

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

Held at 8.0pm at Woodham Walter Women's Club.

Monday 11th July 2022

Present:

Cllr. James Rushton (Chairman)
Cllr. John Brown (Vice Chairman)
Cllr. James Bunn
Cllr. Jenny Hughes
Cllr. Joanna Symons
Cllr. John Tompkins

Others: Jacky Bannerman (Parish Clerk)
County Cllr. Jane Fleming (in attendance until 9.15pm)

Public: None

2763. Welcome Cllr. Rushton welcomed those present to the meeting.

2764. To report, approve and record apologies for absence

RESOLVED to accept apologies received from Cllr. Peter Warren and District Cllr. Simon Morgan.
District Cllr. Mark Durham was not present.

2765. 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. Cllr. John Brown declared a non-pecuniary interest during a discussion about the condition of the highway on Blue Mill Lane. There were no other interests declared.

2766. Public Forum

There were no members of the public present.

2767. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 13th June 2022.

RESOLVED the minutes of the Ordinary Parish Council Meeting held on 13th June 2022 be approved and signed as a true record of the meeting.

2768 Matters Arising - Progress report (not for resolution)

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

2769. New Local Code of Conduct & New Register of Interests

To adopt the new Local Code of Conduct as adopted by Maldon District council on 4th July 2022.

It was noted that the Clerk had addended an MDC training session. The Clerk advised the minimum requirement is that all councillors have read the Code of Conduct and training booklet.

RESOLVED Cllr. John Brown proposed and Cllr. James Bunn seconded that the new Local Code of Conduct be adopted, this was unanimously agreed.

RESOLVED that councillors will complete the new Register of Interests form as soon as the link is available.

2770. Queen Victoria

- (a) To consider the Asset of Community Value listing and moratorium period
- (b) To consider distribution of survey to establish community interest
- (c) To consider information and meeting

It was noted that the moratorium period runs until 11th August and Community Groups have the right to express the intention to bid for it by this time, they would then have until 31st December to raise the funds. The Clerk has conducted extensive research and this has been available for consideration. The Plunkett Foundation has been particularly useful as they are a charity that specialises in these types of community business.

Councillors discussed the information gathered and agreed that the most important thing is to find out if there is support for raising funds, purchasing and running the business. There would need to be a management group independent of the Parish Council to take this on.

RESOLVED that the Clerk should contact the agent to find out about the Overage clause and any purchasing ties.

RESOLVED to organise a public meeting on Monday 18th July at 7.30pm.

RESOLVED to develop a village wide survey for distribution as soon as possible after the meeting

2771. Planning – APPLICATIONS RECEIVED (for consideration or report)

2771.1 22/00201/TCA St Michael's Church, Church Hill

T1 Holly, Fell.

It was reported that due to the deadline, the Clerk had responded using delegated powers. The response was to support the application.

2771.2 22/00699/HOUSE 7 Church Corner, Oak Farm Road

Single Storey extension and part first floor extension to the rear.

It was reported that due to the deadline, the Clerk had responded using delegated powers. The response was to support the application.

2771.3 There were no other applications received.

2772. Planning – DECISIONS (for consideration or report)

2772.1 **22/00179/TCA** Tadpoles Nursery, The Street **APPROVE**

5x Lime trees - Reduce laterally by 3.5 metres and 3.5-4 metres in height. 1x Ash tree - Reduce laterally by 3.5 metres and 3.5-4 metres in height.

2772.2 **22/00495/FUL** Woodham Walter CofE Primary School, The Street **APPROVE**

The installation of a demountable classroom consisting of a classroom, toilets and kitchenette, with new paths, ramps/steps and shrub planting.

2772.3 **22/00633/FUL** Albany Orchards, Old London Road **APPROVE (NW Area)**

New driveway from existing access towards front of house.

It was noted that the decision to approve the application was taken by the NW Area Planning committee having been called in by Cllr. Durham against the recommendation of the Parish Council and Planning Officer. It was disappointing to note that neither District Councillor represented the view of the Parish Council in the NW meeting and they were not in attendance at this meeting to discuss.

RESOLVED to write to both District Councillors and note disappointment that they did not present the views of the Parish Council at the meeting. This would be expected even if though their personal views differed.

2773. Planning – Appeals (for consideration or report)

2773.1 **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 reported that the Inspector gave the Parish Council fair opportunity to take part in the inquiry and that the council are grateful to Cllr. Rushton and Cllr. Tompkins who presented information and questions at all sessions of the inquiry.

It was noted that the target date for a decision by the inspector is 5th August.

2774. Planning - Enforcement

2774.1 To receive any updates from Mr William Coleman from MDC (await confirmation of attendance).

It was reported that an update had been received very late in the day and the information supplied raises a number of questions. It was also noted that there are still many questions asked by the Parish Council which remain unanswered. Cllr. Fleming noted that there are nationwide staff shortages in Planning Departments and MDC have struggled to fill positions.

RESOLVED to write again for more clarification and request attendance at future meeting.

