

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 17th July 2023

Present:

Cllr. James Rushton (Chairman)

Cllr. John Brown

Cllr. Jenny Hughes

Cllr. Joanna Symons

Cllr. John Tompkins

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

District Councillor Simon Morgan (in attendance until 10.10pm)

Adrian Rayner and Ben Chapman from MDC, Community Engagement Team (in attendance until 8.50pm)

County Councillor Jane Fleming (in attendance from 8.20pm-10.10pm)

Public: 6 (in attendance until 8.50pm)

2986. Welcome Cllr. Rushton welcomed those present to the meeting.

2987. To report, approve and record apologies for absence

RESOLVED to accept apologies received from Cllr. James Bunn and District Cllr. Mark Durham

2988. Disclosure of Interests/Consideration of Dispensations To disclose the existence and nature of any Disposable Pecuniary Interests (DPIs), Other Registerable Interests (ORIs), or Non-Registerable Interests (NRIs) 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).

There were no interests declared.

2989. Public Forum

There were 6 members of the public present and all wanted to raise concerns and issues with regards to Hoe Mill including the bridge and surrounding area. The following is a summary of the comments:

- Anti-social behaviour, traffic lights moved, litter, toilet, threatening behaviour, drug use.
- Waterways need to take more responsibility.
- Police not always interested
- Ask for support of the Parish Council in tackling issues
- Also talking to Langford & Ulting Parish Council and Waterways.
- Other areas such as Papermill Lock and Little Baddow Lock also experiencing similar issues.
- Yellow lines need more regular enforcement and official signage.
- Visitors pumping up boards and kayaks on the road are a danger to other road users
- Fire Engines couldn't get through to attend recent fire in Woodham Walter and parking made it very difficult for them to turn around at the bridge.
- Jumping red lights causes arguments and frustration and needs monitoring and enforcement
- Request CCTV
- Request red lines instead of double yellows
- Signs obscured by trees.
- Road sweeper required to clear double yellow lines of debris

The Chairman thanked residents for bringing these matters to the attention of the Parish Council. It was noted that the Parish Clerk has made a request for the double yellow lines to be swept; reports had been made to Essex Police Rural Engagement Team and Maldon Policing Teams and that both had agreed to patrol the area; the Parish Council has a contract with the Community Engagement Team who carry out double yellow line monitoring and issue tickets (working alongside South Essex Parking Partnership SEPP).

2990. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 12th June 2023 and the Extra Ordinary Parish Council Meeting held on Tuesday 27th June 2023.

The minutes were approved as a true record of the meeting.

2991. Matters Arising - Progress report (not for resolution)

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

2992. Community Engagement Team

Adrian Rayner and Ben Chapman, who are the Operational Managers from the team were welcomed to the meeting.

- The team have some staff shortages which they hope will be resolved later in the year.
- They have 2 trained TRUcam officers and plan to train more officers soon.
- They are aware of the situation at Hoe Mill and thanked the members of the public for raising these issues
- They work closing with SEPP with regards to parking monitoring at Hoe Mill and between the two teams they have committed to visiting every weekend through the Summer. WWPC only fund patrols on WW side.
- They will raise issues with regards to the yellow lines with the Traffic Regulation Team. Double Yellow Lines do not need signage.
- A "Day of Action" had been very successful at Papermill Lock and suggest the same is organised at Hoe Mill. Including the Police, SEPP and Waterways. They will make enquiries.
- Advised residents to keep reporting problems to the Police, the more reports they get the more likely they are to attend to monitor. CET work closely with the Maldon Police team and plan to do joint patrols in the District.
- TRUcam patrols are continuing and have resulted in several referrals for prosecution during visits at approx. 5pm including 15 captures so far this month and 17 captures in June, some traveling over 40mph and some exceeding 50mph
- The team are due to take delivery of a new camera

District Councillor Simon Morgan indicated that he is the SEPP councillor representative and he will also raise the Hoe Mill issues with them at the next meeting.

