

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 8th November 2021

Present:

Cllr. James Rushton (Chairman)

Cllr. John Brown

Cllr. Jenny Hughes

Cllr. Joanna Symons

Cllr. John Tompkins

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

District Councillor Karl Jarvis (in attendance until 9pm)

Public: None

2598. Welcome Cllr. Rushton welcomed those present to the meeting.

2599. Apologies For Absence

RESOLVED to accept apologies received from Councillor James Bunn, District Cllr. Mark Durham and County Councillor Jane Fleming.

2600. 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.

2601. To approve minutes of Ordinary Parish Council held on Monday 8th October 2021.

RESOLVED: that the minutes of the Parish Council meeting held on Monday 8th October 2021 be approved and signed as a true record.

2602. Matters Arising - Progress report (not for resolution)

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

2603. Public Forum

There were no members of the public present.

2604. Planning – APPLICATIONS RECEIVED (for consideration or report)

2604.1 FUL/MAL/21/01057 Albany Orchards, Old London Road
Conversion of first floor of cart lodge building to create annexe.

RESOLVED to raise no objection but wished to comment that the annexe should remain ancillary to the dwelling house.

2604.2 There were no other applications received.

2605. Planning – DECISIONS (for consideration or report)

2605.1 21/00856/FUL The Cottage, Bassetts Lane
Change of use from highway verge to residential garden land.

APPROVE (Delegated)

2605.2 There were no other decisions for report.

2606. Other Planning Matters (for consideration or report)

2606.1 Enforcement – To advise on any updates.

It was noted that there remains disappointment from Councillors and members of the Parish at the lack of response to enforcement issues in the village. Councillors were frustrated to note that no responses had been received to our letter of complaint dated 30th September. The recent serious issues within the District Council, as reported in the press, should not affect the day-to-day roles of officers. District Cllr. Jarvis indicated that he would follow up on the matter.

RESOLVED to send further email requesting a timetable for a detailed response and that if this is not received within 2 weeks the complaint will be taken to a higher level. This will also be copied to District Councillors, Karl Jarvis and Mark Durham.

2606.2 Village Design Statement Working Group – to agree Terms of Reference for the committee.

Cllr. Tompkins reported that the group are looking to enhance the document with supplementary information following review. The VDS group is currently a small team of two and more volunteers are required. Clerk to include another request in the Parish magazine and Village Email.

RESOLVED to adopt the Terms of Reference for the Village Design Statement Working Party.

2606.3 Appeals – Decisions and applications (for consideration or report)

2606.3.(a) FUL/MAL/20/01230 Oak Farm, Oak Farm Road **APPEAL IN PROGRESS**
Appeal Ref: APP/X1545/W/21/3277485. New three bedroom dwelling in accordance with Planning Permission ref: 65/00293/FUL with slight increase in footprint.

Further information has now been received from the Planning Inspectorate. The appeal will be determined on the basis of written representations. To consider if the council wishes to make comments or modify/withdraw previous representations. Deadline 11th November.

RESOLVED to write to the Planning Inspectorate to reinforce the position of the council and to comment on the documents submitted by the appellant.

2606.3 (b) 20/00519/FUL Warren Golf Club **APPEAL IN PROGRESS**
Appeal Ref: TBC. 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 was noted that further information has not yet been received from the Planning Inspectorate. Once information is received consideration will be given to any response required.

2606.3 (c) 21/00605/HOUSE Grove Manor **APPEAL IN PROGRESS**
Appeal Ref: APP/X1545/D/21/3283524 S73A application for the installation of a 1.9m high timber panel fence.

It was noted that an appeal has been submitted which is proceeding under the Householder Appeals Service, there is no opportunity for further comment.

2607. To receive reports of the County and District Councillor's.

It was noted that written reports had been received from County Councillor Jane Fleming and District Councillor Karl Jarvis. Relevant information will be shared via the Village Email.

