

MINUTES (DRAFT)

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 11th March 2024

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 9.30pm)
County Councillor Jane Fleming (In attendance from 8.45pm until 9.30pm)

Public: 10 (In attendance until 8.20pm)

3151. Welcome Cllr. Rushton welcomed those present to the meeting.

3152. To report, approve and record apologies for absence

RESOLVED to accept apologies received from Parish Councillor James Bunn

3153. 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).

Ref: 24/00127/LDP at Woodham Walter CofE Primary School
Cllr. James Rushton declared an ORI as he is a Church Warden.
Cllr. Joanna Symons declared an ORI as she is a School Governor
Cllr. Peter Warren declared a DPI as he is a neighbour of the school.

Ref: 24/00150/TCA at 2 The Maples
Cllr. Jenny Hughes declared a NRI as her spouse has advised on the tree and may carry out any works permitted.

There were no further interests declared.

3154. Public Forum

All members of the public present were in attendance regarding planning application 24/00138/LDP at Meadows Barn, Bassetts Lane.

The Chairman explained the nature of a Lawful Development Certificate application. The following is a summary of comments made by members of the public.

- Strongly object to proposal.
- No demand demonstrated. There is already a campsite at Retreat Farm
- Current Meadows Barn has resident who has been resident beyond the 28-day stay condition.
- Klargester Sewage system already smells and causes odour at adjacent residents properties and would not be suitable for additional capacity.
- Detrimental impact on local residents – too close to residential properties.
- Noise and Light disturbance
- Lack of approved access onto Bassetts Lane site (previous enforcement investigation)
- Concerns about drainage
- Detrimental impact on wildlife
- Narrow lanes, concerns for horses, walkers, children.

3155. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 12th February 2024 and the Extraordinary Parish Council Meeting held on Tuesday 27th February 2024.

The minutes to both meetings were approved as true records of the meetings and duly signed.

3156. Matters Arising - Progress report (not for resolution)

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

3157. Planning – APPLICATIONS RECEIVED (for consideration or report)

3157.1 24/00127/LDP Woodham Walter CofE Primary School

Claim for lawful development certificate for the demolition of 1 existing modular building and the erection of 1 new single storey modular building for permanent use including associated operation development.

The public forum was re-opened so that Cllr. Warren, who is a neighbour could make comments.

- Vast improvement, less noticeable in proposed new location.
- Current building in state of disrepair. Support application.

It was reported that the Chairman of the Governors had registered his comments with Cllr. Brown; that the proposal has been submitted by Essex County Council not the school who have no control over the plans. They consider that the new location is better. The existing buildings are in a poor state of maintenance and the new building is very much required.

Cllr. Rushton, Cllr. Symons and Cllr. Warren having declared interests then left the meeting room.

Cllr. Brown took to the Chair for this section of the meeting.

The following comments were made by Councillors.

- No indication of what will happen to the area of land vacated by the existing building.
- Design of the building may not fit in with the Conservation Area.
- Prefer new proposed location as it is less visible and less intrusive.
- No details shown with regards to the landscaping or boundary treatment.
- Clearly the replacement is needed as the existing building is in a poor state of repair.

RESOLVED to comment that there should be a landscaping plan; concerns that there will be additional noise disruption at neighbouring property; advice of the Conservation Officer should be considered.

The councillors rejoined the meeting room and Cllr. Rushton re-took the Chair.

3157.2 24/00100/HOUSE2 Spring Elms Cottages, Spring Elms Lane

Demolish existing rear conservatory and dilapidated boundary wall and replace with single storey extension with flat roof over with parapet to boundary side.

The following comments were made by Councillors.

- Neighbour consultation indicated that no agreement is in place with regards to the demolition of the wall. As this would not be established at the planning stage, but by building control when a notice would need to be served with the adjoining owner, therefore, this is not a planning consideration.

RESOLVED to support the application.

3157.3 24/00150/TCA 2 The Maples, Rectory Road

T1 – Holly – Reduce in height by 5m.

Cllr. Hughes having declared an interest left the meeting room.