The Chairman agreed to discuss agenda item 17.7 at this point in the meeting. The following is a summary of comments

- Consider increasing the CET budget during the summer months? Not agreed as the CET are not carrying out any parking patrols at the school so the time can be spent at Hoe Mill anyway.
- It was understood that there were legal reasons why red lines could not be used.
- Consider if boxed yellow lines would be appropriate around the traffic lights
- Query if yellow lines can be further extended on approaches, query if yellow lines are temporary or permanent?

RESOLVED that Cllr. Hughes would attend the Landford & Ulting Parish Council Meeting

RESOLVED to arrange a joint meeting with Essex Waterways, Langford & Ulting Parish Council, SEPP, CET and other interested parties

The Chairman thanked the CET for attending. The Public and the CET then left the meeting room at 8.50pm

2993. Planning – APPLICATIONS RECEIVED (for consideration or report)

There were no planning applications.

2994. Planning – DECISIONS (for consideration or report)

2994.1 23/00465/HOUSE 7 Church Corner, Herbage Park Road APPROVE
Erection of a single-storey rear extension.

2994.2 23/00535/TCA Almshouses, Rectory Road ALLOWED TO PROCEED
T1 Magnolia – pruned reducing height and radius by 1m

2994.3 23/00481/PACUAR Highfields, Bassetts Lane PRIOR APPROVAL REQUIRED AND REFUSED
Prior notification for the change of use of an agricultural building to 1No. dwellinghouse (use Class C3) and for associated operational development.

2995. Planning - Enforcement

2995.1 It was noted that the update received from Maldon District Council (MDC) Enforcement Team indicated that very little progress had been made since the last update in November which councillors found frustrating.

2995.2 To update on the complaint made to MDC regarding Enforcement. An offer for a meeting with Anne Shorland at MDC had been received.

RESOLVED to request that the meeting also includes Richard Holmes. A small team of Parish Councillors will attend and clerk will liaise to arrange.

2996. Other Planning Matters (for consideration or report)

2996.1 23/00521/OUT Land north of Top Road

(a) It was noted that the Parish Council response had been submitted. To date there were 39 letters of objection and 2 letters of support.

RESOLVED that a representative from the Parish Council will attend and speak if the application goes before the North West Area Planning committee meeting.

(b) Cllr. Tompkins made a statement with reference to the Extra Ordinary Parish Council Meeting on 27th June regarding the planning application 23/00521/OUT and comments about the development and offer of land to the school in which he had inappropriately used the word "blackmail". He retracted that statement and apologised to all parties involved.

2996.2 Response awaited from MDC regarding the technical query about the COUPA approval at Oak Farm.

District Cllr. Morgan has chased this up and will report once a response has been received.

2996.3 Medium/Small Village classification – a meeting to be arranged with Anne Shoreland. Councillors also wish to discuss the Call for Sites Interactive map which has recently been updated. They would like to know about the vetting process and how decisions are reached with regards to suitable sites. One location has been marked as green and yet was the subject of a refused application.

2996.4 Area of Outstanding Natural Beauty (AONB) A group formed by Little Baddow and Danbury Parish Council's have approached Woodham Walter PC to enquire if we wish to be part of their application, they have also requested support with funding. The following is a summary of comments:

- The purpose of an AONB is to protect somewhere attractive and should be taken into account for planning but does not prevent development which is still down to the Local Authority to decide.
- It can make changes to permitted development rights e.g. the size of outbuildings.
- It assumes that an AONB encourages tourism but is not specifically aimed at tourism.
- An AONB requires a management plan and this falls to the District/County Council who would need to support an application and provide funding.
- Grants may be available to landowners within an AONB for creating of hedgerows/wetlands but does not provide on-going maintenance costs.
- Concerns were raised with regards to tourism as the village cannot cope with the amount of tourism now (as discussed ref: Hoe Mill).
- The LB/D application could include Woodham Walter Common as part of a buffer zone.
- Woodham Walter would require assistance resourcing information for the application. Concerns that this would be immense.
- AONB could offer more protection in terms of the valuable natural features of the village, for instance the open vistas.
- Deadline (December) set by LB/D makes it very difficult to achieve.
- Chelmer & Blackwater River valley is already a Conservation Area
- Researching the information required to apply for an AONB designation or other future form of Natural Landscape designation, bearing in mind the ongoing governmental review in this area, would be useful, given a reasonable schedule within which to do it.

