

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 14th February 2022

Present:

Cllr. James Rushton (Chairman)

Cllr. John Brown

Cllr. James Bunn

Cllr. Jenny Hughes

Cllr. Joanna Symons

Cllr. John Tompkins

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

County Councillor Jane Fleming (in attendance 8.20pm-9.10pm)

Public: None

2661. Welcome Cllr. Rushton welcomed those present to the meeting.

2662. To report, approve and record apologies for absence

None

2663. 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.

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. Cllr. Peter Warren declared a non-pecuniary interest in the discussion regarding the hire fees for the Women's Club Room as he is the Treasurer of the Women's Club. There were no other interests declared.

2664. To approve minutes of Ordinary Parish Council Meeting held on Monday 10th January 2022.

RESOLVED the minutes of the Parish Council meeting held on 10th January 2022 be approved and signed as a true record.

2665. Matters Arising - Progress report (not for resolution)

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

2666. Public Forum

There were no members of the public present.

2667. Planning – APPLICATIONS RECEIVED (for consideration or report)

There were no planning applications to consider.

2668. Planning – DECISIONS (for consideration or report)

There were no planning decisions to report.

2669. Other Planning Matters (for consideration or report)

2669.1 Enforcement

2669.1 (a) Updates on open cases. It was noted that a case number had been received regarding the lighting column in the Warren car park. There were no other updates.

2669.1 (b) Warren Lodges Closure Period – It was noted that the Clerk had sent several messages to Enforcement enquiring about monitoring but no responses had been received. Councillors are again frustrated by the lack of response. It is noted that the Enforcement team are due to attend the March meeting. The issue will also be raised with the Local Authority Ombudsman. The Clerk will forward correspondence to Cllr. Fleming.

2669.1 (c) Update following Damien Ghela, Lead Specialist Communities (responsible for Environmental Services, Housing, Waste Management and Community Safety). We received the Licenses for The Warren Golf Club and Bunsay Downs. So far there has not been any information found with regards to any license for the Warren Lodges/Warren Active.

RESOLVED to ask if the Warren Lodges Park/Warren Active should have a license as this is a place of assembly with music played.

2669.1 (d) Other enforcement considerations

RESOLVED to ask Enforcement to investigate that occupancy conditions are being adhered to at Meadows Barn

RESOLVED to ask Enforcement to investigate if Wayside in The Warren Estate should have been the subject of a change of use to holiday accommodation application. It is noted that within the Warren Estate application which is currently subject to an appeal, there is evidence pointing to Wayside being used as holiday accommodation. It is also noted that Wayside sits outside of the Warren Estate Licence.

2669.2 Appeals – Decisions and applications (for consideration or report)

2669.2 (a)	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 the Parish Council response was sent to the Planning Inspectorate on 21st January.
- RESOLVED that the Clerk should ask MDC to post the response to their website.
- Local group VOWEL (Villagers Opposing Warren Estate Lodges). It was noted that a barrister had advised the group that they argue for a further extension in order that reports for noise and highways could be commissioned and submitted. The Planning Inspectorate agreed to a deadline of 21st February and it is understood the group are now in the process of raising funds and submitting these reports.

2669.3 Local Development Plan

It was noted that there are several errors in the information regarding Woodham Walter. Councillors are very concerned that planners are working off this information when deliberating planning applications. It is noted that a visit was made on 21st July and it would have been helpful if the council had liaised with the Parish Council which would have resolved many of the mistakes including the inclusion of the shop which closed in 2013! The document is considered to be another example of inadequacies within the council. The Parish Clerk noted that a Rural Facilities survey was completed and yet this information had not been incorporated into the

LDP. The Call For Sites information was noted (there being 2 sites considered in Woodham Walter, and 1 very large site on the parish boundary). Concerns were raised regarding the sites considered “suitable”, especially if the sites had been analysed using the incorrect data.

RESOLVED to respond to the Local Development Plan. The Clerk, Cllr. Tompkins and Cllr. Rushton will liaise. The response will be sent to Policy and copied to MDC’s Chairman and 3 Directors.

RESOLVED to highlight the consultation to the parish as responses from the public are encouraged.

RESOLVED to liaise with Maldon Town Council and Woodham Mortimer & Hazeleigh Parish Council regarding the large site to the South of London Road.

2669.4 Limebrook Way School consultation

RESOLVED that the Parish Council do not consider it relevant to make a response.

2669.5 Essex Minerals Local Plan Call For Sites

It was noted that Essex County Council has launched this call for sites.

RESOLVED to ask that MDC consider areas of the parish that could be protected under Local Green Spaces within the Local Development Plan.

2670. To receive reports of the County and District Councillor’s.

It was noted that the election to select a District Councillor for the Ward in which Woodham Walter sits takes place on Thursday 24th February and a full list of candidates is available for inspection on the website and noticeboard.

No report had been received from District Councillor Durham.

