

MINUTES (DRAFT)

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 13th March 2023

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)

District Cllr. Mark Durham

County Cllr. Jane Fleming (in attendance from 8.30-9.45pm)

Public: 1 (in attendance from 8.00-8.15pm)

2893. Welcome The Chairman welcomed those present to the meeting.

The Clerk confirmed that the Notice of Election had been posted and the Parish Council and District Council are now within the **Pre-election Period** – which is from Monday 13 March – Friday 5 May inclusive. Nomination papers are now available and must be delivered to the Returning Officer at MDC no later than 12pm on Tuesday 4th April 2023. If any election is contested the poll will take place on Thursday 4th May 2023.

2894. To report, approve and record apologies for absence

RESOLVED to accept apologies from District Cllr. Simon Morgan.

2895. 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.

Cllr. John Brown declared a Pecuniary interest in Planning Application 23/00106/FUL as he is the applicant.

Cllr. John Tompkins declared a non-pecuniary interest in Planning Application 23/00106/FUL as he had offered some advice and the applicant is a Parish Councillor.

All other councillors declared non-pecuniary interests in Planning Application 23/00106/FUL as the applicant is a Parish Councillor.

There were no other interests declared and the register was completed.

2896. Public Forum

There was one member of the public present who explained that he has purchased some land in Woodham Walter and plans to make an application, under Class Q Permitted Development. Councillors advised that whilst they could not offer any opinion until an application is submitted, the applicant should follow the guidance within the adopted Village Design Statement.

The member of the public then left the meeting room.

2897. To approve the minutes of the Ordinary Parish Council Meetings held on Monday 13th February 2023.

RESOLVED to approve the minutes of the meeting held on Monday 13th February 2023.

2898. Matters Arising - Progress report (not for resolution)

The report compiled by the Clerk to be noted. Matters for report are contained within the minutes.

2899. Planning – APPLICATIONS RECEIVED (for consideration or report)

2899.1 23/00154/LDE Annexe at Guys Farm, Manor Road

Use as a single dwelling house (and its associated curtilage) within Class C3 of the Town and Country Planning (Use Classes) Order 1987 (as amended) of the property known as Guys Farm Cottage, Manor Road.

Councillors believe the information submitted to be true.

RESOLVED to respond with No Comments.

2899.2 23/00106/FUL

1 Whitehouse Cottages, Blue Mill Lane

Demolition of existing stables and outbuildings. Construction of a two storey outbuilding incorporating stables, garage and hobby room with solar panels.

Cllr. John Brown having declared a Pecuniary Interest stepped out of the meeting room during the discussion.

Some concerns were expressed with regards to the height in relation to the house but it was agreed that the design is good, and the proposal tidies up the area and Councillors were pleased to note the applicant has adhered to the Village Design Statement.

RESOLVED Councillors raised no objections to the application but wish to request a condition be attached to any permission so that the outbuilding shall only be used for purposes in conjunction with and ancillary to the dwelling house and shall not be occupied separately.

Cllr. John Brown re-entered the meeting room.

2899.3 There were no further applications received.

2900. Planning – DECISIONS (for consideration or report)

2900.1 23/00005/TPO

2 Redgates, Old London Road

APPROVE (DEL)

T1 Sycamore - Fell to ground level

T2 Horse Chestnut - Prune/ crown lift branches which is in close proximity to the garage by 2.5 metres to the North Western elevation to create a crown clearance of 3 metres. Prune the southeastern elevation by 2.5 metres to create a 2.5m clearance from the main house but only the branches in close proximity to the dwelling.

2901. Planning - Enforcement

2901.1 To receive any updates from Mr William Coleman from Maldon District Council (MDC).

There were no updates to report.

2901.2 To update on the complaint made to MDC regarding Enforcement.

It was noted that a follow up letter had been sent to Mr Richard Holmes, MDC, Director of Service Delivery & Head of Paid Service and that a reply was awaited.

2901.3 Any other enforcement matters.

One matter for update was noted by councillors.

2902. Other Planning Matters (for consideration or report)

2902.1 Hatfield Peverel NP update – Noted.

2902.2 NPPF Consultation – A report was provided on the response that had been made to the consultation. There were 58 questions which entailed a detailed review to provide a response. This consultation precedes another more detailed review which will follow at a later date.

Having evaluated the document it was advised that the approach to reviewing the Village Design Statement may be modified with a focus on beauty and to consider the NPPF proposals. The VDS volunteers will meet to discuss. Three questions had been submitted to the District Councillor's to take to a meeting with the Secretary of State for Levelling Up, Housing and Communities, Rt. Hon. Michael Gove MP.