RESOLVED Councillors unable to make a final conclusion but will continue to explore

RESOLVED funding request to be considered on receipt of grant application. The LB/D group are thought to be independent of the Parish Councils and the constitution of the group would need to be established prior to any funding award.

2996.5 To consider the response received from MDC regarding its use of the VDS. The Clerk will forward the response.

2996.6 Maldon Woods: 275 home development near Maldon Cemetery. Public exhibition by developer 12th July. Cllr. Rushton reported that he had attended the exhibition. Discussion regarding secondary entrances onto London Road, which is not considered by this Parish Council, suitable for additional traffic, it would be better if secondary entrance was on the main road e.g. Opposite the Fire Station. It was further noted that the current proposal is not for the entire site

which eventually comes all the way up to the Woodham Walter boundary at Wood Corner. There are insufficient facilities (doctors, dentist, schools etc) for this number of houses and Woodham Walter cannot cope with the additional traffic or population.

RESOLVED to await an application before making any comments.

2996.7 Longfields Solar Farm – it was noted that permission had been given for this large scale project near Terling.

2997. Climate Action

2997.1 Climate Action Meeting – analysis of questionnaire. It was noted that only 12 copies of the questionnaire had been completed which showed general interests were biodiversity and recycling.

RESOLVED insufficient interest expressed for meeting but results showed that we are doing what people are interested in.

2997.2 Sustainability Exhibition proposal

RESOLVED suggest they talk to the Village hall. Could also consider providing space at a Walter’s Café or the Annual Parish Meeting next year.

2998. To receive reports of the County and District Councillor’s.

District Cllr. Morgan reported that a full council meeting had resolved the council administration. Concerns were raised after an officer recommendation to approve an application for 50 houses at Wickham Bishop, that officers are concerned that in order to maintain the Five Year Housing Land Supply (5YHLS) that they may rely on windfall sites. Affordable housing quotas are not currently met in the district.

County Cllr. Fleming had sent a written report and also noted that the Future of Maldon Transport Plan consultation is underway and residents are encouraged to comment. She has queried why 2011 census data has been used in the consultation. She is trying to instigate a Maldon bus users group which would be more relevant to Woodham Walter than the Dengie Group. Essex County Council are also consulting on supportive bus services.

Cllr. Fleming is chasing highways with regards to the works at the Memorial Garden and the drainage opposite the Bell.

Cllr. Morgan and Cllr. Fleming then left the meeting room at 10.10pm

2999. Financial Matters (for consideration or report)

2999.1 To receive the Summary of Accounts to date. This includes transactions since June meeting.

Date	Business Reserve Account Detail	Transaction	Amount In	Amount Out	Balance
29-Jun-23	Balance				42796.43
17-Jul-23	Transfer to Community Account			3500.00	39296.43
				3500.00	39296.43

Date	Community Account Transaction Detail	Amount In	Amount Out	Balance
29/06/2023	Balance			1003.00
17/07/2023	Transferred from Business Account	3500.00		4503.00
17/07/2023	Outstanding June Debits		250.00	4253.00
17/07/2023	July Debits		3200.38	1052.62
		3500.00	3450.38	1052.62

RESOLVED to accept the summary of accounts.

