

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 12th February 2024

Present:

Cllr. John Brown (Vice Chairman, in the Chair)
Cllr. James Bunn
Cllr. Jenny Hughes
Cllr. Joanna Symons
Cllr. John Tompkins
Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)
District Councillor Simon Morgan (In attendance until 9.15pm)
District Councillor Mark Durham (In attendance until 9.15pm)
County Councillor Jane Fleming (In attendance until 9.15pm)

Public: 5 (In attendance until 8.45pm)

3121. Welcome Cllr. Brown welcomed those present to the meeting.

3122. To report, approve and record apologies for absence

RESOLVED to accept apologies received from Parish Councillor James Rushton

3123. Disclosure of Interests/Consideration of Dispensations To disclose the existence and nature of any Disclosable Pecuniary Interests (DPIs), Other Registerable Interests (ORIs), or Non-Registerable Interests (NRIs) relating to items of business on the agenda having regard 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).

Cllr. Brown declared an NRI with regards to planning application 24/00028/HOUSE & 24/00029/LBC as his wife is employed by the applicant.

3124. Public Forum There were 5 members of the public and all were in attendance with regards to Agenda item. 10.2 (Minerals Plan).

A resident was representing a local resident group who have formed to oppose the Mineral Plan, specifically with regards to the White House Farm site. A letter with 55 signatures was presented to the Parish Council. He thanked the Parish Council for what they do and urged them to develop a plan to object to the gravel pit at White House Farm. He requested an urgent Extra Ordinary Meeting so that the public could attend and present their views. He requested that a leaflet be delivered informing local residents of the consultation. He offered that his group would be happy to assist with deliveries. He outlined concern for impact on residential properties and the school.

A Danbury resident was in attendance to express concerns with regards to the impact on Danbury. The review has not answered many questions. The consultation will be on the agenda for the Danbury Parish Council Planning meeting and they will be focussing on the areas where the plan contradicts the NPPF.

A representative of the Danbury Society was in attendance to raise concerns of the impact on Danbury (and surrounds) with regards to traffic and pollution levels on the A414. He offered the assistance of the society to the Parish Council or campaign group.

Other residents were in attendance to understand the process.

The Chairman thanked those present for attending. It was agreed to move Agenda items 13.5 (Min Ref: 3133.5) and 10.2 (Min Ref: 3130.2) up the agenda.

3125. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 8th January 2024.

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

3126. Matters Arising - Progress report (not for resolution)

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

3127. Planning – APPLICATIONS RECEIVED (for consideration or report)

3127.1 24/00028/HOUSE & 24/00029/LBC Bassetts, Bassetts Lane

Replacement windows on sections of northern, southern and western elevations. Replacement door on existing porch. New soil pipe on western elevation. (LBC inc. Internal alterations.)

RESOLVED to support the application.

3127.2 There were no further applications received.

3128. Planning – DECISIONS (for consideration or report)

3128.1 23/01129/HOUSE The Cottage, Bassetts Lane APPROVE

S73a application for the construction of fence and native species hedge within front garden.

3128.2 23/01092/HOUSE & 23/01093/LBC Little London House, Little London Lane APPROVE

Single storey rear extension to dwellinghouse. Alterations to outbuilding comprising new internal staircase, two new conservation rooflights and new window.

3128.3 23/01183/HOUSE Bassetts Lodge, Bassetts Lane REFUSE

Construction of single storey side and two storey side and rear extensions. Extensions to first floor to include balcony. Alterations to fenestration. New patio including swimming pool and pergola. Single storey side extension to outbuilding including alterations to fenestration, installation of solar panels and EV charger(s).

Parish Council response sent: 9/1/24 – recommend refusal.

3128.4 Decisions are awaited on the following applications:

23/01235/HOUSE Granville Hall

First floor side extension and single storey rear extension.

Parish Council response sent 19/01/24 – Recommend refusal.