RESOLVED to support the application subject to the Conservation Officer and Tree Officer comments.

Cllr. Hughes returned to the meeting room.

Discussion regarding works to trees in the Conservation Area. The wording in the Conservation Area document indicates that notice should be given, not that planning permission should be sought.

RESOLVED to write to MDC to clarify.

3157.4 24/00138/LDP Meadows Barn, Bassetts Lane

WWOOC claim for lawful development certificate for proposed use to allow up to 50 pitches for tents, motorhomes or campervans (excluding caravans), for temporary use of land as a recreational campsite up to 60 days per year.

The Chairman explained that the application appears to reflect the law for permitted development. It was noted that several residents had been in touch including those that had attended the meeting. Residents were advised to write to MDC with their concerns.

The following is a summary of comments made by councillors.

- Seems ridiculous that the legislation can allow such an application in a residential area.
- Appreciate the legality but there is a groundswell of opinion against the campsite which should be outlined to MDC.

- Access to site including for emergency vehicles is a concern.
- Historic enforcement investigations.
- Restricted and narrow access to the site from the narrow and unsuitable road
- Adjacent to Listed building
- Recommend adequate precautions are taken in licence. Ask that the Parish Council is consulted by the licensing authority.
- Concerns regarding sewage arrangements in view of previous issues raised.

RESOLVED to write to MDC with robust response. Clerk to liaise with councillors.

RESOLVED to request to be consulted for any licence application.

RESOLVED to write to Secretary of State for Levelling Up and our local MP to raise concerns about the legislation.

3157.5 There were no further applications received.

3158. Planning – DECISIONS (for consideration or report)

3158.1 23/01235/HOUSE Granville Hall, Hop Garden Lane APPROVE

First floor side extension and single storey rear extension.

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

Councillors noted their disappointment that the application had been approved.

3158.2 Noted that decisions are awaited on the following application:

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.)

Parish Council response sent 15/02/24 – Recommend approval.

3159. Planning - Enforcement

3159.1 To consider any updates or reports. Verbal report received which will be followed up at meeting with MDC.

3160. Other Planning Matters (for consideration or report)

3160.1 Essex Minerals Local Plan Review – Consultation Deadline: 19th March.

Following on from Extraordinary Parish Council meeting, to note the following:

- Parish Council response has been further refined.
- Synopsis leaflet developed and distributed to properties in Woodham Walter and beyond.
- The website has been updated and village emails have been sent to inform residents and encourage individual responses to the consultation.
- Information and advice was available at Walter's Soup & Social.
- Continued liaison with "Stop The Quarry" village campaign group. Noted they had a good turn out and response to the drop-in session at The Cats with 31 responses plus another 25 forms taken away. £155 raised for Farleigh Hospice. They will repeat the drop-in session this Saturday (16th March from 12.30pm)

RESOLVED to submit the response with a few modifications.

RESOLVED that Clerk and Cllr. Rushton will visit Wood Corner with Geoff Hicks from the Campaign Group to inform residents of the consultation and assist in responding.

3160.2 Appeal Notification (Written Representations) APP/X1545/23/3334948

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

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

The council had no comments to make.

3160.3 Historic complaint to MDC – meeting date set for Thursday 21st March. Cllr. Rushton, Cllr. Tompkins and Clerk to attend. District Cllr. Morgan will also attend.

RESOLVED the Clerk will provide Cllr. Rushton and Cllr. Tompkins with synopsis of issues and historic comments previously raised.

3160.4 Solar Farm – it was noted that Lightsource BP are carrying out neighbour consultations.

3161. To receive reports of the County and District Councillor's.

DC Morgan reported that the Full Council had passed the budget and most services would be maintained. Corporate Leadership considerations continue. Responses to the St Peter's Hospital consultation are encouraged. Considerations are on-going as to where facilities such as outpatients will go.

It was also noted that there had been a £5m cultural funding awarded to MDC.

CC Fleming noted that the biggest impact to local residents will be Outpatient services and people are encouraged to respond to the consultation.

It was noted that the Rural Prosperity Fund had been launched and information is available on this.