Essex County Council Information: Chelmsford NE Bypass update; ECC High Steet Business Summit; Litter Picking Equipment; Superfast Essex; Recycling Centres opening times; Everyone's Essex; Plan for Working Families; Working to make Essex safer for Women; Essex Explorer; Abuse at school crossings; Essex Walking Strategy; ACL New programme of courses; Business Adaptation Grants; Essex Residents Panel;

Maldon District Council Information: Annual Residents and Business Survey; Half Day Parking; Sense of Place Newsletter; Active Essex; Taxi & Private Hire Policy; Flood Warnings; Accounts 2020/21 are being audited; Leisure Centres update; Bradwell B appeal decision; 5YHLS; LDP Review; Call For sites now under review; MDC Press Release following disruption at Full council Meeting.

Cllr. Jarvis advised that the Parish Council could liaise with the LDP review and aim to get matters from the VDS into the LDP. He advised that the Call for Sites has now closed and is being looked into. He advised that the Parish Council could ask if there are any sites in Woodham Walter.

RESOLVED to write to MDC and ask how and when we can contribute to the LDP Review. To ask if any sites have been identified in Woodham Walter in the recent Call For Sites and when and how we could comment.

2608. Financial Matters (for consideration or report)

2608.1 The Summary of Accounts to date. This includes all transactions since the October meeting.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
11-Oct-21	Balance			61325.43
18-Oct-21	Transferred to Community Account		500.00	60825.43
12-Oct-21	Transferred to Community Account		7860.00	52965.43
21-Oct-21	Transferred to Community Account		28300.00	24665.43
08-Nov-21	Transferred to Community Account		1300.00	23365.43
Community Account				
11-Oct-21	Balance			8357.23
12-Oct-21	October Debits (Fencing)		7860.00	497.23
21-Oct-21	Transfer from Business Reserve	28300.00		28797.23
21-Oct-21	October Debits (Playground & Grassmat)		28294.48	502.75
08-Nov-21	Transfer from Business Reserve	1300.00		1802.75
08-Nov-21	November Debits		1298.55	504.20

RESOLVED to accept the Summary of Accounts to date.

2608.2 To agree the payments as listed in the payment schedule for November.

OCTOBER PAYMENTS PART 2					
Min Ref:	Payee	Method	Gross	VAT	Net
2590.2.5	Skippers Ground Maintenance (Estimate)	BACS	336.00	56.00	280.00
2590.2.7	K & B Tatam (Welding) (Estimate)	BACS	100.00	20.00	80.00
NOVEMBER PAYMENTS					

Ref:	Payee	Method	Gross	VAT	Net
2608.2.1	E-on	DD	36.48	1.74	34.74
2608.2.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2608.2.3	Mrs J Bannerman (Salary & Allowance)	BACS	846.03	0.00	846.03
2608.2.4 *	Barclaycard	BACS	346.40	53.50	292.90
2608.2.5	Royal British Legion (Poppy Wreath)	101630	30.00	0.00	30.00
2608.2.6	Mrs J Bannerman (Expenses)	BACS	14.44	0.25	14.19

* Barclaycard payments:

21/09/21	Amazon (Cups/Bungees)	41.55
23/09/21	Amazon (Pegs/Hazard Tape)	16.48
28/09/21	Fastsigns (Playground Signage)	60.74
13/10/21	Amazon (Prime – to be refunded)	7.99
18/10/21	Weprintlanyards (Lanyards)	47.40
19/10/21	Chelmsford.Gov(Parking for ERO)	3.70
19/10/21	ERO (Photo licence)	13.75
20/10/21	Fasthosts (.gov.uk registration)	130.80
TOTAL	(incl. £53.50 VAT)	346.40

Note the following Barclaycard payments are scheduled for November.

Amazon (ID wallets) (3.99), Amazon (Staples/ink cartridges) £37.31) LPSGopower (charger) £27.99)

It was noted that outstanding payments from October await invoices.

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

2608.3 Review of Bank Statements, Credit Card Statements and Account sheets for September and October.

Councillor Brown confirmed that he had carried out the review for September and October and found them to be reconciled correctly.

2608.4 Quarterly Budget Review – to discuss and accept the review

The Quarterly Budget review was accepted. It was noted that a forecast overspend is principally due to the increase in Clerk hours and Training costs. Cllr. Brown and the Clerk were thanked for developing the new document.

2608.5 Chairman's 6-month review of accounts. The Chairman reported that he had reviewed the Accounts files and found them to be in order.

