

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 13th December 2021

Present:

Cllr. James Rushton (Chairman)

Cllr. John Brown

Cllr. James Bunn

Cllr. Joanna Symons

Cllr. John Tompkins

Others: Jacky Bannerman (Parish Clerk)

Neil Bedford (Essex Wildlife Trust) (In attendance until 20:45)

Public: 2 (In attendance until 21:40)

2616. Welcome Cllr. Rushton welcomed those present to the meeting.

2617. Apologies For Absence

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

2618. 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.

2619. To approve minutes of Ordinary Parish Council Meeting held on Monday 8th November 2021.

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

2620. Matters Arising - Progress report (not for resolution)

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

2621. Public Forum

There were two members of the public present. They were in attendance to discuss Enforcement concerns at The Warren Lodges and regarding the Planning Appeal at The Warren Estate. Below is a summary of the points raised.

- Concerns and frustrations regarding Warren Lodges occupancy
- Ask if Enforcement from MDC will be attending during the closure period to monitor occupancy
- Noted that in the minutes of MDC meeting for the 2016 application the question of occupancy was discussed.
- The applicant should be responsible not the occupiers of the lodges.
- They have written to MP, Priti Patel previously but did not consider the response she had sent from MDC was accurate.
- Want to understand what the Parish Council are doing to pursue these issues.

2622. Woodham Walter Common – Essex Wildlife Trust (EWT)

Discussion with Neil Bedford from Essex Wildlife Trust.

2622.1 Countryside Stewardship Agreement – Mr Bedford confirmed that the matter is on-going although he had received the necessary information from the Parish Council, he is awaiting information from others. The extension to the agreement starts on 1st January 2022. A new management plan will also be developed.

2622.2 Service Level Agreement – Mr Bedford will chase this matter up and send a copy to the Parish Council.

2622.3 Discussion regarding the creating of woodland rides & possible entrance barriers

Mr Bedford described internal woodland rides which create a diverse habitat community and allow connectivity for wildlife to other areas. There is currently very little understorey in Woodham Walter Common and clearing an area of trees lets in sunlight and allows smaller trees and rough areas to develop and this encourages wildlife and allows connectivity. Long-term he would ideally like to connect the heathland areas. There had been a delay to the creation of the latest ride and he is awaiting information from the contractor, it is anticipated that the works will be done by February.

Councillors discussed their concerns that opening up these areas could allow more misuse and damage for example by quad bikes, motorbikes and mountain bikers and would like to see mitigation measures to prevent vehicles getting in. Some kind of barrier particularly at the Common Lane entrance is encouraged. This could potentially be a pedestrian access as it is only a public footpath (not bridleway) at this point, however research will be undertaken into regulations regarding horse riders and cyclists to see if they have a right of access to Woodham Walter Common. Councillors also requested that the width of the rides is kept to the minimum necessary to achieve their purpose.

Mr Bedford agreed that signage needs revamping, and he would like to get new entrance signs and interpretation boards in place for visitors as this would help.

Mr Bedford indicated that although there have been a few incursions by vehicles into Woodham Walter Common this has been minimal and may not mount up to be a sufficiently significant problem to warrant barriers. It was agreed that anti-social behaviour should be monitored.

Mr Bedford is keen to offer a Public Walking Tour of the common and this should be arranged in the Spring.

Mr Bedford then left the meeting room at 20:45

2623. Planning – APPLICATIONS RECEIVED (for consideration or report)

2623.1 21/01127/TCA Chelmer & Blackwater Navigation

Various works to trees on the Chelmer & Blackwater Navigation over a 5 year period in accordance with submitted Tree Management Plan.

RESOLVED to support the application.

2623.2 There were no other applications received.

2624. Planning – DECISIONS (for consideration or report)

2624.1 21/01057/FUL Albany Orchards, Old London Road

APPROVE (DEL)

Conversion of first floor of cart lodge building to create annexe.

Councillors noted a condition has been applied to the approval regarding occupation and that the wording in this appeared to be more robust than previous similar conditions.