The Deputy Leader has a Community Safety initiative with grant funding including for bleed bags, it was suggested that one could be located in the telephone kiosk along with the defibrillator.

Essex County Council had passed their budget including additional budget for Highways.

Discussion with Cllr. Tompkins and Cllr. Fleming who asked to receive photograph of gullies at Church Hill.

3162. Financial Matters (for consideration or report)

3162.1 To receive the Summary of Accounts to date. This includes transactions since February meeting.

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
14-Feb-24	Balance				27,109.53
11-Mar-24	Transfer To Current Account		-	2,000.00	25,109.53
			-	2,000.00	25,109.53
Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
12/02/2024	Balance				1,642.82
14/02/2024	Transferred from Instant Access Account		1,000.00		2,642.82
15/02/2024	February Debits (#149,151,153-157,159-161)			1,869.33	773.49
19/02/2024	February Debits (#150, 152)			223.35	550.14
26/02/2024	February Debits (#143)			21.95	528.19
11/03/2024	Transferred from Instant Access Account		2,000.00		2,528.19
11/03/2024	Outstanding Payment (#158)			21.95	2,506.24
11/03/2024	March Debits (#162-#179)			1,940.47	565.77
			3,000.00	4,077.05	565.77

RESOLVED to accept the Summary of Accounts.

3162.2 Summary of Payments for March

Ref:	Updated/Outstanding Payments	Payee	Method	Net	VAT	Gross
#158	Topsource Worldwide Uk Ltd (Eslip) Payroll		DD	18.29	3.66	21.95
	Sub Total			18.29	3.66	21.95
Ref:	March	Payee	Method	Net	VAT	Gross
#162	A&J Lighting Solutions		DD	21.00	4.20	25.20
#163	Npower		DD	69.06	3.45	72.51
#164	Mrs J Bannerman (Salary/Allowance)		BACS	849.45	-	849.45
#165	Nest Pension (Employer £57.02, Employee £91.22)		DD	148.24	-	148.24
#166-175	Barclaycard (#166-#175)		DD	210.31	24.17	234.48
#176	Topsource Worldwide Uk Ltd (Eslip) Payroll		DD	19.53	3.91	23.44
#177	Woodham Walter Village Hall (Walter's x1, Extra Mtg)		BACS	67.50	-	67.50
#178	Maldon District Council (Elections)		BACS	102.05	-	102.05
#179	Scribe Accounts Renewals (2024)		BACS	348.00	69.60	417.60
	Sub Total			1,835.14	105.33	1,940.47
	Total			1,853.43	108.99	1,962.42

Date	Barclaycard Payments (February statement)	Net	VAT	Gross
24/01/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
25/01/2024	Postage (County Broadband)	3.45	-	3.45
01/02/2024	Tesco (Walter's Soup Lunch)	20.06	-	20.06
02/02/2024	Fasthosts (Mailbox)	27.75	5.55	33.30
06/02/2024	Postage (Barclays)	2.25	-	2.25
06/02/2024	Fasthosts (Linus PHP)	8.50	1.70	10.20
14-Feb-24	Amazon (Toner)	55.82	11.16	66.98
15-Feb-24	Blackwater Sign & Print (Minerals Flyer)	60.00	-	60.00
15-Feb-24	Amazon (Coloured Paper)	21.73	4.35	26.08
15/02/2024	Tesco (Walter's Cafe)	3.70	-	3.70

		210.31	24.17	234.48
Date	Barclaycard Payments (Estimate March)	Net	VAT	Gross
24/02/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
02/03/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
06/03/24	Fasthosts (Linus PHP)	8.50	1.70	10.20
06/03/24	Blackwater Sign & Print (Minerals Leaflet)	106.00	.	106.00
07/03/24	Tesco (Walter's Soup)	21.27	-	21.27
		178.36	10.22	188.58

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

RESOLVED to approve the payments as set out in the Schedule of Payments.

3162.3 Bank Signatories – the Clerk reported that mandate is not quite as we had expected in that only 1 signatory is required to authorise payments. It is currently set up as a dual signatory which had been understood meant that 2 councillors needed to authorise the payments set up by the Clerk/RFO, but in order for this to be the case we need to set up a tri-signatory. To consider making this change.