2608.6 2022/23 Budget

RESOLVED that considerations for next year's budget will be drafted for initial discussion at the December meeting. Cllr. Brown will update the document with relevant budget pages. The Clerk will then input information.

2608.7 S137 Expenditure for the Poppy Wreath

RESOLVED that expenditure will be authorised under S137 of the Local Government Act 1972 (enables local councils to spend a limited amount of money (2021/22 £8.41 per elector) x467 for purposes for which they have no other specific statutory expenditure). The cost of the wreath at £30.00 results in an expenditure of 6p per elector.

2608.8 Street Lights

2608.8 (a) It was noted that Eon have increased the cost of electricity from 22.1pence pkwh to 33.8pence pkwh. The forecast increase will be in the region of an additional £72 for year 2021/22. The Clerk enquired if a fixed rate could be arranged but the annual kwh are too low.

2608.8 (b) Annual Maintenance – A&J Lighting Solutions are due to complete the annual maintenance check. Clerk has requested information on LED lighting.

2609. Other Council Matters (for consideration or report)

2609. Community Engagement Team (CET)

2609.1.(a) The October Report was noted.

2609.1.(b) It was noted that the hours of attendance were reduced in October due to the road closure and half term holiday.

2609.1 (c) RESOLVED: The Clerk will request a more detailed Playground Inspection report.

2609.2 Woodham Walter Common – Essex Wildlife Trust (EWT)

2609.2.(a) Countryside Stewardship Agreement – await further information from EWT.

2609.2.(b) Service Level Agreement – await further information from EWT.

2609.2.(c) Rides – Await response

2609.2.(d) Request for permission to install memorial bench.

RESOLVED to refuse permission for Memorial Benches in Woodham Walter Common as the Parish Council are custodians of the land and are unable to give this permission.

2609.3 Memorial Garden.

2609.3. (a) To update on progress regarding the wayleave agreement and Land Registry application.

The Clerk has received some useful information and statements regarding the Memorial Garden. This matter is on-going. Research has been carried out at Essex Records Office.

RESOLVED to progress and collate information by the next meeting.

RESOLVED all councillors should submit their statements

2609.3.(b) Memorial Garden Signage. The matter is on-going.

2609.4 Annual Staff Review – this matter is in progress and the Staffing Committee are due to meet to carry out a staff review.

2609.5 Remembrance Day

2609.5 (a) The Risk Assessment has been updated.

2609.5 (b) RESOLVED Cllr. Rushton will clear up the War Memorial Shelter.

2609.5 (c) RESOLVED Cllr. Brown will attend the War Memorial Shelter on Remembrance Sunday to lay the wreath on behalf of the Parish Council.

2609.6 War Memorial Shelter Maintenance

Cllr. Tompkins reported that the fascia is rotten and needs replacing. The soffit on the inside needs re-painting. The bench needs re-painting.

RESOLVED A Working Party will be arranged in the Spring.

2610. Highways & Infrastructure (for consideration or report))

2610.1 Various matters on-going as detailed in the Highways log.

2610.2 Tom Tit Lane/Woodham Mortimer Road. No further issues reported.

2610.3 Hoe Mill Bridge Update. No further information to report.

2610.4 London Stansted Airport – Future Airspace Programme. This report indicates that some viable route options for arriving aircraft could take aircraft close to our area.

Cllr. Brown reported that he had attended a meeting and carried out some research. Routes from the East do come over Woodham Walter but at over 7,000ft. It is not anticipated that there will be any additional impact on Woodham Walter. We will await final proposals and update accordingly.

2610.5 Broadband Update – to consider any updates or information regarding Broadband infrastructure.

2610.5 (a) Cllr. Brown reported that delays to Openreach installations in the Blue Mill Lane area are due to them needing a road closure which has not been possible while CountyBroadband have a road closure in place! The works to complete Openreach installations are expected in December. The works to complete Countybroadband installations are expected in January.

It was noted that the response to questions raised with Superfast had been very poor. Cllr. Brown will attend a Superfast Broadband meeting which is scheduled.

