

MINUTES (DRAFT)

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 8th April 2024

Present:

Cllr. James Rushton (Chairman)

Cllr. John Brown

Cllr. James Bunn

Cllr. Joanna Symons

Cllr. John Tompkins

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

District Councillor Mark Durham (In attendance until 9.00pm)

County Councillor Jane Fleming (In attendance from 9.20pm until 9.45pm)

Public: 9 (In attendance until 8.50/8.55pm)

3170. Welcome Cllr. Rushton welcomed those present to the meeting.

3171. To report, approve and record apologies for absence

RESOLVED to accept apologies received from Parish Councillor Jenny Hughes and District Councillor Simon Morgan.

3172. 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).

There were no interests declared.

3173. Recordings at Parish Council Meetings – to consider adopting policy to formalise arrangements Cllr. John Brown proposed and Cllr. Joanna Symons seconded that the policy should be adopted, all councillors in agreement.

The Chairman explained the policy to those present and asked if any person present required to record the meeting. No declarations were made.

3174. Public Forum

All members of the public present were in attendance regarding planning application 24/00243/AGR 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.

- Noted that letters had been copied to the Parish Council incorporating comments.
- Query plot of land size. Query forest which had been planted 25/30 years ago but consists of hardly any trees.
- Plans submitted show 2 fields and combine to include holiday lets.
- Plan indicates a barn but it looks like a house.
- Confirmation from applicant that the Meadows Estate is registered under one titled deed.

The public forum was closed at 8.10pm

3175. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 11th March 2024.

RESOLVED to approve the minutes which were duly signed by the Chairman.

3176. Matters Arising - Progress report (not for resolution)

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

3177. Planning – APPLICATIONS RECEIVED (for consideration or report)

3177.1 24/00243/AGR Meadows Barn, Bassetts Lane

Claim for lawful development certificate for proposed new steel and oak frame barn with hardstanding.

The following is a summary of comments made by councillors.

- Architecturally councillors found the proposed building design acceptable and rely on the local authority to question whether it is lawful development.
- Some confusion as to whether the application refers to Part A or Part E and this needs checking.
- The site size of the application requires clarification to ensure compliance with the legislation for this type of development.
- Meadows Barn which forms part of the estate was converted from an agricultural barn to holiday accommodation. It is questioned therefore if the site can be considered as agricultural.
- There is a long history of planning applications at the site
- There appears to be an inconsistency with the site as being either agricultural or forestry.
- Should a certificate be granted, it is requested that robust conditions or legal agreements are attached to any permission to ensure that the actual use of the barn for forestry is maintained in perpetuity.

RESOLVED to write comments to Maldon District Council for consideration when determining the claim for a lawful development certificate. Clerk to liaise with councillors.

3177.2 24/00125/FUL Land on South side of Maldon Road, Woodham Mortimer

Demolish existing buildings, redevelop site and siting of two additional mobile homes with associated facilities for Gypsy and Traveller use.

It was noted that a Woodham Walter resident had asked that this planning application be considered for response. The following is a summary of comments made by councillors.

- It is outside of the Woodham Walter parish boundary and no other representations had been received from local residents so it is not possible to represent the general views of residents.
- Concerns with regards to A414 entrance
- Unknown how ECC/MDC stand on Gypsy and Traveller allocations.
- Harmonious relationship with Wood Corner which appears to fulfil criteria for this part of the district.
- Previous planning history noted.

The meeting was opened up to District Councillor Durham who advised that there is a current legal action on this site and he advised that the Parish Council should not respond to the application. The previous permission was time limited and there appears to have been an error made in discharging the conditions. The District Council is responsible for Gypsy & Traveller allocations and currently falls short.

RESOLVED councillors do not consider that a response should be sent.

3178. Planning – DECISIONS (for consideration or report)

3178.1 24/00100/HOUSE 2 Spring Elms Cottages, Spring Elms Lane APPROVE

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

WWPC response: Support sent 14/3/24

3178.2 24/00138/LDP Meadows Barn, Bassetts Lane WITHDRAWN

WOOOclaim 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.

WWPC response: Comment sent 27/03/24

3178.3 Await the following decisions:

(a) 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.

WWPC Response: Comment sent 14/3/24

It was noted that a section of hedgerow has been removed and the school will be asked to make sure that any works comply with the Conservation Area planning controls.

(b) 24/00150/TCA 2 The Maples, Rectory Road
T1 – Holly – Reduce in height by 5m.

WWPC response: Support sent 14/3/24

3179. Planning - Enforcement

3179.1 To consider any updates or reports. There were no updates on existing cases. It was agreed to request a site visit with regards to query at Little London House and Oak Farm.

3180. Other Planning Matters (for consideration or report)

3180.1 Essex Minerals Local Plan Review. It was noted that the deadline is tomorrow (9th April). It is unknown how many responses had been received as the ECC website is not clear and is dependent on the search criteria, also written responses (of which we know there to be more than 80) do not appear. It is unknown what the timescale is for the next stage and Clerk will check this. The Chairman thanked all those who had input into the local response.