RESOLVED that one councillor in addition to the Clerk is sufficient to authorise the payments. The relevant policies will be adjusted to reflect.

3162.4 Review of Bank Statements, Credit Card Statements and Account sheets for February.

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

3162.5 Grant Applications

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

3162.6 Internal Audit – to appoint internal auditor

RESOLVED to appoint Heelis & Lodge as internal auditors.

3163. Other Council Matters (for consideration or report)

3163.1 Community Engagement Team (CET).

- To note February report. TruCAM speed monitoring had resulted in 2 drivers reported for speeding offences.
- 2024/25 Contract

RESOLVED to continue with 2024/25 contract with emphasis on TRUcam where possible.

3163.2 Woodham Walter Common – Essex Wildlife Trust (EWT).

RESOLVED to chase EWT for management plan/tree Risk Assessment

3163.3 Climate Action. There were no updates for report.

3163.4 Allotments Report. There were no updates for report.

3163.5 Annual Parish Meeting – arrangements ongoing.

3163.6 Working Group Policy

Discussion concluded that the policy would remain with minimum of one councillor, but that the expectation is that others from outside the council will be recruited to take some of the burden and that the Chairman of the Working Group should also ask for other councillors to assist as required.

3163.7 Training.

It was noted that the Clerk has been attending End of Year Scribe training sessions.

3163.8 Martyn's Law – Terrorism (Protection of Premises)

RESOLVED – clerk should investigate any impacts for the Parish Council.

3164. Highways, Transport & Infrastructure (for consideration or report)

3164.1 Various matters on-going as detailed in the Highways log.

3164.2 Hedging – it was noted that new hedging had now been planted around the village.

RESOLVED Clerk will establish with the farmer who will be responsible for the maintenance.

3165. Local Issues (for consideration or report)

3165.1 Bell Meadow & Memorial Garden

- (a) Football Goals – No updates
- (b) Playground Report – No information to report.
- (c) Memorial Garden – No information to report
- (d) Any further updates – The hedging plants had been re-heeled in by Cllr. Brown.

3165.2 Footpaths Report. Cllr. Warren reported that FP33 – bridge has been replaced by ECC Highways. BR31 over-hanging oak trees considered dangerous and have been reported to ECC who have inspected and are carrying out further investigations. Waymark posts replaced at FP19/FP16/FP27 crossroads.

3165.3 School Report – Representative on Governing Body – Cllr Symons reported that due to financial constraints, the School has decided not to pursue the Foundation model. Discussions are ongoing with Governors about the best way forward for the School, including future staffing considerations. Mrs Edlin, the Head of School, has recently resigned and an experienced interim Head of School, Mrs Louise Eastbrook, has been appointed, who will be starting at Woodham Walter on March 25th, and will be in position for the rest of the academic year.

3165.4 Crime Reports/Neighbourhood Watch Report.

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

3165.5 Litter – none reported

3165.6 Walter’s Third Thursday Community Café & Soup and Social Lunch

7th March - Final Soup & Social Lunch. The Clerk also provide a table of information about the Minerals Local Plan Review and representatives from the Campaign Group had also attended. There was a good turn out of local residents both for the soup lunch and to drop-in and see Minerals information.

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)

3166. Correspondence – Various items of correspondence have been received and shared with Councillors and where appropriate the public via the website and village emails.

a. Maldon CVS bulletin	b. Essex Police – various newsletters
c. Rural England Prosperity Fund	d. Ufest
e. Warbler	f. RCCE Bulletin

3167. Points of Information/Items for future agenda

3167.1 Cllr. Symons reported that the Women’s Club had been successful in their application to Law Works for free legal advice which they will now pursue.

3168. Date of Next Parish Council Meeting:

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

Annual Parish Meeting – Tuesday 16th April 2024 at 7pm in Woodham Walter Village Hall.

3169. The Chairman closed the meeting at 10.10pm.

Signed

Dated