2610.5 (b) Councillors discussed the possibility of relaying Parish Council Meetings. At the moment this is not technically possible because the meeting room does not have Broadband access. The Council will review depending on Broadband Access and Government rules on meetings.

2610.5 (c) Road Closures. It was noted that the multiple road closures have caused confusion and inconvenience to residents, businesses and visitors. The signage has been very poor. The Clerk has written to complain to County Broadband and to Essex Highways (who approved the closures) that multiple road closures should not be concurrent. It was also noted that there had been missed bin collections as a result of the road closures.

2610.6 Double Yellow Line application at Top Road junction. Enquiry made, await response from SEPP.

2611. Local Issues (for consideration or report)

2611.1 Bell Meadow & Memorial Garden

2611.1.(a) Football Goals – Cllr Bunn is due to install the second set of anchors. The welder is due to attend to make repairs.

2611.1.(b) Playground (See minute ref: 2611.5)

2611.1.(c) Moss under bench – The Clerk has cleared the moss under the bench at the top of Bell Meadow (as advised in the annual safety report).

2611.1 (d) There were no other matters for report. Councillors were reminded to update excel document in OneDrive and report any issues to the Parish Clerk.

2611.2 Footpaths Report. Cllr. Warren reported that FP 14, 16 & 19 (White House Farm Cross field paths) have not been sprayed off, this has been chased up. FP 29 (off Curling Tye Lane) – sign post uprooted and reported. A New Year's Day walk will be organised.

2611.3 School Report.

2611.3 (a) Cllr. Symons reported that the school are exploring if fitting out the bus is financially viable and may look at other options to achieve the additional space that is required.

2611.3 (b) Cllr. Rushton reported that he had toured the school with Cllr. Symons and they had enjoyed a good visit. They were very impressed with the students that they met who spoke exceptionally well. It was clear to see the problems that the school has with the lack of space.

2611.4 Litter. A fly tip of soil blocking Manor Road had been reported. Unfortunately, it was contaminated, and MDC were required to appoint specialist contractors to clear.

2611.5 New Playground

2611.5. (a) Inspections Schedule.

RESOLVED that the safety inspection schedule (Weekly, Monthly and Annually) is ample and that no maintenance contact is required. Any maintenance issues highlighted from regular Inspections will be actioned on a case-by-case basis.

2611.5. (b) Parish Council Inspections

The lanyards for Parish Councillors were distributed and it was agreed they should be worn whenever carrying out inspections and any time that they are representing the Parish Council.

RESOLVED Clerk to arrange training date for councillors.

2611.5. (c) Snagging Issues

It was noted that all issues have been resolved by Caloo.

2611.5 (d) Bin

It was noted that the bin has been received and awaits installation.

2611.5. (e) Grasslok mat

It was noted that the grasslok mat at the playground entrance gates has been installed by Graham and Jacky Bannerman.

2611.5 (f) Bulbs

It was noted that Tadpoles nursery have planted bulbs.

2611.5 (g) Playground Working Party

It was noted that the Working Party are due to meet to dissolve the committee and celebrate the achievement.

RESOLVED a small budget for refreshments.

2611.5 (h) It was noted that an altercation which took place at the playground was reported to the Parish Clerk and that the matter had been resolved.

2611.6 Crime Reports/Neighbourhood Watch Report.

2611.6 (a) It was noted that there had been a burglary at a house on Blue Mill Lane.

2611.6 (b) Reminder that with the darker nights Essex Police are advising taking extra care.

2611.7 Parish news Magazine – It has been reported Jon Ready has volunteered to be the new editor. Graham Bannerman has agreed to arrange the distribution for Woodham Walter.

2611.8 Bell Meadow Village Association. An AGM is planned for Tuesday 9th November. They are seeking a Secretary and Treasurer for the committee in order for the organisation and event to continue.

2612. Correspondence – Various items of correspondence have been received and shared with Councillors and where appropriate the public via the website and village emails. There were no matters for resolution.

2613. Points of Information/Items for future agenda

None

2614. Date of Next Parish Council Meeting:

Next scheduled date of Ordinary Parish Council meeting on Monday 13th December at 8pm at Woodham Walter Women's Club.

2615. The Chairman Closed the Meeting at 22:10

Signed

Dated