County Councillor Jane Fleming was in attendance and had submitted a written report containing information on bus timetables; Creative High Streets; £1M Cultural Fund Opens; Employment and training; Virtual Job Fair; Chelmsford North East ByPass; ECC Budget proposals; Essex Ramblers clearing crossfield paths; Adult Social Care funding package; Green homes grant; Tax free childcare; Vans at MDC Recycling centre;

Cllr. Fleming also commented on Hoe Mill Bridge and Papermill Bridge and will keep the Parish Council informed of developments. It was noted that the Little Baddow Parish Council Chairman had put a question to ECC meeting on the proposed new bridge at Papermill lock.

It was again noted that the temporary width restriction signs have not been removed. Cllr. Fleming will chase this up.

Cllr. Fleming then left the meeting room.

2671. Financial Matters (for consideration or report)

2671.1 The Summary of Accounts to date. This includes all transactions since the January meeting.

Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
10-Jan-22	Balance			20566.49
14-Feb-22	Transferred to Community Account		2000.00	18566.49
Community Account				

10-Jan-22	Balance				370.46
28-Jan-22	Barclaycard Refund	127.25			497.71
14-Feb-22	Transfer from Business Reserve	2000.00	0.00		2497.71
14-Feb-22	February Debits (Estimate)		2018.84		478.87

RESOLVED to accept the Summary of Accounts.

2671.2 To agree the payments as listed in the payment schedule for February.

Woodham Walter Parish Council Schedule of Payments

	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 PART 2				
Ref:	Payee	Method	Gross	VAT	Net
2627.2.8	Skippers Ground Maintenance (Estimate)	BACS	480.00	80.00	400.00

	FEBRUARY PAYMENTS				
Ref:	Payee	Method	Gross	VAT	Net
2671.2.1	Npower (Estimate)	DD	55.79	2.66	53.13
2671.2.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2671.2.3	Mrs J Bannerman (Salary & Allowance)	BACS	1032.36	0.00	1032.36
2671.2.4	Barclaycard	DD/BACS	143.34	14.15	129.19
2671.2.5	Woodham Walter Women's Club (Hire of Hall 2021)	BACS	50.00	0.00	50.00
2671.2.6	MDC - Community Engagement Team	BACS	589.01	98.17	490.84
2671.2.7	Woodham Walter Village Hall (Hire of Hall)	BACS	20.00	0.00	20.00
2671.2.8	A&J Lighting Solutions (Annual Maintenance)	BACS	73.14	12.19	60.95
2671.2.9	Land Registry	101631	30.00	0.00	30.00

* Barclaycard payments:

08/01/2022	ALCC Membership	40.00
13/01/2022	Chelmsford.Gov (Parking)	5.20
13/01/2022	Essex Record Office	13.25
17/01/2022	Amazon (Ink Cartridge)	14.99
20/01/2022	Executive Retail (Condolence Book) (Op LB)	69.90
TOTAL	(inc. VAT: £14.15)	143.34

To note the following Barclaycard payments are scheduled for February

25/01/2022	Post Office Ltd (Stamps)	0.96
08/02/2022	Bolton Picture Framing (Op LB)	21.64
11/02/2022	Corido (Bench for Playground)	205.00

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

2671.3 Review of Bank Statements, Credit Card Statements and Account sheets for January.

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

2671.4 Internal Auditor – to consider appointing a new Internal Auditor.

The report and recommendation of the Parish Clerk/RFO was considered.

RESOLVED to appoint Heelis & Lodge as the councils Internal Auditor.

2671.5 S137 Expenditure for the Condolence Book and Picture Frames (Ref: Operation London Bridge)

RESOLVED to approve expenditure 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).

2671.6 Women's Club Increase in hall hire costs.

RESOLVED to accept the increase which remains good value.

2672. Other Council Matters (for consideration or report)

2672.1 Community Engagement Team (CET)

Noted the December/January Reports.

2672.2 Woodham Walter Common – Essex Wildlife Trust (EWT)

2672.2 (a) Notification received that works to create the new ride are due to commence.

2672.2 (b) It is unknown if works had taken place to remove the dangerous tree.

2672.3 Memorial Garden Ownership

It was noted that work is in progress on this matter. The Clerk and Chairman have reviewed the evidence and drafted the Land Registry application forms to apply for a Possessory Title.

RESOLVED that the Clerk should proceed with completing the application process, including seeking a legal professional to verify evidence of identity.

2672.4 Platinum Jubilee Considerations – Meeting due to take place on 21st February. Considerations will include a Street Party on Sunday 5th June, a memento for children, a location to plant a tree as part of the Queen's Green Canopy.

2672.5 Email/Website

Councillor Brown reported on his investigations and the costs of a new email provider which is considered to be superior to the existing and necessary as part of the migration to woodhamwalter-pc.gov.uk The cost is £287.04 per year for 8 x emails for a 5GB mailbox. The website will also be changed to a faster host at a cost of £60 per year. The existing services will be maintained for a hand-over period of 1 year.

