

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 14th March 2022

Present:

Cllr. John Brown (Vice Chairman)

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 8.00pm-9.20pm)

District Councillor Mark Durham (in attendance 8.00pm-9.50pm)

Public: 2

2679. Welcome Cllr. Brown welcomed those present to the meeting which he chaired in the absence of Cllr. Rushton.

2680. To report, approve and record apologies for absence

RESOLVED to accept apologies received from Cllr. James Rushton, District Councillor Simon Morgan and Michael Johnson.

2681. 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. 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.

2682. To approve minutes of Ordinary Parish Council Meeting held on Monday 14th February 2022.

RESOLVED the minutes of the Parish Council meeting held on 14th February 2022 be approved and signed as a true record.

2683. Matters Arising - Progress report (not for resolution)

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

2684. Public Forum

There were 2 members of the public present. They were in attendance to observe and comment on the planning application 22/00381/HOUSE at 7 Church Corner. It was explained that the application had arrived with the Parish Council after the agenda had been set and so would not be formally discussed by councillors. The applicant outlined the reasons for the extension which was principally to create a bathroom upstairs and a larger kitchen area downstairs. Councillors explained the procedure and the role the Parish Council play as consultees in the planning process and that the Village Design Statement forms part of the reasoning for the recommendation of the Parish Council to the District Council. The members of the public thanked Councillors for the information and were pleased to remain in the meeting room to hear about the work of the Parish Council.

2685. Enforcement

2685.1 (a) Discussion with **Michael Johnson**, Lead Specialist Development Management, Service Delivery Directorate, Maldon District Council

Councillors were frustrated that due to illness Mr Johnson had cancelled attendance at the meeting. It was noted that 2 further Enforcement Officers had recently been appointed. It is hoped that Mr Johnson will be able to attend the next meeting on 11th April.

RESOLVED to arrange an alternative date for Mr Johnson to attend.

2685.1 (b) Warren Lodges Closure Period and Warren Lodges planning conditions generally
No updates had been received.

2685.1 (c) Updates on open cases
No updates had been received.

2685.1 (d) RESOLVED to enquire if the Queen Victoria should have sought Conservation Area approval prior to replacing windows.

2686. Planning – APPLICATIONS RECEIVED (for consideration or report)

2686.1 **HOUSE/MAL/22/00365** Fort Cottage, The Street
Demolition of existing porch and construction of porch.

RESOLVED to support the application.

2686.2 **HOUSE/MAL/22/00367** Fort Cottage, The Street
Proposed single storey rear extension and conversion of garage to habitable space.

RESOLVED to support the application.

2686.3 To note any other planning applications received.

2686.3 (a) **HOUSE/MAL/22/00373** 15 Rectory Road
Proposed two storey side extension and a porch to the front.

RESOLVED to review the application and either delegate the response to the Clerk or call an extra-ordinary meeting. The Clerk will liaise with Councillors.

2686.3 (b) **HOUSE/MAL/22/00381** 7 Church Corner, Herbage Park Road
Single storey side extension and part first floor extension to the rear.

RESOLVED to delegate the response to the Parish Clerk who will liaise with Councillors.

2687. Planning – DECISIONS (for consideration or report)

2687.1 It was noted that there are no outstanding decisions.

2688. Other Planning Matters (for consideration or report)

2688.1 **Appeals** – Decisions and applications (for consideration or report)

2688.1 (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 appeal will now be decided at an inquiry and details and information received were considered. Councillors were disappointed that Maldon District Council had so far declined to meet with the Parish Council.

RESOLVED to write MDC Planning officer, copied to Group Manager Planning Services to outline our disappointment that they have declined to meet. The Parish Council would like to discuss the case and receive any updates.

RESOLVED to ask when all the information and representations received for the appeal will be published and available on the website.

The merits or otherwise of applying for Rule 6 status were considered at length. Councillors are concerned that appointing an advocate (required for Rule 6 Status) would incur significant expense across a 4-day inquiry, and that it was unlikely that any new evidence could be offered, therefore, they would be repeating what will already be part of the inquiry. MDC will appoint a barrister and the Parish Council do not want to repeat evidence which they will already be submitting, this will principally be policy issues around the LDP.

Councillors considered that it might be most appropriate to register to speak at the inquiry. The submissions that the Parish Council made to the application and to the Appeal are thought to be very strong and will already be considered by the Planning Inspector as part of the inquiry.

It was noted that VOWEL had confidentially shared the reports that they had commissioned. It was agreed that the Highways report in particular appeared to be a useful document.