The District Cllr representative reported that he had been able to pose the first question with regards to protecting rural villages and had received the response that this is being updated in the NPPF.

The County Cllr. representative reported that she had attended an MDC Planning Policy Team workshop to discuss their responses to the consultation. It was noted that MDC have not paused their LDP review during the NPPF consultation, despite other councils who have done so.

The Chairman thanked the Councillor for the detailed report and for the work that had put into responding to the consultation.

2902.3 Response is awaited from MDC regarding the technical query raised about the COUPA approval at Oak Farm.

RESOLVED to chase MDC for a response.

2903. Climate Action – Councillor Rushton to report

It was reported that a Climate Action meeting will be planned for June.

RESOLVED to register with the Essex Wildlife Trust Wilder Villages scheme to see what help they can offer with regards to Bell Meadow.

2904. To receive reports of the County and District Councillor’s.

The County Councillor had submitted a written report with information including: MDC’s Community Hub Grant Scheme; Essex Highways useful links; £2 bus cap extended; Essex Supply Chain campaign; New booking system at Recycling Centres; Food Waste Challenge; ACL Essex; Foster Carers 9% pay increase; Essex Residents panel; Green Careers with ACL.

It was also reported that an application for a 20MPH scheme through the centre of the village has been submitted to the Local Highways Panel and a request for works to reclaim the Church Hill path as the bank has encroached over it making it very narrow in some places.

The District Councillor reported that the MDC 5 Year Housing Land Supply (5YHLS) is being tested by developers; They had attended a meeting regarding Hoe Mill Bridge and await final confirmation on whether it will be possible to repair or if it will have to be replaced; concerns were noted that the road system is not suitable for heavy traffic; Maldon District Council have now entered the Pre-Election period.

2905. Financial Matters (for consideration or report)

2905.1 To receive the Summary of Accounts to date. This includes all transactions since the February meeting (Estimate).

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
13-Feb-23	Balance			24222.57
06-Mar-23	Interest Received	32.94		24255.51
13-Mar-23	Transfer to Community Account		2000.00	22255.51
Community Account				
13-Feb-23	Refund from TSO Host to Barclaycard (not shown on Bank Statement)*	26.14		709.34
13-Feb-23	Transferred from Business Reserve	1800.00		2509.34
13-Feb-23	February Debits		1802.86	706.48
20-Feb-23	Refund from Nest	3.30		709.78
13-Mar-23	Transferred from Business Reserve	2000.00		3351.33
13-Mar-23	March Debits		2208.51	1142.82

RESOLVED to accept the statement of accounts.

13.2 To authorise the payments as listed in the payment schedule for March (Estimate)

Ref:	FEBRUARY UPDATED/OUTSTANDING PAYMENTS	Method	Gross	VAT	Net
2885.2.8	E-Slip Payroll (Increase)	DD	21.95	3.66	18.29
2885.2.9	A&J Lighting (Brook Close) Await Invoice ESTIMATE	BACS	175.20	29.20	146.00
MARCH PAYMENTS					
2905.2.1	A&J Lighting Solutions (Church Corner LED) EST	DD	600.00	120.00	480.00
2905.2.2	Nest	DD	3.67	0.00	3.67
2905.2.3	Npower	DD	30.96	1.47	29.49
2905.2.4	A&J Lighting Solutions	DD	25.20	4.20	21.00
2905.2.5	Mrs J Bannerman (Salary & Allowance)	BACS	712.94	0.00	712.94
2905.2.6	Nest Pension (Employer £45.66 Employee £73.06)	DD	118.72	0.00	118.72
2905.2.7	Barclaycard (Fasthosts)	DD	43.36	7.23	36.13
2905.2.8	Eslip Payroll	DD	21.95	3.66	18.29
2905.2.9	Skippers (Remove Hedge/Gritting/Grass etc) Await Invoice EST	BACS	500.00	100.00	400.00

* Barclaycard payments: (February Statement)

2 Feb 23	Fasthosts	29.90
24 Jan 23	Fasthosts (Mailbox Clerk)	6.52
6 Feb 23	Fasthosts (Linus PHP)	6.94
TOTAL	(VAT £7.23)	43.36

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

2/3/23	Fasthosts (Emails) (Increase)	33.30
24/2/23	Fasthosts (Mailbox Clerk)	6.52
9/3/23	Postage	4.45

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 2023.

RESOLVED to approve the payments listed.