RESOLVED to accept Cllr. Brown's recommendation. Cllr. Brown and the Clerk will liaise to initiate.

2672.6 Council Policies for adoption

RESOLVED to adopt the updated Banking Policy and the new Health & Safety Policy.

2672.7 Allotments Report

Cllr Rushton reported that iron stakes had been installed to maintain the gate posts.

2672.8 Climate Change

2672.8 (a) Cllr. Rushton reported on attendance at training event run by EALC which he had found to be very useful and informative. He suggested that some sort of Climate Event could be considered to provide information to local residents. He has shared documents with Councillors and will write a briefing report for consideration at future meeting.

2672.8 (b) Sustainable Danbury – Community Energy Benefit Society
It was agreed to invite them to a future meeting.

2672.9 Annual Parish Meeting

RESOLVED that the Annual Parish Meeting will take place at 8pm on Monday 4th April in Woodham Walter Village Hall (subject to availability). Clerk will book the hall and begin requesting and gathering together reports and information for the Annual Report which will be delivered in advance of the meeting.

2672.10 Street Lights

RESOLVED that Cllr. Bunn will conduct research and make enquiries with Street Lighting contractors, A&J Lighting Solutions regarding upgrading to LED Street Lights.

2673. Highways & Infrastructure (for consideration or report))

2673.1 Various matters on-going as detailed in the Highways log. It was noted that the large pothole at the junction of Top Road/The Street has again been reported.

2673.2 Broadband Update – No updates.

2673.3 Road Closures. There continue to be various road closures for Broadband works in and around the village over the next few weeks and Road Closure notice for Hoe Mill Bridge for 2 weeks from 7th February. Attention to signage requested through County Cllr. Fleming. It was noted that West Bowers Road had been closed and yet no works had taken place.

2673.4 The Cottage, Bassetts Lane – the Traffic Regulation Order was noted.

2673.5 Hoe Mill Bridge – noted the Traffic Regulation Order for the width restriction.

2673.6 It was noted that a Bus Network Consultation has been launched

2674. Local Issues (for consideration or report)

2674.1 Bell Meadow & Memorial Garden

2674.1.(a) Football Goals – Noted that the welder has attended to fix the post. Clerk to arrange for Skippers to move the goals to new anchor position.

2674.1.(b) Playground - Noted inspections, there were no matters arising.

2674.1 (c) Memorial Garden – Noted that bulbs have been planted by Mr & Mrs Wheadon.

2674.1 (d) DofE Volunteers – Noted continued attendance included clearing the leaves from inside the perimeter of the playground.

2674.1 (e) Wildflowers – Noted that these have been sown by Skippers/Mr & Mrs Wheadon

2674. 1 (f) There were no further matters for report.

2674.2 Footpaths Report. Cllr. Warren has reported the rotten bridge on FP 18 (behind Oak House(formally Falconers Lodge)). Cllr. Warren will again report the dangerous stile at FP3 (Crossways/Bassetts Lane) as it is noted the fence has been repaired and the only option is to climb the dangerous stile. It is understood that ECC should be replacing with a gate and Cllr. Warren will request that this work is expediated as the stile is very dangerous. Cllr. Warren reported that he is awaiting the start date of the new inspector. He currently has 10 outstanding matters including 5 x finger posts, 3 x bridges and 2 x trees.

2674.3 School Report. Cllr. Symons and Cllr. Rushton reported that the school have decided to abandon the bus project which has been assessed as too expensive. They have decided to proceed with seeking planning permission for a new demountable building to improve the facilities for pupils and staff and hope that this will be in place by the start of the new school year in September. The Chairman of the Governors/Management Team will be invited to the next meeting.

2674.4 Crime Reports/Neighbourhood Watch Report.

It was noted that hare coursers had been present in the village recently. Any incidents should be reported immediately to the Police.

2674.5 Bell Meadow Village Association. Saturday 10th September 2022.

RESOLVED that Cllr. Rushton will take over the role of Parish Council representative for the BMVA committee this year as Cllr. Hughes has a prior engagement on the event date this year.

2674.6 Queen Victoria – it was noted that the Landlords are due to move to a new premises in Chelmsford.

RESOLVED to write a letter of thanks for their time in the village and to wish them luck in their new venture. The Parish Council will endeavour to engage with the new Landlords when appropriate.

2675. 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.

2676. Points of Information/Items for future agenda

2676.1 Village Litter Pick – The Clerk will arrange a date with Colin Warner and disseminate the information by Village Email and in the Parish News magazine.

2677. Date of Next Parish Council Meeting:

Ordinary Parish Council meeting - Monday 14th March 2022 at 8pm at Woodham Walter Women's Club.

2678. The Chairman Closed the Meeting at 10:15pm

Signed

Dated