3180.2 Historic complaint to MDC – Report on meeting attended by Cllr. Tompkins, the Clerk and District Cllr. Morgan was noted. The meeting had been positive and informative and it is hoped that the stated improvements to the service will be realised in the coming months. There was a commitment to review of existing cases. The Parish Council was advised to give further consideration to developing a Neighbourhood plan and Cllr. Tompkins is reviewing.

3181. To receive reports of the County and District Councillor’s.

District Cllr. Durham reported that the St Peter’s Hospital consultation is on-going until 11th April. Meetings have taken place with MP’s and relevant interested parties. The Council are looking a where current services can be housed in the district e.g. council offices, library etc. This will include existing services such as outpatients, Xray and blood tests. It was confirmed in answer to a question, that car parking considerations are included. A previous plan for a new hospital at Wyke Hill has been shelved as it relied on a relief road. The council are now looking at options for an A12 link road.

Cllr. Durham reported that the Essex County Council deficit is growing.

Members of the public and Cllr. Durham left the meeting room.

County Cllr. Fleming reported that she had attended a Local Highways Panel briefing. The budget has been reduced and the remit of the scheme altered which is the source of frustration. Cllr. Fleming is awaiting a briefing on the Member led highway maintenance scheme. Additional Enforcement resource will focus on contacting landowners with regards to hedges and ditches etc.

The Community Safety Initiative Fund has been launched. The Ride London Event comes to Maldon on 25th May and there is funding available for sports/activity related projects.

Cllr. Fleming left the meeting room.

3182. Financial Matters (for consideration or report)

3182.1 To receive the Summary of Accounts to date. This includes transactions since March meeting.

Date	Unity Trust Instant Access Account Transaction Detail	Amount In	Amount Out	Balance
12-Mar-24	Balance			25,109.53
31-Mar-24	Interest received	185.18		25,294.71
08-Apr-24	Transferred to Current Account		4,500.00	20,794.71
		185.18	4,500.00	20,794.71

Date	Unity Trust Current Account Transaction Detail	Amount In	Amount Out	Balance
12/03/2024	Balance			2,528.19
13/03/2024	March Debits #164, #177-179)		1,436.60	1,091.59

15/03/2024	March Debit #162		25.20	1,066.39
18/03/2024	March Debits #166-175		234.48	831.91
19/03/2024	March Debit #163		72.51	759.40
27/03/2024	March Debit #176		23.44	735.96
31/03/2024	March Debit #180		18.00	717.96
02/04/2024	Outstanding Credit (UK Power Networks Wayleave Receipt #39)	6.90		724.86
02/04/2024	Outstanding Debit #165		148.24	576.62
08/04/2024	Transferred from Instant Access Account	4,500.00		4,376.62
08/04/2024	April Debits #1-#19		4,003.81	1,072.81
		4,506.90	5,962.28	1,072.81

3182.2 Summary of Payments for April

Ref:	Updated/Outstanding Payments Payee	Method	Net	VAT	Gross
#158	Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	0.00	0.00	0.00
#165	Nest Pension (Employer £57.02, Employee £91.22)	DD	148.24		148.24
	Sub Total		148.24	-	148.24
Ref:	April Payee	Method	Net	VAT	Gross
#180	Unity Trust Bank Charges	DD	18.00	-	18.00
#1	A&J Lighting Solutions	DD	21.00	4.20	25.20
#2	Npower	DD	70.82	3.54	74.36
#3	Mrs J Bannerman (Salary/Allowance) (ESTIMATE)	BACS	990.00	-	990.00
#4	Nest Pension (Employer £65.00, Employee £110.00) (ESTIMATE)	DD	175.00	-	175.00
#5-#10	Barclaycard	DD	187.05	11.16	198.21
#11	Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	19.53	3.91	23.44
#12	Woodham Walter Village Hall (Walter's March inc. soup)	BACS	60.00	-	60.00
#13	HMRC (1/4ly Payment) (ESTIMATE)	BACS	785.55	-	785.55
#14	EALC/NALC Affiliation Fee	BACS	187.05	11.16	194.81
#15	RCCE Membership Fee	BACS	36.75	7.35	44.10
#16	Maldon District Council (CET Jan-Mar)	BACS	607.95	121.59	729.54
#17	CPRE Membership	BACS	36.00	-	36.00
#18	Playquip Leisure (Operational/Maintenance) (EST)	BACS	233.00	46.60	279.60
#19	Hullbridge Sign & Print (Annual Reports) (EST)	BACS	370.00	-	370.00
	Sub Total		3,797.70	209.51	4,003.81
	Total		3,945.94	209.51	4,152.05

