

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 14th November 2022

Present:

Cllr. James Rushton (Chairman)
Cllr. John Brown (Vice Chairman)
Cllr. Joanna Symons
Cllr. John Tompkins
Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

District Cllr. Simon Morgan (in attendance until 9.40pm)

County Cllr. Jane Fleming (in attendance from 8.40pm-9.40pm)

Mr William Coleman (MDC Enforcement) (in attendance until 9.00pm)

Public: None

2811. Welcome Cllr. Rushton welcomed those present to the meeting.

2812. To report, approve and record apologies for absence

RESOLVED to accept apologies from, Cllr. James Bunn, Cllr. Jenny Hughes, District Councillor Mark Durham and Michael Johnson, Lead Specialist Development Management at MDC.

2813. 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 declared a non-pecuniary interest as his wife is a member at Warren Active.

2814. Public Forum There were no members of the public present.

2815. To approve the minutes of the Ordinary Parish Council Meetings held on Monday 3rd October 2022.

RESOLVED to approve the minutes of the meeting held on 3rd October 2022.

2816. Matters Arising - Progress report (not for resolution)

Noted.

2817. Planning – APPLICATIONS RECEIVED (for consideration or report)

2817.1 22/00620/FUL Warren Golf Club

Demolition of existing storage buildings and construction of replacement barn to be used as a Greenkeepers office, staff room and workshop.

It was reported that a response was sent under delegated powers. There was no objection to the principle but the size and bulk are considered excessive and out of character with the heritage setting and therefore the application is not supported.

2817.2 22/00720/FUL Plot 1, Land north Oak Farm, Oak Farm Road

Construction of a new 4-bedroom dwelling.

Although there were mixed opinions regarding the proposed design of the building Councillors agreed that they object to the application:

Outside of the defined settlement boundary and harmful to the character of the immediate area and the countryside.

Not a sustainable location since it is not readily accessible to services by sustainable means.

This area of the village has already become over-developed by COUPA approvals.

The original 1965 approval which was rescinded, was for an agricultural dwelling which this proposal is not.

Fail to see that the application sufficiently mitigates the reasons for refusal of the previous application and the subsequent appeal dismissal.

Concern regarding access to sustainable foul drainage system.

RESOLVED to object to the application, which is considered to be contrary to S1, S8, D1, and H4 of the Maldon District Local Development Plan and the guidance contained within the National Planning Policy Framework together with the WWVDS. Councillors asked Cllr. Morgan to consider calling the application to committee if the views of the officer differ from that of the Parish Council.

2817.3 There were no further applications received.

2818. Planning – DECISIONS (for consideration or report)

2818.1 22/00877/WTPO Thornberry, Rectory Road **REFUSE**
Ash Tree (T1) 30% Crown thin, removal of dead wood and removal of one lower limb.

2818.2 There were no further decisions received.

2819. Planning – Appeals (for consideration or report)

2819.1 **20/00519/FUL Warren Golf Club APPEAL DISMISSED**

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.

- a) Councillors were pleased to report that the appeal has been dismissed by the Planning Inspectorate. It was noted that many people in the village had expressed appreciation for what the Parish Council did towards opposing the application and appeal. It was also acknowledged that the support from local residents was an important part of the case and councillors wished to record appreciation to those who had written and to the VOWEL group. Councillors acknowledged the thorough Planning Inspectorate considerations and response.
- b) Councillors agreed that there is nothing that can be done to anticipate any further applications. There can be no pre-determination and the council will await any further actions from The Warren Estate and respond accordingly after consideration.

2819.2 **20/00373/HOUSE 15 Rectory Road APPEAL IN PROGRESS**

Appeal Ref: APP/X1545/d/22/3304050.. Proposed two storey side extension, porch to front and relocation of oil tank.

For information only. Appeal is proceeding under the Householder Appeals Service and there is no opportunity to submit comments. However, all representations made have been submitted to the Planning Inspectorate.

2820. Planning - Enforcement

2820.1 To receive any updates from Mr William Coleman from MDC.

Mr Coleman began by updating on the staff allocation of the Enforcement Team which now comprises 6 including 3 senior and 2 junior officers and an admin officer. All positions are therefore filled although some are contractors whilst they await appointing of staff.

There are 13 pending cases for Woodham Walter and 6 further cases have been investigated and await review.

Mr Coleman provided a list of the active cases many of which await inspections and site visits. Due to the confidential nature of these they are not recorded in the minutes.

Cllr John Brown and Cllr. Joanna Symons declared non-pecuniary interests as one of the active cases is at a neighbouring property to their own houses.