RESOLVED to ask VOWEL what their plan is for the inquiry and ask that we coordinate. Councillors will advise that the author of the reports submitted should be present if possible. The Parish Council will consider if they can support this.

2688.2 Local Development Plan

Councillors noted that the Parish Council response has been submitted with thanks to Cllr. Tompkins for his input.

The inaccuracies for Woodham Walter in the evidence had been noted by the Officer.

RESOLVED to ask for a meeting with the Local Development Plan Officer prior to the next consultation.

2688.3 Neighbour Consultations

RESOLVED that Councillors will begin neighbour consultations on planning applications received after 1st April when Government guidance is lifted, and they will "Remove the health and safety requirement for every employer to explicitly consider COVID-19 in their risk assessments."

2688.4 Local Wildlife Sites

It was noted that the Parish Council had been asked to consider if there are any areas that should be considered for Local Wildlife Sites status.

RESOLVED to respond and that consideration is being given to locations.

2689. To receive reports of the County and District Councillor's.

It was noted that Councillor Simon Morgan was elected to the position of District Councillor for the Ward in which Woodham Walter sits. It is hoped that he will be able to attend a future meeting.

Cllr. Durham reported that the main concern at MDC is the lack of a 5 Year Housing Land Supply (5YHLS) and that this is now less than 3 years as a result of the build out rate of strategic developments not being as fast as expected. This exposes the District to an increase in the number of developments that it will find difficult to refuse. It could take 2-3 years for the 5YHLS to improve.

Cllr. Durham also informed that the Local Government reorganisation is no longer as high on the agenda; the Local Highways Panel have some changes to procedures due; the Ride London Event is coming through Woodham Walter; Considerations are still being given to the bridge replacements at Little Baddow Papermill Lock and Hoe Mill Bridge.

It was noted that Cllr. Fleming had sent a written report with information on: Easter Library theme of the Circus; Essex Summer of Culture; Essex Year of Reading; Essex Records Office –programme of talks; Essex residents panel; Essex Local Nature Partnership Launched; Local Career Development Boost; Climate Awareness Train in North Fambridge on 22nd May; Business Time in Essex; Essex Green apprenticeships; Free art & photography courses; Backing Essex Business; Langford & Ulting Neighbourhood Plan; Butt Lane Market consultation; Launch of One Maldon District – a new cross sector partnership to improve health, wellbeing and community safety across the district.

Cllr. Fleming also noted that information from Essex County Council and Maldon District Council regarding Ukraine is expected soon.

2690. Financial Matters (for consideration or report)

2690.1 The Summary of Accounts to date. This includes all transactions since the February meeting.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
14-Feb-22	Balance			18566.49
07-Mar-22	Interest Received	0.51		18567.00
14-Mar-22	Transferred to Community Account		1900.00	16667.00
Community Account				
14-Feb-22	Balance			434.87
18-Feb-22	Easyfundraising - Playground	17.81		452.68
14-Mar-22	Transfer from Business Reserve	1900.00		2472.68
14-Mar-22	March Debits (Estimate)		1885.98	586.70
15 Mar 22	UK Power Networks (Wayleave)	6.90		593.60

RESOLVED to accept the Summary of Accounts.

2690.2 S137 Expenditure for the Picture Frames (Ref: Operation London Bridge) (ref: 2690.6.4)

RESOLVED to approve 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).

2690.3 Npower (ref: 2690.2.6) Clerk has contacted Npower as no invoices have been received since December and only one Direct Debit payment has been made, await response. It is possible that bills will be received quarterly but await confirmation.

2690.4 Playground Bench Installation (ref: 2690.6.6) the bench has been purchased and delivered. Quotation from Skippers for installation £130.00

RESOLVED to accept the quotation and ask Skippers to install the bench.

2690.5 Staff pay scales & Pension. (Ref: 2690.6.3 and 2690.6.7) To accept the National Salary Award for 2021/22 which has been agreed by NALC. To note that the Nest Pension has been set up. To approve Direct Debit mandate. This agenda item was held in closed session at the end of the meeting. The Press and Public were excluded due to confidential nature of business. (Public Bodies (Admission to Meetings) 1960, S1(2) and Local Government Act 1972, s100 (2).

RESOLVED to accept the NALC Salary Award and incremental increase as previously recommended by the Staffing Committee (Min Ref: 2628.6)

RESOLVED to approve the Direct Debit Mandate to Nest Pension. The form was duly signed by bank signatories.