2905.3 Review of Bank Statements, Credit Card Statements and Account sheets for January and February.

It was confirmed that the review of January documents had been completed and items were reconciled correctly. The review for February will be carried out and reported at the next meeting as the documents had not successfully uploaded into the OneDrive.

2905.4 To report on setting up of new accounts package with SCRIBE.

The clerk reported that she had attended the first of several training sessions and that with the help of a councillor volunteer the account will be set up for use from 1st April.

2905.5 To note the end of Financial Year 31 March 2023. Clerk to begin arranging for the End of Year accounts and AGAR to be completed. To appoint, contact and arrange for the Internal Auditor inspection.

RESOLVED to appoint Heelis & Lodge as the Internal Auditors. The Clerk will make contact to arrange the review.

2905.6 It was noted that the clerk has been liaising with ESlip to sort out the issues with the Nest Pension reporting. An excel spreadsheet was shared with councillor's detailing the payments and corrections. Councillors asked the clerk to request compensation from Eslip due to the time it had taken to sort out the errors. Having sorted out the account, the clerk has now taken over the reporting to Nest.

RESOLVED to request compensation/refund due to the errors.

2905.7 Grants – it was noted that a new list of possible grants has been issued and there are a number of possible options which will be investigated.

2906. Other Council Matters (for consideration or report)

2906.1 Community Engagement Team (CET)

(a) February report awaited

(b) to consider the 2023/24 contract

RESOLVED to renew the contract for 5 hours per month of attendance in the village which is the same number of hours as currently and includes a breakdown of approximately 2½ hours on TRUCAM and 2½ hours for Bell Meadow and Playground inspections, school parking patrols and other general matters.

(c) It was noted that the team have been asked to vary the timings of the TRUCAM visits once the clocks change and the mornings/evenings become lighter.

2906.2 Woodham Walter Common – Essex Wildlife Trust (EWT)/Living Landscapes Update

No report re: the Common or Living Landscapes. Noted the Wilder towns Wilder villages initiative. EWT Ecology Services available to Parish Councils.

RESOLVED to sign up to the Wilder Villages initiative.

RESOLVED not to pursue support from Ecology Services

2906.3 Allotments Report

It was noted that the new fencing has been installed. The AGM is due to be held on 16th March.

2906.4 HM King Charles III Coronation

It was reported that the tea towel design had been submitted to the printer. The clerk will organise an order system and the tea towels will be available for collection at the Coronation event on 7th May.

Plans for the event are continuing. The date of next planning meeting is Monday 27th March, 7.30pm in Women's Club.

2906.5 Grass Cutting Tender

To consider and award the contract for the grass and hedge cutting tender 2023-2026

The tender documents had been sent to 6 companies as well as being advertised. Two responses were received and one of those was to decline submitting a quotation. There was only one quotation received which was from the existing contractor. Although an increase in the previous contract which was awarded 3 years ago, it was considered to be a good quotation as additional work was included in the tender document and there would have been an increase in costs for the

contractor. The council confirmed that they had been happy with the work of Skippers Ground Maintenance during the previous contract. They have often been generous in carrying out additional tasks. It was agreed that the tender process had been duly completed as per the financial regulations and that although it was unfortunate there were no other quotations to compare, the council had strived to receive additional quotes and so it was within the regulations. The recommendation was to award the contract to Skippers Ground Maintenance.

RESOLVED to award the contract to Skippers Ground Maintenance. Clerk to arrange.

2906.6 Elections – May 2023

(a) Notice of Election for Woodham Walter Parish Council (7 Councillors) and Notice of Election for Maldon District Council (Wickham Bishops and Woodham Ward) (2 Councillors) have been published today (13th March). Nomination packs area available via the website or from MDC. Deadline for nominations 4pm, 4th April 2023. If any election is contested the poll will take place on Thursday 4th May 2023.

(b) Voter ID will now be required. Information available on website and via village email.

2907. Highways, Transport & Infrastructure (for consideration or report)

2907.1 Various matters on-going as detailed in the Highways log. Pothole at end of Top Road reported.

2907.2 Await confirmation regarding Women's Cycle Race which is likely to be a similar route to last year (coming through Woodham Walter) on Saturday 27th May.

Councillor's expressed their dismay that no official notification has been issued for this event which is likely to cause at least some disruption to businesses and residents as roads are likely to be closed as they were last year. Details have not so far been forthcoming from the organisers (London Marathon Events). Once information is available residents and businesses will be notified by village email and it is expected that MDC will provide information through the press, social media etc.