With regards to the Parish Council's specific questions about The Warren Estate, Mr Coleman confirmed that investigations are on-going with The Warren Estate management who are responsible for upholding the planning conditions. MDC have raised the issue of sheds and lighting with management who have until mid-December to comply. A written response is awaited.

MDC has received an up-to-date register of occupants which appears to be in order and this will be checked for accuracy. Discussion took place regarding the timing of visits and the possibility of utilising the Community Engagement Team.

Mr Coleman was made aware of the significant and important public interest of the cases at The Warren Lodges and that currently there is little confidence in MDC planning.

The Chairman commented that whilst the Parish Council appreciates Mr Coleman's attendance, that communications need to be improved and that there should be more regularity of reporting.

Mr Coleman informed that the team are working on a new and easier solution of reporting which is currently an onerous task. Mr Coleman agreed to send a brief summary on a monthly basis and this will be delivered on the 1st Monday of the month so that the Parish Council is able to consider it at its ordinary meetings.

Mr Coleman agreed to attend a separate meeting for Parish Council representatives to delve more deeply into some of the general and specific concerns raised over many months.

The Chairman and Councillors thanked Mr Coleman for attending the meeting. He then left the meeting room at 9pm.

2821. Other Planning Matters (for consideration or report)

2821.1 Chelmsford City Council Local Plan Consultation with regard to development land at Hammonds Lane, Little Baddow. It was reported that a response had been sent objecting to the Hammonds Lane development.

2821.2 Little Baddow Neighbourhood Plan Consultation. After reviewing it was agreed that there was no impact on Woodham Walter and no comment would be sent.

2821.3 Hatfield Peverel NDP update – noted.

2821.4 RCCE Affordable Rural Housing info

RESOLVED not to pursue as councillors failed to see how it is possible to keep housing affordable and further there is no suitable land.

2821.5 22/00314/OUT Land South of Fambridge Road, Burnham Road and Station Road, Althorne Outline application including up to 750 dwellings. Deadline 10th December. To consider if a response is required. RESOLVED no response as the site is too distant from Woodham Walter to have any impact.

2822. Climate Action – Councillor Rushton to report

(a) Biodiversity Policy/Climate Emergency Statement/Action Plan

RESOLVED that these will be drafted for the next meeting.

RESOLVED to contact the MDC Climate Action Officer.

(b) Working Group

RESOLVED to seek to establish a Working Group in the new year.

2823. To receive reports of the County and District Councillor’s.

District Cllr. Morgan reported on: Formulation of new LDP; 5YHLS Working Group; Local Highways Panel (consideration that budget could be cut).

County Cllr. Fleming had sent a written report and updated on: ECC considering budgets and that savings will be required. Health & Social Care are a large proportion of the budget.; Pot Hole Fund – Clerk to submit locations; New highways liaison officer is working through various reports; Cllr. Fleming advised that the issue with hedges needing cuts receives little attention from Highways and the Parish Council are advised to make a request to landowners directly; There is still some money available in the County Councillor Locality Fund

RESOLVED to submit pot-holes for consideration.

RESOLVED to consider how the Locality Fund may be applied, possibly for no parking signage at the Memorial Garden. Cllr. Brown and Clerk to investigate.

RESOLVED to seek landowner contact details regarding the meadow adjacent to Hoe Mill Road as the hedge/trees are overgrown and impacting on the safety of road users.

Cllr. Fleming and Cllr. Morgan then left the meeting room.

2824. Financial Matters (for consideration or report)

2824.1 To receive 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				
12-Sep-22	Balance			34054.37
03-Oct-22	Transfer to Community Account		500.00	33554.37
07-Oct-22	Transfer to Community Account		650.00	32904.37
17-Oct-22	Transfer to Community Account		600.00	32304.37
14-Nov-22	Transfer to Community Account		1600.00	30704.37
Community Account				
05-Oct-22	Balance			1307.88
07-Oct-22	Transferred from Business Reserve	650.00		1957.88
13-Oct-22	EALC - Clerks Bursary re: CiLCA	581.25		2539.13
17-Oct-22	Transferred from Business Reserve	600.00		3139.13
18-Oct-22	Bell Meadow Village Assoc. Grant	160.00		3299.13
03-Oct-22	October Debits		2692.98	606.15
14-Nov-22	Transferred from Business Reserve	1600.00		2206.15
14-Nov-22	November Debits		1647.05	559.10

RESOLVED to accept the statement of accounts.