2624.2 There were no other decisions for report.

2625. Other Planning Matters (for consideration or report)

2625.1 Enforcement – To advise on any updates.

2625.1 (a) Michael Johnson has agreed to attend the March meeting. He confirms that MDC will be visiting the site to check occupancy and any other activity not consistent with the lawful use of the site, officers have requested the owners register electronically their occupancy at the site and alternative permanent address. Once this information is received, officers will check the details for compliance. In addition, officers will be carrying out a visit to the park when it is closed to ensure the closure is adhered to. By the March meeting this information should have been examined.

RESOLVED to request if the Community Engagement Team could carry out additional checks.

2625.1 (b) Consider following up on letter of complaint to Richard Holmes.
It was noted that no response had been received to the letter of complaint (other than Mr Johnson arranging the meeting in March).

RESOLVED to escalate the complaint to the Local Government Ombudsman detailing the considerable amount of correspondence relating to Enforcement concerns and the lack of action or response by Maldon District Council.

2625.1 (c) Noted that a meeting is scheduled with Damien Ghela, Lead Specialist Communities (responsible for Environmental Services, Housing, Waste Management and Community Safety) on 14th December.

2625.2 Appeals – Decisions and applications (for consideration or report)

2625.2.(a) 20/01230/FUL 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.

Parish Council response submitted. Await determination.

2625.2 (b) 20/00519/FUL Warren Golf Club APPEAL IN PROGRESS
Appeal Ref: APP/X1545/W/21/3280176. 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 information has now been received from the Planning Inspectorate. The appeal will be determined on the basis of a hearing. All previous documents and responses will have been sent to the Planning Inspectorate. Councillors were very frustrated that this appeal containing a considerable amount of documentation has arrived at this time of year and with the deadline of 11th January.

It was agreed that a public meeting is not necessary because the Parish Council already knows public opinion and a meeting would be unlikely to be of benefit.

RESOLVED to request an extension to the deadline due to the amount of work required over the Christmas Period.

RESOLVED to inform the public of the Parish Council's response as soon as possible on the website and by village email.

RESOLVED to hold an extra-ordinary Parish Council meeting on Wednesday 5th January

RESOLVED to find out who will be representing MDC and ask that given the complex case, that this should be led by a barrister.

RESOLVED to offer information and assistance to MDC as required.

The two members of the public then left the meeting room at 21:40

2625.2 (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.

Await determination.

2625.2 (d) 21/00623/FUL**Grove Manor****APPEAL IN PROGRESS**

Appeal Ref: APP/X1545/C/21/3286047. S73A application to construct timber treehouse and associated change of use of the land.

The appeal will be determined on the basis of written representations.

RESOLVED to seek further documentation and submit a response. Deadline 10th January.

2625.2 (e) 20/01284/PIP**Land South of Woodham Walter Primary School****APPEAL DISMISSED**

Appeal Ref: APP/X1545/W/21/3274431

Up to 9 discounted market dwellings.

The appeal has been dismissed by the Planning Inspectorate as it does not comply with Article 5B (1) of the Town & Country Planning (Permission in Principle) Order 2017 (as amended).

The site is within the Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS) zone of influence for the Crouch and Roach Estuaries Special Protection Area (SPA) and Ramsar site; Essex Estuaries Special Area of Conservation (SAC); Blackwater Estuary SPA and Ramsar Site and the Dengie SPA and Ramsar site.

2625.3 Call For Sites– meeting to be arranged

2626. To receive reports of the County and District Councillor's.

It was noted that County Councillor Fleming had supplied a written report including information about: Business Adaptation Grant Scheme; Army & Navy Junction update; Smarter travel for Essex Networks; Internationalisation Fund; Safer Roads Partnership; ALC Essex Health & Safety in the Workforce; Green Skills Review; Bus Services; Libraries; Man v Fat Football in Maldon; Mental Health training for Barbers, Hairdressers and beauty professionals; The Power of Gaming.

There was no information to report from District Councillors.