2774.2 To consider any other Enforcement matters.

Councillors were appalled to learn that a local resident had submitted a FOI request to MDC which had not been responded to during the statutory deadline. It was noted that the slow response mirrors the experience of the Parish Council.

2775. Other Planning Matters (for consideration or report)

2775.1 Draft List of Local Heritage Assets for Woodham Walter. It was reported that a response had been sent.

2775.2 Local Wildlife Sites - ongoing

2776. To receive reports of the County and District Councillor’s.

It was noted that neither District Councillor was in attendance.

County Councillor Fleming was in attendance and had sent a written report with information on: diary of events and meetings attended; Freegle your food; Kitche app; Explore the eat seasonably calendar; New Library app; ACL Supported Learning brochure; Essex Climate Action Pack; Free sustainability programme for small business; Integrated care system; Childcare Choices; Exam Results webinar.

Cllr. Fleming informed councillors that Essex County Council are due to discuss a motion regarding the National Grid infrastructure; She had received the list of pot holes for Woodham Walter from the Clerk and alerted councillors to an application for a solar farm in Woodham Mortimer, Councillors confirmed that Woodham Walter had not been consulted and the site was not adjacent to the parish.

Cllr Fleming then left the meeting room at 9.15pm

2777. Financial Matters (for consideration or report)

2777.1 The Summary of Accounts to date. This includes all transactions since the June meeting.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
13-Jun-22	Balance			32699.45
22-Jun-22	Transfer from Community Account	7543.55		40243.00
11-Jul-22	Transfer to Community Account		2800.00	37443.00
08-Aug-22	Transfer to Community Account		1000.00	36443.00
Community Account				
13-Jun-22	Balance			522.48
15-Jun-22	Income from sale of mugs and donations (Jubilee)	144.00		666.48
17-Jun-22	HMRC VAT refund	7543.55		8210.03
22-Jun-22	Transferred to Business Reserve		7543.55	666.48
23-Jun-22	Party Tent Income (inv. 154)	25.00		691.48
27-Jun-22	Party Tent Income (inv. 156)	75.00		766.48
11-Jul-22	Transferred from Business Reserve	2800.00		3566.48
11-Jul-22	July Debits		2890.46	519.76
08-Aug-22	Transferred from Business Reserve	1000.00		1519.76
08-Aug-22	August Debits		1097.45	422.31

RESOLVED to accept the summary of accounts.

2778.2 To authorise the payments as listed in the payment schedule for July and to consider August payments.

OUTSTANDING DEBITS					
Ref:	Payee	Method	Gross	VAT	Net
2755.2.17	Skippers Ground Maintenance Ltd	BACS	684.00	114.00	570.00
JULY PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2778.2.1	Npower	DD	37.23	1.77	35.46
2778.2.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2778.2.3	Mrs J Bannerman (Salary & Allowance)	BACS	854.89	0.00	854.89
2778.2.4	Nest Pension (Employer £55.94 Employee £89.51)	DD	145.45	0.00	145.45
2778.2.5	Barclaycard (Jubilee/stamps/email/ink)	DD	175.61	22.59	153.02
2778.2.6	MDC (Playground Bin Servicing) (Await invoice)	BACS	56.56	9.43	47.13
2778.2.7	Royal Mail (PO Box Annual Fee)	BACS	378.00	63.00	315.00
2778.2.8	HMRC Payment	BACS	497.44	0.00	497.44
2778.2.9	Maldon District Council (CET)	BACS	646.92	107.82	539.10
2778.2.10	RCCE Annual Membership	BACS	52.80	8.80	44.00

2778.2.11	E-Slip Payroll	DD	20.36	3.39	16.97
	AUGUST PAYMENTS				
Ref:	Payee	Method	Gross	VAT	Net
	Npower (Estimate)	DD	41.81	1.99	39.82
2778.2.12	A&J Lighting Solutions	DD	25.20	4.20	21.00
2778.2.13	Mrs J Bannerman (Salary & Allowance) (Estimate)	BACS	854.89	0.00	854.89
2778.2.14	Nest Pension (Employer £55.94 Employee £89.51)est	DD	145.45	0.00	145.45
2778.2.15	Barclaycard (email/parking) (Estimate)	DD	30.10	4.78	25.32

* Barclaycard payments:

21/05/22	Amazon (Jubilee table cloth)	27.95
24/5/22	Post Office (Stamps)	1.70
25/05/22	Tesco (Ice-lollies/General for Jubilee)	38.35
02/06/22	Fasthosts Internet Ltd (Emails)	8.64
09/06/22	Amazon (XL Ink Cartridges)	78.91
TOTAL	(inc. VAT: £22.59)	175.61

To note the following Barclaycard payments are scheduled for June Statement.

02/07/22	Fasthosts Internet Ltd (Emails)	28.70
28/06/22	MDC Car Parking	1.40

The BACS payments for July will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 14th July 2022. The BACS payments for August will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 14th August 2022.