3129. Planning - Enforcement

3129.1 To consider any updates or reports.

It was noted that an update had been received which stated that an inspection had taken place at The Warren Lodges during the closure period and no breaches of the condition were found.

The Warren Estate are submitting three applications to vary the conditions for the site which relate to outbuildings.

Updates on other current enforcement investigations will be sent to the Parish Council soon.

3130. Other Planning Matters (for consideration or report)

3130.1 Historic complaint to MDC remains extant– await meeting date. Cllr. Morgan has been liaising, likely to be towards the end of March due to holidays.

3130.2 Essex Minerals Local Plan Review – To note the consultation documents now appear on the website <https://www.essex.gov.uk/replacement-essex-minerals-local-plan-review-2025-2040>

Consultation 6th February – 19th March.

It was noted that Cllr. Brown and Cllr. Symons had attended the ECC online briefing to learn about the review. There are two proposed sites which will be considered as part of the plan which are in or adjacent to Woodham Walter.

Site A58 Little Smiths and Site A66 White House Farm.

The letter received from a local resident group was acknowledged. Councillors understand the strength of feeling demonstrated.

An open letter received from the owners of White House Farm was acknowledged.

It was reiterated that the Minerals Local Plan Review is not a planning application but a consultation on the review. The Parish Council will need to cover the points made in the RAG assessment and consider access to the A414.

Essex County Council have a statutory duty to have a minerals plan. Before any extraction could take place there would have to be a planning application. Individual responses to the consultation are to be encouraged.

The site at White House Farm had been previously put forward in the last review back in 2011. The Parish Council at that time had responded robustly and much of the information will be useful again as part of the review, although assessors will have already taken those assessments into account.

- a) Establish how the Parish Council will respond/if a public/extra meeting should be arranged
RESOLVED to book the Village Hall on Tuesday 27th February at 7pm for an Extra Ordinary Meeting to allow local residents an opportunity to comment and to determine the Parish Council response.
- b) Consider Working Group
RESOLVED to form a Working Group (later established that it will be led by Cllr. Tompkins), to look in depth at the review and provide recommendations to the Parish Council at the Extra Ordinary Meeting.
- c) Consider how residents will be alerted to the consultation.

RESOLVED to continue updating via the Village email; Parish Council website page; Deliver a leaflet to all residents which will alert them to the consultation, the Extra Ordinary Meeting and to ask for volunteers to assist the Working Group (technical knowledge or relevant skills would be particularly useful).
RESOLVED to alert Woodham Mortimer & Hazeleigh and Danbury Parish Council's.

The public left the meeting room at 8.45pm.

3130.3 Solar Farm - Consider response to LightsourceBP re: community funding
RESOLVED no response will be made until after any planning approval.

3131. To receive reports of the County and District Councillor's.

District Cllr. Morgan reported that it was budget week for the council; council tax will be increased by 2.9%. The Council is currently relatively solvent but there is considerable pressure on budgets.

Residents are encouraged to respond to the St Peter's consultation.

Corporate Plan is being reviewed with consideration of changes to the Corporate Leadership Structure.

District Cllr. Durham reported that 300+ people had attended a meeting in Maldon regarding St Peters.

County Cllr. Fleming reported she had attended the meeting and that sites were being sought for outpatients and diagnostics in the district. Essex County Council are due to agree their budget with an increase in council tax of 4.9%. Pressure on budgets is immense. Announcement of Highways budget due soon which is anticipated to be good news.