2824.2 To authorise the payments as listed in the payment schedule for November payments.

PREVIOUS PAYMENTS UPDATED					
Ref:	Payee	Method	Gross	VAT	Net
2803.2.17	Skippers (No invoice received)	BACS	0	0	0
2803.2.19	Npower	DD	40.95	1.95	39.00
2803.2.25	MDC (Community Engagement Team)	BACS	582.24	97.04	485.20
2803.2.27	HMRC (Month 4,5,6)	BACS	587.76	0.00	587.76
NOVEMBER PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2824.2.1	Npower	DD	45.39	2.16	43.23
2824.2.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2824.2.3	J Bannerman (Salary & Allowance & Backpay)	BACS	1258.40	0.00	1258.40
2824.2.4	Nest Pension (ER £80 EE £170)	DD	232.80	0.00	232.80
2824.2.5	Barclaycard (Fasthosts)	DD	29.90	4.98	24.92
2824.2.6	Eslip Payroll	DD	20.36	3.39	16.97
2824.2.7	Royal British Legion	101632	35.00	0.00	35.00

* Barclaycard payments: (October Statement)

03/10/22	Fasthosts	29.90
TOTAL	(inc. VAT: £4.98)	29.90

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

3/11/22	Fasthosts	29.90
24/10/22	Screwfix (Varnish)	12.99

The BACS payments for November will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 17th October 2022.

RESOLVED to approve the payments as listed.

2824.3 Review of Bank Statements, Credit Card Statements and Account sheets for October.

The Clerk reported that the accounts sheets had been updated and an error corrected. The disputed Nest account continues to be investigated by Eslip the payroll company and the accounts sheets had been updated to include all transactions. Cllr. Brown confirmed that he had carried out the review for October and found them to be reconciled correctly. Cllr. Brown will also review the September sheets which had not been available due to the timing of the previous meeting.

2824.4 Quarterly Expenditure Review to 30th September 2022 (Updated 13.10.22)

It was noted that the amendment had been made to the spreadsheet.

2824.5 2023/4 Budget Considerations (Tax base figure received/January meeting for approving budget and Precept demand agreement).

RESOLVED that the Clerk and Chairman will work on the draft budget for discussion at the December meeting prior to final approval at the January meeting.

2824.6 Grant applications.

(a) Parish News magazine had submitted an application.

It was noted that the Parish magazine is currently losing money. Councillors agreed that the village values the magazine and that it is a good tool for the Parish Council to convey its work and information to residents. The role of the church needs further investigation. Other funding options include subscription from residents and possibly the County Councillor Locality Fund. Councillors were in support of contributing towards the costs of the magazine generally but did not feel it was appropriate to be charged for each individual page.

RESOLVED the Chairman will continue to liaise with the Editor and will also speak with St Michael's PCC.

RESOLVED to set aside a contribution of £200 in the budget

(b) It was noted that no other local organisations had submitted applications

2825. Other Council Matters (for consideration or report)

2825.1 Community Engagement Team (CET)

(a) October report noted.

2825.2 Woodham Walter Common – Essex Wildlife Trust (EWT). There was no information to report.

2825.3 Allotments Report. There was no information to report.

2825.4 Staff Annual Appraisal & National Salary Award

RESOLVED that agenda item 15.4 to be held in closed session. 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)).

- a) RESOLVED that the CiLCA SCP point raise (Min Ref: 2804.6) should be backdated to the date of passing the CiLCA.
- b) RESOLVED that the Staffing Committee will complete the Annual Staff Appraisal for reporting at next meeting.
- c) RESOLVED to approve the National Salary Award. As notified by the Local Government Association's agreement on the new pay scales for 2022-23 to be implemented from 1st April 2022. It was agreed to implement this pay award with immediate effect, backdated to April. It was noted that this increase will have an impact on the budget figures.

2825.5 Coronation of King Charles III. Cllr. Symons reported that she has begun having some discussions and that the idea of doing something different to a street party was generally thought to be a good idea as it is happening so soon after the Platinum Jubilee Street Party. Ideas include a picnic on Bell Meadow along with the reading of the Proclamation. A small gift for children will also be investigated. Consideration will be given to including the School and Tadpoles as the Platinum Jubilee event had been very successful. A budget of £500 will be included in the 2023/24 budget.

2825.6 Emails/Website/Laptop

- a) Emails – all emails now .gov.uk previous.org now only forwards. Old emails no longer available.
RESOLVED to migrate the old domain across to Fasthosts.
- b) Emails – to consider email threats/security. It was noted that our email already includes anti-virus and anti-spam as standard, but more advanced features such as anti-spoofing is not included.
RESOLVED that after consideration there is insufficient budget for any additional levels of cyber protection.
- c) Website – noted the website has been fully migrated thanks to Cllr. Brown
- d) Laptop – noted that the laptop is now full.
RESOLVED to purchase an SD card.
RESOLVED to give consideration to a new laptop/consider a separate portable screen so that planning applications etc are able to be viewed in the meeting room.

