the Memorial Garden
- 2568.7 21/00261/HOUSE Land at Oak Farm **APPROVE (Del)**
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.

2569. Other Planning Matters (for consideration or report)

2569.1 Enforcement – To advise on any updates.

2569.1.1 Michael Johnson, Lead Specialist Development Management at MDC. The Parish Council is frustrated that despite several reminders, no information or updates have been forthcoming and there has been no response to invites for attending meeting.

RESOLVED to make formal complaint due to the lack of response.

2569.1.2 Grove Manor. It was noted that an update had been received that some applications to regularise breaches of planning control have been submitted and there continue to be further breaches under investigation.

2569.1.3 Oak Farm.

RESOLVED to find out if an appeal has been submitted regarding the refused application for the house ref: FUL/MAL/20/01230 and if not enquire when enforcement proceedings will be pursued.

2569.1.4 Warren Premises Licence. Reported that it has come to the attention of the Parish Council that a new Premises Licence has recently been approved at the Warren Estate which gives permission for music until 1am Monday to Saturday's and 11pm on Sundays. It was agreed that generally music levels are acceptable but on a couple of occasions recently the music had been very loud and intrusive for some residents of the village. It is recommended that residents keep a log of any occurrences where they are disturbed (time, date, noise details) and that these should be reported to MDC, copied to the Parish Council who will also keep a log. A letter outlining our concerns had been sent to MDC and a meeting is being scheduled to discuss with Damian Ghela, Lead Specialist Community.

2569.1.5 Register of Electors – it was noted that a Warren Lodge Park resident appears on the register of electors.

RESOLVED to report this occurrence to the Enforcement team.

2569.2 VDS Update – Cllr. Tompkins reported that no responses had been received to the request for volunteers. Although more help would be welcome, David Beattie and Cllr. Tompkins will continue to update the document. The local areas will be split further and look at materials, visuals, pavements, roads, design, planning decisions etc. The updated work will form an annex to the VDS rather than a replacement.

2569.3 Appeals – Decisions and applications (for consideration or report)

2569.3.1 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.

2569.3.2 20/00519/FUL Warren Golf Club, Old London Road **APPEAL IN PROGRESS**
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.

RESOLVED to await further information and respond accordingly.

2569.3.3. 20/01284/PIP Land south of WW Primary School **APPEAL IN PROGRESS**
Up to 9 discounted market dwellings.

It was noted that an appeal has been lodged. The procedure will be Written Representations. We await further information.

RESOLVED to await further information and respond accordingly.

2570. To receive reports Of the County and District Councillor's

It was noted that County Councillor Jane Fleming had submitted a written report with information regarding Heritage Open Days, Tourism, Police and Crime Plan Survey, Libraries, Essex Energy Switch, Army & Navy roundabout consultation, Chelmsford North Est Bypass project, Backing Essex business, MDC Welcome Back Fund, MDC Annual Canvass, Senior Safety and Silver Sunday Event on Monday 4th October.

RESOLVED to include relevant information in the Village Email.

2571. Financial Matters (for consideration or report)

2571.1 The Summary of Accounts to date was received and noted. This includes all transactions since the July meeting.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
13-Jul-21	Balance			66223.76
10-Aug-21	Transferred to Community Account		1600.00	64623.76
06-Sep-21	Interest Received	1.67		64625.43
11-Sep-21	Transferred to Community Account		1200.00	63425.43
tbc	Transferred to Community Account		36300.00	27125.43

Community Account

13-Jul-21	Balance			880.89
09-Aug-21	Transfer from Business Reserve	1600.00		2480.89
09-Aug-21	August Debits		1622.08	858.81
16-Aug-21	Party Tent Hire (Green)	50.00		908.81
17-Aug-21	Party Tent Hire (Chalmers)	50.00		958.81
31-Aug-21	Party Tent Hire (Bower)	25.00		983.81
09-Sep-21	Party Tent Hire (Little Baddow Festival)	150.00		1133.81
11-Sep-21	Transfer from Business Reserve	1200.00		2333.81
11-Sep-21	September Debits (ex.Playground/fencing)		1744.61	589.20
tbc	Transfer from Business Reserve	36300.00		36889.20
tbc	September Debits (Playground/Fencing)		36255.34	633.86

2571.2 To agree the payments as listed in the payment schedule for August and September.

Invoices for outstanding July and August invoices had been shared with councillors in the OneDrive and authorised for payment by The Chairman.