2690.6 To agree the payments as listed in the payment schedule for March.

	OCTOBER PAYMENTS PART 3				
Min Ref:	Payee	Method	Gross	VAT	Net
2590.2.7	K & B Tatam (Welding) (Paid 18/02/22)	BACS	144.00	24.00	120.00

	DECEMBER PAYMENTS PART 2				
Min Ref:	Payee	Method	Gross	VAT	Net
2627.2.8	Skippers Ground Maintenance	BACS	360.00	60.00	300.00

	FEBRUARY PAYMENTS				
Ref:	Payee	Method	Gross	VAT	Net

2690.6.1	Npower (Estimate)	DD	55.79	2.66	53.13
2690.6.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2690.6.3	Mrs J Bannerman (Salary & Allowance & Back Pay)	BACS	939.82	0.00	939.82
2690.6.4	Barclaycard (Postage/Picture Frames/Bench)	DD	227.60	30.83	196.77
2690.6.5	HMRC ¼ly Payment	BACS	434.57	0.00	434.57
2690.6.6	Skippers Ground Maintenance (Bench Installation)	BACS	156.00	26.00	130.00
2690.6.7	Nest Pension (Estimate)	DD	47.00	0	47.00

* Barclaycard payments:

25/01/2022	Post Office Ltd (Stamps)	0.96
08/02/2022	Boldon Picture Framing (Op LB)	21.64
11/02/2022	Corido (Bench for Playground)	205.00
TOTAL	(inc. VAT: £30.83)	227.60

It was noted that the following Barclaycard payments are scheduled for March

24/02/22	Post Office Ltd (Postage)	3.79
02/03/22	Fasthosts Internet Ltd (Emails)	8.64
	Trees/Jubilee Expenditure	tbc

BACS payment for October Payments Part 3 was paid on 18/02/22 and December Payments Part 2 the invoice has now been received and payment was authorised.

The BACS payments for March will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 16th March 2022. The items shown as estimates will be drawn up for payment after receipt of invoice and authorisation.

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

2690.3 Review of Bank Statements, Credit Card Statements and Account sheets for February.

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

2690.4 End of the Financial Year. It was noted that 31/03/2022 is the end of the Financial Year and the Clerk/RFO will complete the relevant procedures.

2691. Other Council Matters (for consideration or report)

2691.1 Community Engagement Team (CET) To note February Report

2691.1 (a) The February report was noted.

RESOLVED to ask for TruCAM visit during the early morning period.

2691.1 (b) To consider to 2022/23 service requirement

RESOLVED to renew the contract for 5 hours per month with the same requirement for services.

2691.2 Woodham Walter Common – Essex Wildlife Trust (EWT)

2691.2 (a) it was noted that works have been instigated to create the Wildlife Ride.

2691.2 (b) no works had been carried out regarding dangerous tree FP7.

RESOLVED that Cllr. Warren will take the matter up with ECC.

2691.2 (c) RESOLVED to organise a public tour of Woodham Walter Common with Essex Wildlife Trust.

2691.3 Memorial Garden Ownership

It was noted that the application has been sent to HR Land Registry and acknowledgement received although they are currently experiencing a high volume of applications so there will be a delay. Councillors were grateful for the assistance of Mr Whitfield.

2691.4 Platinum Jubilee Considerations – Cllr. Symons reported on progress .

A meeting held on 21st February was well supported and it was decided to organise a street party along Top Road on Sunday 5th June similar to those held for the 2012 Diamond Jubilee and 2016 90th Birthday Celebrations. The school have very kindly offered their grounds for community races after the lunch along Top Road. The Women's Club have again agreed to help with catering. Cllr. Symons and The Clerk are proceeding with organisation and the next meeting will be on 21st March.

It was agreed to supply a memento to all the children of the village and they will be able to collect at the Street Party on 5th June. A leaflet will be distributed around the village in order to calculate numbers of village children.

A gift will also be presented to the children at Woodham Walter Primary School and Tadpoles Nursery. The Parish Council will host a small celebration at the school and Bell Meadow on 26th May to present the gift to the school and nursery children.

It was agreed that a tree should be planted for the Queen's Green Canopy. An oak will be purchased and planted in the gap at the bottom of Bell Meadow.

RESOLVED to accept the recommendations of the Platinum Jubilee Working Party.

RESOLVED to purchase an oak tree for the Queen's Green Canopy and a beech tree to replace the dead one on the memorial Garden.