District and County Councillors then left the meeting room at 9.15pm

3132. Financial Matters (for consideration or report)

3132.1 To receive the Summary of Accounts to date. This includes transactions since January meeting.

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
02-Jan-24	Balance				28,109.53
31-Jan-24	Balance		-	-	28,109.53
12/02/2024	Transferred to Current Account			1,000.00	27,109.53
				1,000.00	27,109.53

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
31/12/2023	Balance				3,634.13
11/01/2024	January Debits (#124, 131-142,144-147)			2,391.31	1,242.82
02/02/2024	Wayleave payment from CountyBroadband		400.00		1,642.82
12/02/2024	Outstanding Payment #143		-	21.95	1,620.87
12/02/2024	Transferred from Unity Instant Access (February Payments)		1,000.00	-	2,620.87
12/02/2024	February payments (#149-161)			2,114.63	506.24
			1,400.00	2,413.26	506.24

3132.2 Summary of Payments for February

Ref:	Updated/Outstanding Payments	Payee	Method	Net	VAT	Gross
#143	Topsorce Worldwide Uk Ltd (Eslip) Payroll		DD	18.29	3.66	21.95
	Sub Total			18.29	3.66	21.95
Ref:	January	Payee	Method	Net	VAT	Gross
#149	A&J Lighting Solutions		DD	21.00	4.20	25.20
#150	Npower		DD	80.50	4.02	84.52
#151	Mrs J Bannerman (Salary/Allowance)		BACS	804.68	-	804.68
#152	Nest Pension (Employer £ 53.40 , Employee £85.43)		DD	138.83		138.83
#153-157	Barclaycard		DD	58.46	11.45	69.91
#158	Topsorce Worldwide Uk Ltd (Eslip) Payroll		DD	18.29	3.66	21.95
#159	Woodham Walter Village Hall (Walter's Jan/Feb)		BACS	60.00	-	60.00
#160	Maldon District Council (Community Engagement Team Oct/Nov/Dec)		BACS	607.95	121.59	729.54
#161	Woodham Walter Women's Club (2023 Hire of Room)		BACS	180.00	-	180.00
				1,969.71	144.92	2,114.63
				1,988.00	148.58	2,136.58

Date	Barclaycard Payments (Statement 21/01/24)	Net	VAT	Gross
24/12/2023	Fasthosts (Mailbox Clerk)	5.43	1.09	6.52
28/12/2023	Amazon (Paper)	18.30	3.65	1.95
02/01/2024	Fasthosts (Mailbox)	7.75	5.55	33.30
06/01/2024	Fasthosts (Linus PHP)	5.78	1.16	6.94
17/01/2024	Sainsburys (Walter's Refreshments)	1.20	-	1.20
		58.46	11.45	69.91

Date	Barclaycard Payments (Scheduled February)	Net	VAT	Gross
24/01/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
02/02/2024	Fasthosts (Mailbox)	7.75	5.55	33.30
06/02/2024	Fasthosts (Linus PHP)	8.50	1.70	10.20
25/01/2024	Postage (County Broadband)	3.45	-	3.45
01/02/2024	Tesco (Walter's Soup Lunch)	20.06	-	20.06
06/02/2024	Postage (Barclays)	2.45	-	2.45
		69.26	8.66	77.92

The BACS payments for February will be drawn up by the Parish Clerk and require authorisation by two councillor signatories by Payment Date of 14th February 2024.

3132.3 Review of Bank Statements, Credit Card Statements and Account sheets for January.

Cllr. Brown confirmed that he had reviewed the documents and found them to be reconciled correctly.

3132.4 Grant Applications

(a) Research required re: goal posts/noticeboard/memorial garden signs - on-going. Clerk attended a "Meet The Funder Event" organised by Maldon CVS and gathered information.

It was noted that an application will be completed to the Football Foundation for funding towards new goal posts.

(b) To receive any applications from local organisations – await further information from Allotment Association – ongoing.

3132.5 Internal Audit – the Clerk to make enquiries.

3133. Other Council Matters (for consideration or report)

3133.1 Community Engagement Team (CET).

It was noted that TruCAM speed monitoring had resulted in 4 drivers reported for speeding offences.

3133.2 Woodham Walter Common – Essex Wildlife Trust (EWT). No updates.

3133.3 Climate Action. No updates.

3133.4 Allotments Report. No updates.

3133.5 Council Working Groups – to consider policy.

RESOLVED to amend the policy in order that Working Groups are subject to a minimum of one councillor. The policy was then adopted.