2627. Financial Matters (for consideration or report)

2627.1 The Summary of Accounts to date. This includes all transactions since the November meeting.

Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
08-Nov-21	Balance			23365.43
06-Dec-21	Interest Received	1.06		23366.49
13-Dec-21	Transferred to Community Account		2000.00	21366.49
Community Account				
08-Nov-21	November Debits			636.20
12-Nov-21	EALC - Clerks Training Bursary	401.25		1037.45
13-Dec-21	Transfer from Business Reserve	2000.00		3037.45
13-Dec-21	December Debits (Estimate)		2368.28	669.17

RESOLVED to accept the Summary of Accounts to date.

2627.2 To agree the payments as listed in the payment schedule for December.

Woodham Walter Parish Council Schedule of Payments – Monday 13th December 2021

	OCTOBER PAYMENTS PART 3				
Min Ref:	Payee	Method	Gross	VAT	Net
2590.2.7	K & B Tatam (Welding) (Estimate)	BACS	100.00	20.00	80.00

	DECEMBER PAYMENTS				
Ref:	Payee	Method	Gross	VAT	Net
2627.2.1	E-on	DD	35.30	1.68	33.62
2627.2.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2627.2.3	Mrs J Bannerman (Salary & Allowance)	BACS	870.37	0.00	870.37
2627.2.4 *	Barclaycard	DD	61.30	6.89	54.41
2627.2.5	ICO (Information Commissioners Office)	DD	35.00	0.00	35.00
2627.2.6	SLCC (Annual Membership)	BACS	134.00	0.00	134.00
2627.2.7	HMRC 1/4ly Payment	BACS	727.11	0.00	727.11
2627.2.8	Skippers Ground Maintenance (Estimate)	BACS	480.00	80.00	400.00

* Barclaycard payments:

26/11/21	Amazon (Stationery)	41.30
2/11/21	Amazon Prime (REFUND)	7.99CR
2/11/21	PayPal (Laptop charger)	27.99
TOTAL	(inc. VAT: £6.89)	61.30

To note the following Barclaycard payments are scheduled for January.

Marks & Spencer (Playground Meeting) £52.85, WH Smith (Meeting book) £5.99

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

2627.3 Review of Bank Statements, Credit Card Statements and Account sheets for November.

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

2627.4 2022/23 Budget

Councillors examined the draft budget document and discussion points regarding general anticipated increases including staff costs due to increased hours and the requirement for pension contributions now that an earnings threshold had been met. There are also estimates for the Platinum Jubilee Celebrations and an increase in the Essex Wildlife Trust donation to better reflect the work they carry out on our behalf in Woodham Walter Common. The Precept request will need to reflect these increases and the final analysis and calculations will be resolved at the January meeting.

RESOLVED in line with the council's Reserves Policy, that the target for general reserves is half the annual precepted figure.

2627.5 Street Lights

2627.5 (a) Cllr. John Brown proposed and Cllr. James Bunn seconded that the new Direct Debit arrangements be approved as the account has been migrated to Npower Business Solutions from 1st December 2021.

RESOLVED to approve the Direct Debit for Npower Business Solutions.

2627.5 (b) LED lighting.

RESOLVED that the Clerk will enquire if there are any LED Street Lights that would be suitable for the rural location and the Conservation Area.

2627.5 (c) Annual Maintenance – Awaited. Clerk will chase this up again.

2628. Other Council Matters (for consideration or report)

2628.1 Community Engagement Team (CET) November Report awaited.

2628.2 Woodham Walter Common – Essex Wildlife Trust (EWT) (See Agenda Item 7)

2628.3 Memorial Garden.

2628.3. (a) To update on progress regarding the wayleave agreement and Land Registry application.

Advice and a quotation had been received from Essex Legal Services.

RESOLVED to apply to Land Registry with the evidence gathered and not use Essex Legal Services which was felt to be prohibitively expensive and with no guarantee of success.

RESOLVED to seek more clarification from Highways.

2628.3.(b) Memorial Garden Signage – it was noted that the matter is on-going.

2628.3 (c) Memorial Garden – Replacement Tree.

RESOLVED to purchase a replacement tree up to the value of £60.

2628.3 (d) Memorial Garden Works by County Broadband.