Invoices for September payments have been uploaded into the OneDrive for reviewing by Councillors. The Chairman confirmed that these had been reviewed electronically and authorised the paper versions in the meeting room.

The BACS payments will be drawn up and require authorisation by Councillor signatory by payment date of 16th September 2021.

Estimated items are subject to change. Payments will be processed once invoices are received, confirmed and authorised.

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

RESOLVED that the transfer of funds for the Playground expenditure would only be made once invoices have been received, approved and authorised.

JULY PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2571.2.1	Skippers Ground Maintenance (Inv. 3868)	BACS	384.00	64.00	320.00

AUGUST PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2571.2.2	E-on	DD	31.73	1.51	30.22
2571.2.3	A&J Lighting Solutions	DD	25.20	4.20	21.00
2571.2.4	Mrs J Bannerman (Salary & Allowance)	BACS	724.29	0.00	724.29
2571.2.5*	Barclaycard	DD	0.00	0.00	0.00
2571.2.6	Skippers Ground Maintenance (Inv.3869)	BACS	336.00	56.00	280.00
2571.2.7	MDC - Community Engagement Team	BACS	504.86	84.14	420.72

SEPTEMBER PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2571.2.8	E-on	DD	31.73	1.51	30.22
2571.2.9	A&J Lighting Solutions	DD	25.20	4.20	21.00
2571.2.10	Mrs J Bannerman (Salary & Allowance)	BACS	576.40	0.00	576.40
2571.2.11*	Barclaycard	BACS	0.00	0.00	0.00
2571.2.12	Skippers Ground Maintenance (Estimate)	BACS	336.00	56.00	280.00

2571.2.13	HMRC ¼ly Payment	BACS	435.28	0.00	435.28
2571.2.14	PKF Littlejohn (Audit)	BACS	240.00	40.00	200.00
2571.2.15	Zurich Municipal (Additional premium re: playground)	BACS	100.00	0.00	100.00
2571.2.16	Caloo Ltd (Playground)	BACS	28695.34	4782.56	23912.78
2571.2.17	Skippers Ground Maintenance (Playground Fencing)	BACS	7560.00	1260.00	6300.00

* Barclaycard payments:

	None	0.00
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The following Barclaycard payments scheduled for September were noted and approved.

Fasthosts (.gov registration) £130.80 (inc. VAT), Amazon (ground anchors) £46.65 (inc.£7.80 VAT), Bin for new playground (tbc est. £200), Signage for new playground (tbc est £100)

2571.3 Councillor Brown confirmed that he had reviewed Bank Statements, Credit Card Statements and Account sheets for July and August and found them to be reconciled correctly.

2571.4 Barclaycard. It was noted that a letter from Barclaycard with a proposed increase in credit limit had been declined in order to adhere to the council's Financial Regulations.

2571.5 Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2021. It was noted that PKF Littlejohn LLP had completed the limited assurance review and reported that on the basis of their review of Sections 1 and 2 of the AGAR, in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. There were no other matters affecting this opinion.

RESOLVED that the Parish Clerk/Responsible Financial Officer will duly complete the Notice of Conclusion of Audit which details the rights of inspection in line with the statutory requirements. The notice will be published on the noticeboard outside Tadpoles Nursery along with the certified AGAR (Sections 1, 2 & 3) before 30th September, and also published on the Parish Council's website.

2572. Other Council Matters (for consideration or report)

2572.1 Clerk's Report – There were no matters for report.

2572.2 Community Engagement Team (CET)

2572.2.1 The July report was noted. The August report is expected.

2572.2.2 RESOLVED to ask the team to attend on a Saturday.

2572.2.3 RESOLVED to instruct the team to carry out weekly Playground checks once the playground has been opened.

2572.3 Woodham Walter Common – Essex Wildlife Trust

2572.3.1 To agree the details in the Countryside Stewardship Agreement

It is understood that the agreement is being extended and much of the committed works have already taken place. The implications were discussed.

RESOLVED to agree to the Countryside Stewardship Agreement and sign the relevant documents.

2572.3.2 To agree the Service Level Agreement

RESOLVED That Councillors would review the draft document by the end of the week. Assuming there are no material alterations to be made, the document would then be signed and sent to Essex Wildlife Trust.