3133.6 To set the date of the Annual Parish Meeting

RESOLVED the Annual Parish Meeting will be held on Tuesday 16th April at 7pm in Woodham Walter Village Hall. The Clerk will contact relevant contributors to produce the Annual Report which will be delivered to properties in the Parish.

3133.7 St Peter's Consultation. It was agreed that individual responses should be encouraged but not a Parish Council response.

3134. Highways, Transport & Infrastructure (for consideration or report)

3134.1 Various matters on-going as detailed in the Highways log.

3134.2 Old London Road – resident had reported issues with potholes at edge of carriageway, concern that several accidents have occurred at crossroads and concerns with speed of traffic. Maintenance issues to be reported and advised to contact CC Fleming.

3135. Local Issues (for consideration or report)

3135.1 Bell Meadow & Memorial Garden

(a) Football Goals – broken bar noted. Not considered to be dangerous but the goal posts will not be able to be moved. Noted that application for grant funding is proceeding.

(b) Playground Report – Noted that the fence and benches/picnic tables will need a coat of preservative.

(c) Memorial Garden - No information to report.

- (d) County Broadband - wayleave payment received. Note sent to Hypercharged Foundation to chase up the application for funding for Memorial Garden Signs.
- (e) There were no further updates

3135.2 Footpaths Report. Cllr. Warren reported that on FP36 (The Street to Wilderness) ECC have dealt with a fallen tree in the wooded area. Another tree on the field has been removed by the landowner. On BR31 (Spring Elms into Common) there is a large oak tree leaning across and this will be monitored. New fingerposts have been fitted.

3135.3 School Report – Representative on Governing Body – Cllr. Symons reported she had attended a joint governors meeting at East Hanningfield School. The formal agreement for the Federation has been approved. One of the old demountable buildings is due to be replaced. It was noted that the fence adjacent to the footway needs maintenance.

3135.4 Crime Reports/Neighbourhood Watch Report.

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

3135.5 Litter

(a) February litter pick date took place on 10th February. Overall 14 volunteers have picked more or less the whole parish. Thanks to all the volunteers and Colin Warner for collecting and storing the rubbish for MDC to collect.

3135.6 Walter’s Third Thursday Community Café & Soup and Social Lunch

15th February – Café (including Maldon CVS on Mental Health Wellbeing. The Clerk will also provide a table of information about the Minerals Local Plan Review).

7th March - Final Soup & Social Lunch (bookings to Parish Clerk) The Clerk will also provide a table of information about the Minerals Local Plan Review).

21st March – Café (including Essex Fire & Rescue Home Safety information, where you can book a home visit for a fire safety check, also Maldon CVS will be on hand and there may be some free items)

3135.7 Women’s Club – Update from Cllr. Symons (in her capacity as joint President of Women’s Club)

It was reported that the new joint presidents of the club have been looking into the constitution/ownership/trustees of the club and building to ensure that they are brought up to date and fit for purpose.

3136. Correspondence – Various items of correspondence have been received and shared with Councillors and where appropriate the public via the website and village emails.

a. Community Forum Notes	b. Essex Police Update (various)
c. Healthy Weight Strategy	d. Meet The funder presentation
e. Members Bulletins	f. Specialist suicide bereavement info
g. Warbler February 24	h. Essex Minerals Plan Consultation
i. St Peter’s Consultation	j. Bell Meadow Village Association – call for volunteers
k. Essex Rural Partnership bulletin	l. Maldon/Burnham What’s On Guide
m. Various MDC Members bulletins	n. EALC bulletins

3137. Points of Information/Items for future agenda

None.

3138. Date of Next Parish Council Meeting:

Extra Ordinary Parish Council Meeting – Tuesday 27th February at 7pm in Woodham Walter Village Hall.

Next scheduled Ordinary Parish Council - Monday 11th March 2024 at 8pm in Woodham Walter Women’s Club.

3139. The Chairman closed the meeting at 9.55pm.

Signed

Dated