2999.2 To authorise the payments as listed in the payment schedule for July.

Ref:	Updated/Outstanding Payments Payee	Method	Net	VAT	Gross
#40	Parish Magazine (Annual Grant)	BACS	250.00	0.00	250.00
			250.00	0.00	250.00

Ref:	July Payee	Method	Net	VAT	Gross
#42	A&J Lighting Solutions	DD	21.00	4.20	25.20
#43	Npower	DD	36.50	1.82	38.32
#44	Mrs J Bannerman (Salary & Allowance)	BACS	938.96	0.00	938.96
#45	Nest Pension (Employer £64.13, Employee £102.60)	DD	166.73	0.00	166.73

#46	HMRC	BACS	942.76	0.00	942.76
#47-#51	Barclaycard	DD	57.65	10.51	68.16
#52	Topsource Worldwide Uk Ltd (Eslip) Payroll	BACS	18.29	3.66	21.95
#53	Woodham Walter Village Hall (Walter's June)	BACS	22.50	0.00	22.50
#54	Woodham Walter Village Hall (Annual Parish Mtg)	BACS	25.00	0.00	25.00
#55	RCCE (Annual Membership)	BACS	44.00	8.80	52.80
#56	Skippers Ground Maintenance Ltd	BACS	210.00	42.00	252.00
#57	Royal Mail Group Ltd (PO Box)	BACS	330.00	66.00	396.00
			3063.39	136.99	3200.38

To note the following Barclaycard payments.

Date	Barclaycard Payments (June Statement)	Net	VAT	Gross
24/05/2023	Fasthosts (Mailbox Clerk) #47	5.43	1.09	6.52
25/05/2023	Amazon (Ink Cartridge) #48	13.54	2.71	16.25
02/06/2023	Fasthosts (Mailbox) #49	27.75	5.55	33.30
06/06/2023	Fasthosts (Linus PHP) #50	5.78	1.16	6.94
15/06/2023	Tesco (Walter's Refreshments) #51	5.15	0.00	5.15
		57.65	10.51	68.16

Date	Barclaycard Payments (Scheduled July Statement)	Net	VAT	Gross
24/06/2023	Fasthosts (Mailbox Clerk)	5.43	1.09	6.52
29/06/2023	Tesco (Box for Party Tents/Stationery)	7.58	1.52	9.10
02/07/2023	Fasthosts (Mailbox)	27.75	5.55	33.30
06/07/2023	Fasthosts (Linus PHP)	5.78	1.16	6.94

The BACS payments for June will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 19th July 2023. As we are not due to be meeting in August, the payments will be drawn up for authorising by the chairman and signatories and reported at the September meeting.

RESOLVED to approve the payments.

2999.3 Review of Bank Statements, Credit Card Statements and Account sheets for June.
Cllr. Brown will review once documents are uploaded.

2999.4 Banking issues

- (a) To report that Barclays Bank are causing some difficulties with regards to the Legal Entity of the bank account – ongoing. Forms and information had recently been received and requires analysis and comparisons with alternative banks.
- (b) To consider changing bank to Unity Trust or alternative if resolution cannot be found with Barclays
- (c) To consider savings options

RESOLVED that the Clerk should continue to investigate and subject the agreement of the Chairman and Vice Chairman should progress with organising banking arrangements including investigating appropriate current and savings accounts. It was noted that part of the consideration and analysis will be the costs as the proposed new Barclays Account which has a monthly charge associated with it (currently the council enjoys free banking with Barclays).

2999.4 Grant Applications

- (a) Research required re: goal posts/noticeboard/memorial garden signs - on-going

2999.5 Scribe Update – The Clerk continues to set the account up. More training sessions/follow up call.

2999.6 Party Tent – to consider report of damaged tent after event in Purleigh.

RESOLVED to request a nominal donation towards future maintenance costs and retire the 5th tent which will just be used for spares.

RESOLVED to investigate if Cllr. Brown's tent is compatible.