Date	Barclaycard Payments (March Statement)	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
06/03/2024	Fasthosts (Linus PHP)	8.50	1.70	10.20
06/03/2024	Blackwater Sign & Print (Minerals Leaflet)	106.00	-	106.00
07/03/2024	Tesco (Walter's Soup)	21.27	-	21.27
11/03/2024	Amazon (Stationery)	8.69	0.94	9.63
		187.05	11.16	198.21

Date	Barclaycard Payments (Estimate April)	Net	VAT	Gross
21/03/2024	Tesco (Walter's Café)	2.45	-	2.45
24/03/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
30/03/2024	Ring Central (Annual Subscription)	155.88	31.18	187.06
02/04/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
06/04/2024	Fasthosts (Linus PHP)	8.50	1.70	10.20
		206.97	41.40	248.37

The BACS payments for April will be drawn up by the Parish Clerk and require authorisation by Payment Date of 12th April 2024.

RESOLVED to approve the payments as presented in the payment schedule. Estimated costs will be separately authorised prior to payment and reported at the next meeting.

3182.3 Review of Bank Statements, Credit Card Statements and Account sheets for March.

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

3182.4 End of Financial Year – information received from PKF Littlejohn. Clerk to begin work.

3182.5 VAT – it was noted that the 2022/23 VAT form had been sent but that the refund would not be received until the new financial year.

3182.5 Grant Applications

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

3183. Other Council Matters (for consideration or report)

3183.1 Community Engagement Team (CET).

- To note March report (awaited)
- It was noted that the team are planning a series of community safety events at Hoe Mill Lock over the summer to address some of the issues which have occurred during warmer weather.

3183.2 Woodham Walter Common – Essex Wildlife Trust (EWT). There was no information to report.

3183.3 Climate Action. It was noted that a Maldon District Energy Efficiency Clinic is due to be held at Maldon town Hall on Sunday 21st April from 11am-2pm.

3183.4 Allotments Report. There was no information to report. It is expected that the AGM is due soon.

3183.5 Annual Parish Meeting – 7pm Tuesday 16th April. Annual Reports are due from printer – Clerk to arrange distribution. Refreshments (Tina has kindly agreed to serve, Jacky to get biscuits/use Walter's etc).

3183.6 Little Baddow Parish Council – proposal for joint local parish councils meeting; update on Hammonds Lane development and AONB which will not be considered for 5 years. Councillors concluded that a joint local group could be useful but because Little Baddow/Danbury are within the Chelmsford City Council area it would have limited scope. It would be a good idea to liaise with local Maldon District Parishes/Towns. It was also noted that attendance at such meetings would require commitment from a councillor. Cllr. Rushton will speak to Little Baddow PC.

3184. Highways, Transport & Infrastructure (for consideration or report)

3184.1 Various matters on-going as detailed in the Highways log.

3184.2 To report pot holes on Herbage Park Road (near Warren entrance).

3185. Local Issues (for consideration or report)

3185.1 Bell Meadow & Memorial Garden

- (a) Football Goals – No updates
(b) Playground Report – broken rope attachment

A temporary repair carried out by persons unknown had been removed as it was not considered to comply with Health and Safety requirements. Some hazard tape had been used to tie the rope around an upright.

RESOLVED to ask Playquip to repair during Maintenance visit.

RESOLVED to ask Skippers about the grass cutting in the playground.

(c) Memorial Garden – No information to report

3185.2 Footpaths Report. Cllr. Warren reported that the paths were generally dry and there were no issues to report. No doubt the weeds will be an issue soon.

3185.3 School Report – Representative on Governing Body – Cllr Symons reported that she had recently attended a parents evening. It was noted that a section of hedge had been removed as part of the enabling works for the new demountable classroom. A query will be raised regarding if Conservation Area approval should have been sought.

3185.4 Crime Reports/Neighbourhood Watch Report.

- (a) Various reports and newsletters shared (none specific to WW)
- (b) Car broken into on Little Baddow Road 31/3

3185.5 Litter – none reported

3185.6 Walter’s Third Thursday Community Café

21st March – Café (including Essex Fire & Rescue Home Safety information, Maldon CVS and Minerals Plan documents and response forms).

18th April – Café (guests to be confirmed)

3186. 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. Parish & Town Councils meeting	d. RCCE Membership
e. Warbler April	f. EALC County Bulletin
g. Essex Village of the Year info	h. Maldon District Energy Efficiency Clinic
i. MDC Members Bulletins	j. Pothole Briefing
k. Essex Rural Partnership Newsletter	

3187. Points of Information/Items for future agenda

3187.1 Cllr. Symons updated councillors that in her role as President of the Women’s Club she is due to meet with solicitors to discuss the constitution including consideration of Trustees.

RESOLVED to include as an agenda item at the next meeting.

3188. Date of Next Parish Council Meeting:

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

Next scheduled Ordinary Parish Council with Annual General Meeting - Monday 13th May 2024 at 8pm in Woodham Walter Women’s Club.

3189. The Chairman closed the meeting at 10.00pm.

Signed

Dated