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

2778.3 Review of Bank Statements, Credit Card Statements and Account sheets for June.

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

2778.4 Quarterly Expenditure Review to 30th June 2022.

RESOLVED to accept the expenditure review which was in line with budgeted expenditure for the first ¼. It was however, noted that budgetary lines from 2021/22 had not been carried across to 2022/23 and some expenditure may need to be carried forward to 2023/24 depending on the reserves (bins/noticeboard).

2778.5 To consider quotation for installation of new dog bins (Rectory Road/Common Lane) and litter bin (Rectory Road). Further consideration to additional dog bin at Stivvy's Road.

RESOLVED to accept the quotation from MDC for supply and installation of a new dog waste bin at the top end of Rectory Road. The location was discussed so that it is positioned away from properties but not interrupting the view as you enter the village. Other bins will be considered later in the year depending on reserves.

2779. Other Council Matters (for consideration or report)

2779.1 Community Engagement Team (CET)

(a) The June report was noted.

(b) The Clerk is due to meet with the CET to discuss the service agreement

2779.2 Woodham Walter Common – Essex Wildlife Trust (EWT) There was no information to report.

2779.3 Allotments – There was no information to report.

2779.4 Climate Action Update – ongoing. Meeting is being scheduled with the Tollesbury Climate Partnership.

2779.5 Local Council's Awards Scheme

RESOLVED that the clerk should proceed with application.

2779.6 CiLCA – the Clerk reported that progress is being made towards the deadline at the end of the month. Councillors were pleased to hear that Section 2 was awarded an Exemplary Submission mark.

2780. Highways & Infrastructure (for consideration or report)

2780.1 Various matters on-going as detailed in the Highways log.

2780.2 It was reported that Pot Holes for County Councillor fund had been submitted by Clerk.

2780.3 Hoe Mill Bridge Update - it was agreed that the ECC Preferred Option 4 – **New Integral Bridge Built In Line** Construction of a new permanent integral bridge, in line within the existing footprint of the current structure is also the Parish Council's preferred option.

2780.4 Broadband Update – Cllr Brown reported that Openreach is now available in Blue Mill Lane/Curling Tye Lane (although there have been some technical difficulties which are being addressed). It is now thought that the entire village now has access to superfast broadband.

2780.5 Street Lights – To consider replacement to LED. Cllr. Bunn is seeking quotation from Street Lighting Contractors.

2780.6 Discussion point: 20mph speed limit. A local resident had raised the proposal of introducing a 20mph speed limit through the village. Coincidentally there is a seminar being run by EALC and it was agreed that a representative should attend to understand the criteria for introducing speed limits. There are other locations within the village which could benefit from reduced speed limits including Blue Mill Lane and Little Baddow Road.

2780.7 Blue Mill Lane

Cllr. Brown declared a non-pecuniary interest as the location is adjacent to his property.

It was noted that a section of road adjacent to Jasmin House had been damaged. Clerk will report to Highways.

2781. Local Issues (for consideration or report)

2781.1 Bell Meadow & Memorial Garden

(a) Annual Safety Report recommendations - ongoing

(b) Football Goals – agreed that these should be circulated to the next anchor point

(c) Playground gate – Skippers have been asked to investigate alternative self-closing mechanisms

(d) Memorial Garden – it was noted that as the DofE volunteers have finished that more attention to watering the trees/hedge would be required .

(d) DofE Volunteers – it was noted that both volunteers had completed their volunteering. It was agreed that their attendance had been most useful and further volunteers would be welcome in the future. The Clerk will arrange to complete the DofE monitoring form and write to thank the young people.

(e) Any other reports/information for report

It was noted that a children's party had taken place at the playground but that the area had been left tidy and no action was felt necessary.

2781.2 Footpaths Report – there was no information to report.

2781.3 School Report. Cllr Symons reported that the school had held their fete at the weekend.

2781.4 Crime Reports/Neighbourhood Watch Report.

(a) Police Reports received. No local information to report.

2781.5 Bell Meadow Village Association. Saturday 10th September 2022. The event organisers are progressing.

The draft Risk Assessment had been received and there are a number of refinements needed, Clerk to liaise.

2781.6 Ukraine – to consider any updates

2782. 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.

a) Women's Club Thanks

c) 999 Day – Burnham 31st August

e) Rural Affordable Housing Flyer RCCE

g) Essex Warbler July

b) WWPC School Council Thanks

d) Maldon CVS bulletin

f) EALC AGM Invite

h)

2783. Points of Information/Items for future agenda

2784. Date of Next Parish Council Meeting:

The Parish Council do not usually meet during August unless there are urgent matters. The date will be published via the website, village email and on the noticeboard. It was noted that there is a possibility that a meeting will need to be called regarding The Queen Victoria.

Next scheduled Ordinary Parish Council meeting - Monday 12th September 2022 at 8pm at Woodham Walter Women's Club.

2785. The Chairman closed the meeting at 10.20pm

Signed
Dated