2907.3 Healthcare – following press report of meeting organised by MP John Whittingdale regarding Maldon Healthcare; The County Councillor stated that they had attended and reported that improvements have already been made so the meeting had been very productive.

It was understood that Priti Patel MP had also recently held a meeting to discuss healthcare in her constituency. RESOLVED that a letter should be written to point out that many residents of Woodham Walter are registered to Danbury Medical Centre which is outside of her constituency. Although one member was very pleased with the service received, the rest of those present were not satisfied with the availability of appointments or the booking system which is extremely frustrating. There is also a lack of NHS dentist access in the area. Investigate if the Danbury Patient Involvement Group is still functioning.

Cllr. Fleming then left the meeting room.

2907.4 Water leak West Bowers Road – reported by Clerk to Essex and Suffolk Water who initially indicated that this was a private matter. However, further liaising by the farmer/landowner resulted in ESW agreeing that the leak was their responsibility and that they would fix it.

2907.5 It was noted that a Tree had fallen and blocked Little Baddow Road. Thanks to the Mountier family and Lee Hughes who cleared the road very quickly.

2908. Local Issues (for consideration or report)

2908.1 Bell Meadow & Memorial Garden

(a) Annual Safety Report recommendations - ongoing

(b) Football Goals have now been moved. One padlock has ceased and may need to be replaced.

(c) Playground Report – no issues to report.

(d) Memorial Garden

- Documents submitted to Land Registry. The application is to regularise ownership as the Parish Council has been maintaining the area for many years under assumed ownership. The Parish Council will continue to maintain the Memorial Garden as existing and will put some no parking signs on the grass areas down the hill of the Memorial Garden but there is no intention to change the parking arrangements opposite the Bell. Await decision from Land Registry. It was noted that interested parties (such as neighbours) had been contacted for comment.
- No Parking Signs – on-going

(e) Woodland Trust Hedging pack due 6-17 March.

- Skippers had removed the removed dead hedging.
- Working party with Shelley Rand and DofE volunteer arranged for Saturday 18th March.

RESOLVED to remove the padlock from the top gate to deter people from walking through the new hedging. It may also be necessary to install some fencing.

(e) There were no other matters for report.

2908.2 Footpaths Report – there were no matters for report.

2908.3 School Report - Parish Council representative on Governing Body.

The new classroom has been delivered and Rt.Hon. Priti Patel MP is due to officially open it on 23rd March. East Hanningfield school is now included in the partnership under the umbrella of the Executive Head so that there are now 3 schools in the group.

The councillor had attended a Forest School session and yoga class as part of the Wellbeing sessions offered at the school.

The school have signed up to the South Essex Partnership 3PR scheme. Councillors were pleased that this initiative has been embraced although concern was expressed that the signs on the pavement are difficult to see when it is dark.

County Councillors have purchased some Chromebooks, toys and games for the homework clubs.

The Chairman of the Governors will attend a future Parish Council meeting to update on school matters.

2908.4 Crime Reports/Neighbourhood Watch Report.

a) Various reports and newsletters shared (none specific to WW)

b) The Clerk had attended the recent Rural Crime Event which had been very valuable in gathering information and contacts that will be useful for the new Community Coffee Morning.

2908.5 Litter

(a) Requested Chelmsford City Council litter pick between Anchor and Warren.

2908.6 Village News Magazine – to note current situation re: printing costs/request for donations etc.

It is understood that a more competitive quotation had been received for printing which still represents an increase but with some new advertisers and renewals the financial picture for the magazine has greatly improved. There should be space for a new Climate page.

2908.7 To discuss the Village Community Coffee Morning to begin in April. Consider application for grant to MDC Community Hub Grant Scheme.

Various ideas were discussed and general enthusiasm that we can organise a valuable community café with hub of information branded “Walter’s – 3rd Thursday Café”. The first one will be held on Thursday 20th April from 10-12 in Woodham Walter Village Hall.

RESOLVED the clerk will go ahead and make the necessary arrangements and apply to the MDC Community Hub Grant Scheme for funding. A rota of volunteers to assist will be developed.

2909. 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) Community Safety Briefing

b) Warbler February

2910. Points of Information/Items for future agenda

- There was a request to discuss a revival of the Art Show as some villagers are disappointed that it is no longer happening. Enquiries to be made with the Village Hall as to why it was stopped. Agenda item for April.

2911. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council meeting - Monday 17th April 2023 at 8pm (NB: Week later than usual due to Easter) at Woodham Walter Women’s Club.

2912. The Chairman closed the meeting at 10.25pm

Signed

Dated