2825.7 Duke of Edinburgh Volunteer – a new volunteer has come forward. They are completing their Gold Award and the commitment is for one year. He has already re-varnished the noticeboard on the side of the memorial shelter. He is also carrying out more litter picking around the parish. He will water the trees and hedge and assist with the removal of dead hedging and planting of new plants in the spring.

2825.8 Circulations. RESOLVED that the Chairman will receive any hard copies of circulations. Councillors will view on the OneDrive.

2825.9 Memorial Shelter

- a) Maintenance. Cllr. Tompkins apologised that for health reasons, he had been unable to assist in the works which have been carried out by Mr Bob Jones. It was reported that some works to the fascia board have been completed and that there is more work to be done in due course.
- b) Remembrance Sunday. Cllr. Rushton had represented the Parish Council at the service and had placed the wreath at the Memorial Shelter.

2825.10 To consider the Grass & Hedge Cutting Tender

RESOLVED that the Clerk and Cllr. Warren will begin the tender process.

2825.11 Local Council Awards Scheme

- a) Application progress. It was reported that the application is proceeding.
- b) Biodiversity Statement – to be drafted for adoption at December meeting.
- c) Crime & Disorder Policy - to be drafted for adoption at December meeting.

2826. Highways, Transport & Infrastructure (for consideration or report)

2826.1 Various matters on-going as detailed in the Highways log. It was noted that the large pothole at the edge of the road between the Warren and Anchor has been repaired. The hedge along Oak Farm Road has been cut.

2826.2 Street Lights – it was reported that the Top Road streetlight replacement to LED has been completed. The Brook Close streetlight requires repair. Clerk to arrange.

2826.3 Little Baddow Bridge – noted the news that the Papermill Bridge is to stay and be reinforced where necessary.

2826.4 Transport East Summit, are launching their first Rural Mobility Survey. This survey will reveal a wider picture of the connectivity challenges and opportunities in our region as well as understanding the baseline for transport in rural areas. Volunteer to complete.

RESOLVED the Clerk and Chairman will liaise and complete.

2827. Local Issues (for consideration or report)

2827.1 Bell Meadow & Memorial Garden

- (a) Annual Safety Report recommendations - ongoing
- (b) Football Goals. No matters for report.
- (c) Playground Report

- Caloo have attended and carried out remedial works.
- Playground gate self-closers

RESOLVED to purchase 2 sets of self-closing hinges. Cllr. Brown and Clerk to liaise.

- (d) Memorial Garden. No matters for report.
- (e) Board on entrance gate – this has been removed by BM committee.
- (f) There were no further matters for report.

2827.2 Footpaths Report

Cllr. Warren reported that all the paths are currently in good order. Various waymark posts have been reported for maintenance/replacement. ECC have completed repairs to the bridge near the canal. Consideration is being given to organising a New Year's Day walk but it may not be possible this year without a venue.

2827.3 School Report.

Cllr Symons reported that the school are giving consideration to budget issues. Works have begun on the new classroom. The 7 Spires group of schools may join with other schools to form a larger group.

2827.4 Crime Reports/Neighbourhood Watch Report.

- (a) Police Reports received.
- (b) It was agreed that with numerous general information being received that a Councillor should lead on Crime/Police. Clerk will ask Cllr. Hughes as she is already the Neighbourhood Watch representative.

2827.5 Bell Meadow Village Association

The report which had been sent by the committee was noted. Councillors were grateful to receive a donation of £160 which will be reserved for future replacement of the football goals.

2827.6 Oak Processionary Moth (OPM). A team from the Forestry Commission have been surveying in Woodham Walter. They have found evidence of the OPM in the village (West Bowers Road area). Please see the leaflet for details about the caterpillars which are a pest and can be a hazard to the health of oak trees, people and animals.

2828. 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.

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| a) MDC 2022 Christmas Shopping Free Parking | b) CSW Newsletter |
| c) EALC AGM resource pack | d) Essex Police Newsletter |
| e) Essex Rural Partnership Newsletter | f) Ladies Football info |
| g) Cost of Living Briefing | h) Oak Processionary Moth Leaflet |
| i) Place project information | j) Rotary Newsletters |
| k) Broadband Social tariff campaign | l) Police - Street Weeks newsletter |
| m) Warbler November (RCCE) | n) MDC Winter Services Guides |
- o) MDC Residents and business Survey – deadline 25th November. Councillors and all residents and businesses are encouraged to complete.
 - p) Essex County Council Budget Consultation. Councillors and all residents and businesses are encouraged to complete.
 - q) Park and Ride Consultation. Those interested are encouraged to complete.

2829. Points of Information/Items for future agenda

2830. Date of Next Parish Council Meeting:

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

2831. The Chairman closed the meeting at 11.10pm

Signed

Dated