2691.5 Email/Website – The matter is progressing.

2691.6 Allotments Report – no information to report.

2691.7 Climate Change

2691.7 (a) It was noted that Prof. Jules Pretty will attend the Annual Parish Meeting

2691.7 (c) Sustainable Danbury – Community Energy Benefit Society (Scheduled to attend meeting in May)

2691.8 Litter Pick – despite a low turnout the volunteers managed to litter pick most of the village.

2691.9 Annual Parish Meeting & Report. The report is coming together and will need delivering around weekend 25-27th March. Prof. Jules Pretty has agreed to attend to talk about Climate Change.

2691.10 Food Provision Workshop – It was noted that Cllr. Symons, Cllr. Hughes and the Clerk will attend. It was noted that the Church already have a food pantry and the Clerk will speak to Kathy Tompkins.

2691.11 Defibrillator – it was noted that the volunteer group had been disbanded due to changes with the criteria for supporting a patient. The defibrillator remains ready for use in the old telephone box outside Tadpoles Nursery. If required, dial 999 and access to the defibrillator is via the ambulance operator who will advise on what to do.

2691.12 VDS – Cllr. Tompkins reported that the Village Design Statement review is progressing slowly due to other Parish Council commitments.

2692. Highways & Infrastructure (for consideration or report))

2692.1 Various matters on-going as detailed in the Highways log.

2692.2 Broadband Update – it was noted that County Broadband is now available in some areas of the village including Common Lane. Works by Openreach are continuing.

2692.3 Road Closures. There continue to be various road closures for Broadband works in and around the village over the next few weeks. All notifications received are put on the website.

2692.4 Street Lights – To consider replacement to LED streetlights. Cllr. Bunn reported on his research which concludes that retro-fitting into the existing housing will not be suitable because they have the wrong type of ventilation and therefore the lifespan will be greatly reduced plus the current sodium fittings are gradually failing. He continues to research more traditional fittings and will seek costs.

2693. Local Issues (for consideration or report)

2693.1 Bell Meadow & Memorial Garden

2693.1.(a) Football Goals – clerk has arranged for the goals to be moved.

2693.1.(b) Playground - Other than a couple of mole hills, there were no matters for report.

2693.1 (c) Memorial Garden – To note any matters arising.

RESOLVED to ask the DofE Volunteers to tidy up the sticks on the Memorial Garden.

2693.1 (d) DofE Volunteers – To note continued attendance

2693.1 (e) RESOLVED to ask Skippers to clear the fallen branch in the top corner.

2693.2 Footpaths Report. Cllr. Warren reported that the bridge on FP18 had been replaced. A blocked bridge on FP 16 had been cleared. Also on FP16 the ash blocking the path has been cleared. Cllr. Warren had cleared small trees on FP 19, 22 and 36. The stile at Crossways is still in a dangerous condition and awaits repair. It was noted that the fallen tree in the bluebell woods is not on a public right of way, Cllr. Hughes will make enquiries.

2693.3 School Report. Cllr. Symons reported that the school are currently setting budgets including funding for a new classroom. Cllr. Symons has taken on role of Wellbeing Governor.

2693.4 Crime Reports/Neighbourhood Watch Report. No reports. It was noted that with the current high price of oil, that people should be particularly aware of oil thefts.

2693.5 Bell Meadow Village Association. Saturday 10th September 2022. The event organisers are progressing.

2693.6 Ride London 27-29th May – various road closures expected in Essex over the weekend. To note that the Elite Ladies race will come through Woodham Walter on Friday 27th May (estimated between 12-3pm) and will include various road closures. Details of route indicates that it goes through the village via the following roads (direction tbc) : Old London Road, Oak Farm Road, Church Hill, Little Baddow Road.

RESOLVED to liaise with St Michael's Church.

2695. 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.

2695. Points of Information/Items for future agenda

2695.1 Ukraine

It was noted that a number of residents had contacted the Parish Council for guidance and to ask what we may be able to do. There are some residents who are considering offering their homes to refugees. Councillors supported the idea of an Independent Working Party and Cllr. Hughes volunteered to represent the Parish Council. The Parish Council are cautious about acting in an official capacity as they do not have the required skills (e.g. safeguarding, mental health/trauma) but could act to coordinate any communications received with an Independent Working Party. There was also concern expressed that the village may not have sufficient facilities and that refugees could feel isolated although the local population would be likely to support and welcome them. It is expected that the County and District Councils will gradually supply information over the next few weeks. A page will be created on the website with useful links to official sites and guidelines.

2696. Date of Next Parish Council Meeting:

Annual Parish Meeting – Monday 4th April 2022 at 8pm in Woodham Walter Village Hall

Ordinary Parish Council meeting - Monday 11th April 2022 at 8pm at Woodham Walter Women's Club.

2697. The Chairman closed the meeting at 10.20pm

Signed

Dated