2572.3.3 Other considerations.

RESOLVED that Cllr. Rushton would speak to Neil Bedford from Essex Wildlife Trust regarding concerns about the size and location of the ride which is proposed from Rowan Hollow to Common Lane. Councillors are concerned that result could be that the common becomes more

easily accessible to unauthorised motor vehicles. To query if the route is proposed for timber extraction.

2572.4 Setting the dates, times & place of ordinary meetings.

RESOLVED that Parish Council meetings will now take place on the 2nd Monday of the month at 8pm at Woodham Walter Women's Club, Top Road.

2572.5 Party Tents – Storage. The party tents have now been moved to the new storage facility.

2575.6 Memorial Garden.

2572.6.1 To consider the Wayleave agreement with County Broadband.

RESOLVED to continue to pursue an agreement for a Wayleave payment as well as compensation.

2572.6.2 To consider legal advice received and report on investigations regarding proving ownership and Land Registry application.

It was agreed that it is important for the future that the Parish Council obtains proof of ownership of the Memorial Garden. The legal advice received indicates that as there are no title deeds, an application should be made to the Land Registry for possessory title on the basis of the activities that the Parish Council has undertaken on the land, such as grass cutting or on the basis of lost title deeds. It is important that all the information available is collected to support the application. This will involve a search of all the Parish Council records and may also need a search to be undertaken at the county archives. Statements about the work of the Parish Council on the Memorial Gardens should also be prepared from Parish Councillors and staff (current and former) and from long standing local residents.

RESOLVED to continue to investigate proving ownership by gathering evidence.

RESOLVED to investigate further the procedure and legal fees.

2572.6.3 Memorial Garden Signage

RESOLVED that Cllr. Brown will continue looking into resin signs.

2572.7 Noticeboard Update

2572.7.1 It was reported that the land owner has given permission

2572.8 Memorial Shelter Repairs

2572.8.1 It was reported that the land owner has given permission

2572.8.2 RESOLVED that Cllr. Tompkins will lead a working party to carry out repairs.

2572.9 Health & Wellbeing – in progress

2572.10 RESOLVED To approve updated versions of the Freedom of Information Publication scheme and Parish Council information guide. (Both now include information on datasets).

2572.11 Website & Email. Cllr. Brown and Clerk have begun setting up the new account. RESOLVED to create the following domain: woodhamwalter.gov.uk

2573. Highways & Infrastructure (for consideration or report))

2573.1 It was noted that various matters on-going as detailed in the Highways log.

2573.2 Matters Closed: Faded 30mph sign on The Street has been replaced

2573.3 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 were reported to Highways but are not considered serious enough for intervention. Since the report it was noted that the hedge adjacent to the Church boundary on Oak Farm Road had now been cut back as has the hedge on the South side of the road. The remaining hedge on the north side of the road still requires attention.

2573.4 Hoe Mill Bridge

2573.4.1 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.

Discussed possible plans to build new bridges both of which may include an engineering solution to divert new roads across adjacent water meadows. Any new bridges which are built will comply with 40 tonne weight limits and there is concern that this could increase the number of HGV's and traffic generally. Concerned that the solution could increase the use of rural roads as it runs diverting traffic off the A414. Councillors considered the merits of maintaining the width restriction at Hoe Mill which currently restricts traffic through the village to an extent, although at some point the bridge will need to be replaced as it is not possible for it to be repaired. There was concern expressed that Hoe Mill when replaced would become the last river crossing before Maldon and the impact that this could have on Woodham Walter.

RESOLVED to work with Little Baddow Parish Council regarding the replacement of both bridges; To work with Langford and Ulting Parish Council as Hoe Mill bridge also lies within their Parish; To liaise with Essex Waterways; To ask Highways for information on plans and ask for a meeting in order that the Parish Council can be involved in the consultation, design and understand the proposals; To liaise with County Councillor Fleming and ask that she is also involved in discussions and pursues through her County Council and Highways channels.

2573.4.2 Road closure notice. Ground investigations due to take place along with sign replacement works (13th – 24th September). Noted.

2573.4.3 Double Yellow Lines notification regarding amendments to the DYL at Hoe Mill Bridge. In Woodham Walter it has been requested that the lines are increased along the section of Manor Road where the bollards are currently positioned.