3000. Other Council Matters (for consideration or report)

3000.1 Community Engagement Team (CET)

(a) June Report was noted

3000.2 Woodham Walter Common – Essex Wildlife Trust (EWT)/Living Landscapes Update – No updates

3000.3 Allotments Report

(a) Await date for meeting

3000.4 HM King Charles III Coronation Reports

(a) To review the final accounts from the event (deferred to September meeting)

(b) To consider purchasing owl box (deferred to September meeting)

3000.5 To consider the following policies, procedures and protocols which are subject to further review.

(a) Emergency Plan (deferred to September meeting)

(b) Action Plan (deferred to September meeting)

3001. Highways, Transport & Infrastructure (for consideration or report)

3001.1 Various matters on-going as detailed in the Highways log.

3001.2 Maldon District Transport Strategy Consultation – deadline 31st July

3001.3 Electric Vehicle Charging Strategy consultation – deadline 30th July

3001.4 Yellow Lines – request for lines to be cleared of leaf mulch at traffic lights on Woodham Walter side

3001.5 Tom Tit lane junction with Old London Road – Give Ways Signs not visible - request for vegetation to be cut back

3001.6 Cllr. Fleming continues to chase Highways with regards to the Essex & Suffolk Water works on memorial garden.

3002. Local Issues (for consideration or report)

3002.1 Bell Meadow & Memorial Garden

(a) Annual Safety Report 2023 – received and to be reviewed.

(b) Football Goals

- Cllr. Bunn has repaired the anchor points. Chains to be purchased for future.

(c) Playground Report

- Clerk to investigate the costs of an annual maintenance agreement – deferred to September

(d) Memorial Garden

- No Parking Signs – on-going

- County Broadband – on-going and efforts will be made over the Summer to progress

3002.2 Footpaths Report - Cllr. Warren reported that trees had been cleared from FP22 (Blue Mill) and FP19 by Maldon Ramblers. The tree behind The Cats on FP23 also cleared. Waiting for annual cuts of paths.

3002.3 School Report – Representative on Governing Body – Cllr.Symons reported that the demountables are in need of replacement and it is hoped that this can be progressed by next Summer with a new modular system. She had attended a joint Governors Meeting with other schools in the group. Events are being organised to mark Mrs Dodd's retirement after 33 years at the school.

RESOLVED to invite the Chairman of the Governors and the New Head of School to a Parish Council Meeting in the Autumn.

3002.4 Crime Reports/Neighbourhood Watch Report.

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

(b) Noted that representations had been made to Rural Crime and Maldon teams with regards to Hoe Mill and that patrols will be carried out where time allows.

3002.5 Litter

(a) 2 black sacks along Little Baddow Road reported (smelly). Removed by Cllr. Rushton.

3002.6 Walter's Third Thursday Café

(a) Thursday 15th June – attended by Essex Police Rural Engagement Team – useful and asked them to do speed monitoring.

(b) Thursday 21st July. Guests include Community Agents, United in Kind, Alzheimer's Society, Cllr. Morgan (DC surgery).

3002.7 Hoe Mill – parking/litter/anti-social behaviour etc (See above at

3002.8 Village Archive Information – To note that the Pat Ryan files received from Mrs Herrmann are now ready for circulating amongst councillors. There have also been requests from other residents – see spreadsheet in onedrive. To consider permanent storage options.

3003. Correspondence – Various items of correspondence have been received and shared with Councillors and where appropriate the public via the website and village emails.

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|--------------------------------------------|------------------------------------|
| a) ECC Fostering Info | b) Essex Police June Newsletter |
| c) Highways Highlights | d) Cost of Living info |
| e) Police – Reporting suspicious behaviour | f) Warbler July |
| g) OS Licence update | h) St Peters Stakeholders Letter |
| i) Women’s Club Thanks for Grant | j) Village Hall – Thanks for Grant |

3004. Points of Information/Items for future agenda

3005. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council - Monday 11th September at 8pm in Woodham Walter Women’s Club.

(NB: We do not usually meet in August unless an urgent matter or planning application requires a meeting, which will be advertised on the website, village email and noticeboard)

3006. The Chairman closed the meeting at 10.55pm