RESOLVED to allow permission for the installation of the fibre cable into the ducts. No further excavation works are required.

2628.4 Platinum Jubilee Considerations

RESOLVED to defer this discussion to the January meeting.

2628.5 Climate Conference – Cllr. Rushton is due to attend EALC conference on 27th January.

2628.6 Annual Staff Review – to receive the report and recommendation of the Staffing Committee.

This agenda item was held in closed session at the end of the meeting. The Press and Public were excluded due to the confidential nature of business. (Public Bodies (Admission to Meetings) 1960, S1(2) and Local Government Act 1972, s100 (2).

RESOLVED to accept the report and recommendation of the Staffing Committee.

2628.7 Operation London Bridge – to adopt the policy. This agenda item was held in closed session at the end of the meeting. The Press and Public were excluded due to the confidential nature of the business. (Public Bodies (Admission to Meetings) 1960, S1(2) and Local Government Act 1972, s100 (2).

RESOLVED to adopt the policy with a few noted alterations.

2629. Highways & Infrastructure (for consideration or report))

2629.1 Various matters on-going as detailed in the Highways log.

2629.2 Hoe Mill Bridge Update. Noted that the Parking restrictions had been renewed.

2629.3 Broadband Update – there were no updates or information regarding Broadband infrastructure.

2629.4 Road Closures.

RESOLVED to request that out of date signs be removed.

2629.5 Double Yellow Line application at Top Road junction. To consider if the Council supports applying having reviewed the information.

RESOLVED to defer this discussion to the January meeting.

2630. Local Issues (for consideration or report)

2630.1 Bell Meadow & Memorial Garden

2630.1.(a) Football Goals – Cllr. Bunn reported that the Welder had attended and fixed the goal posts. The second set of anchors are due to be installed now that the ground conditions are suitable.

2630.1.(b) Playground - Councillors received the minutes of the Playground Working Party and noted that the committee has been disbanded.

RESOLVED to accept the recommendation of the Playground Working Party to purchase a second bench for inside the playground.

2630.1 (c) Playground – To note that the Clerk has submitted final reports to all of the Grant bodies. A final Project Report has been completed.

2630.1 (d) Playground – To note minor maintenance issues. Bin awaits installation.

2630.1 (e) Playground – Councillor Inspections. To consider responsibilities and insurance.

RESOLVED that the Community Engagement Team carry out the inspections of the playground.

2630.1 (f) Tree Works – to note that Skippers have completed tree works.

126305.1 (g) Hedging Plants – due to be delivered by Woodland Trust.

2630.1 (h) Councillors were reminded to update excel document in OneDrive and report any issues to the Parish Clerk.

2630.2 Footpaths Report. It was noted that the cross field paths (FP 14, 16 & 19) had now been sprayed off. Broken finger post (Little Baddow Road/water pump track) to be reported.

2630.3 School Report. Cllr. Symons reported that a working party had been formed to discuss long term plans at the site and ensure that short term plans have minimal impact on long term plans. The school is currently trialling having their meals prepared at All Saints School.

2630.4 Crime Reports/Neighbourhood Watch Report.

15.4 (a) Car theft Little Baddow Road (night of 1st /2nd December)

15.4 (b) Logs stolen from Gun Hill area (2nd December)

2630.5 Bell Meadow Village Association. It was reported that a new committee was successfully formed at the AGM. They are now proceeding with planning an event on Saturday 10th September 2022.

2631. 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.

2632. Points of Information/Items for future agenda

None

2633. Date of Next Parish Council Meeting:

Extra-Ordinary Parish Council Meeting – Wednesday 5th January 2022 at 7pm at Woodham Walter Women's Club.

Ordinary Parish Council meeting - Monday 10th January 2022 at 7pm at Woodham Walter Women's Club.

2634. Closed Session (Agenda Items 13.6 and 13.7)

This agenda item to be held in closed session at the end of the meeting. The Press and Public to be excluded due to the confidential nature of business. (Public Bodies (Admission to Meetings) 1960, S1(2) and Local Government Act 1972, s100 (2).

2635. The Chairman Closed the Meeting at 22:55

Signed

Dated