2573.5 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.

2573.6 Request for Double Yellow Lines at junction of The Street/Little Baddow Road to alleviate parking issues. No responses received.

RESOLVED: No further action is supported

2573.7 West Bowers Road slippery surface. Cllr. Hughes had reported to Clerk that another incident had occurred with a horse falling. This had been raised by the owner to Highways who initially indicated that the problem did not fall within their criteria for action. However, since then it is noted that some chipping dust had been distributed. Cllr. Hughes will continue to monitor.

2573.8 Highways Devolution – to consider ECC proposal to devolve certain Highways responsibilities to Parish level.

RESOLVED councillors do not support Highways devolution to Parish Level for Woodham Walter as the current proposals are not financially viable for the village.

2573.9 Dengie – request for support regarding road routes

RESOLVED to review the information by email.

2574. Local Issues (for consideration or report)

2574.1 Bell Meadow & Memorial Garden

2574.1.1 Football Goals – Cllr. Bunn reported that the goals have now been moved back and one set are fixed to anchors with padlocks. The second set of anchors are currently buried and attempts will be made to find them. A recording of the GPS position will then be taken so that they can be found in the future. The anchors are now back in stock.

RESOLVED to order 3 pairs of anchors.

2574.1.2 Trees – To note that Conservation Area approval has been received and Skippers will be instructed to commence works as per quotation.

2574.1.3 Duke of Edinburgh Awards – it was noted that a new volunteer has come forward and will water the hedging plants and trees once per weekend from September.

2574.1.4 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.

RESOLVED to organise a small working party to carry out works.

2574.1.5 Replacement Tree

RESOLVED to investigate replacing the dead Beech Tree on the Memorial Garden.

2574.1.6 Wildflowers – it is understood that Skippers Ground Maintenance will sow some wild flowers along the hedge inside Bell Meadow.

2574.1.6 Councillors were reminded to update excel document in OneDrive and report any issues to the Parish Clerk. It will become especially important for councillors to carry out this duty once the playground has been opened.

2574.2 Footpaths Report. Cllr. Warren reported that the paths were cut in late July although the new FP 33 (Canal to Little London Lane) had been missed. This has been reported and is scheduled to be done very soon.

2574. 3 School Report.

2574.3.1. Cllr. Symons reported that Governors had met with the new Executive Head.

2574.3.2 Cllr. Rushton reported on discussions with the Chairman of the Governors which had been useful and positive. A visit will also be made to the school.

RESOLVED to invite the School Management team to attend the October or November Parish Council meeting in order to develop stronger links

2574.3.3 School Bus – an update on discussions held with school regarding positioning and painting. Councillors continue to have some concerns in this regard but expect that Health and Safety considerations will play an important factor.

2574.4 Litter. Small amount of garden waste dumped on verge of Stivvy's Road. No other flytipping reported since June.

2574.6 New Playground Report.

2574.6.1 It was noted that the playground installation commenced on Wednesday 8th September and is progressing well. It was agreed that the natural equipment is fitting in well within the surroundings. It was noted that an incident had occurred and the gate at the bottom of Bell meadow had been damaged, the contractors will replace the gate. It was noted that Caloo had given a £500 discount as a result of the delays and towards the opening ceremony.

2574.6.2 It was noted that the Insurance company has been informed of progress and once complete and handed over the policy will be duly updated.

RESOLVED the Clerk will enquire if the Insurance Company has any requirements in the handover.

2574.6.3 The Playground Working Party will arrange an Opening Event.

2574.6.4 The Grant providers will be kept updated on the progress and relevant forms will be completed as required.

2574.6 Crime Reports/Neighbourhood Watch Report.

2574.7.1 To note that the school bus was broken into and police attended.

2574.7.2 There were no matters to report from the NHW Coordinator

2574.7.3 It was agreed that the Community Specials Briefing was not relevant to Woodham Walter.

2574.8 Parish news Magazine – it was noted that a new Editor is required. Councillors agreed that it would be a big loss to the village if an editor could not be found. Anyone interested should be encouraged to get in touch.

2575. 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.

2576. Points of Information/Items for future agenda

There were no matters for report.

2577. 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.

2578. The Chairman Closed the Meeting at 22:25

Signed

Dated