

MINUTES (DRAFT)

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 10th June 2024

Present:

Cllr. John Brown (Chairman)

Cllr. James Bunn

Cllr. Jenny Hughes

Cllr. James Rushton

Cllr. John Tompkins

Cllr. Joanna Symons

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

District Councillor Simon Morgan (in attendance until 10.00 pm)

County Councillor Jane Fleming (in attendance from 8.20-10.00pm)

Merryl Cox (Village Hall) (In attendance until 8.50pm)

Public: 3 (In attendance until 8.20pm)

3214. Welcome Cllr. Brown welcomed those present to the meeting. No one present declared that they wished to record the meeting.

3215. To report, approve and record apologies for absence. There were no apologies.

3216. 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. James Rushton declared an ORI with regards to the Planning Application 24/00412/LDP as he is a Church Warden and his spouse is a School Governor and with regards to the Planning Applications 24/00358/VAR, 24/00359/VAR and 24/00360/VAR as his spouse is a member of the Warren Gym.

Cllr. Peter Warren declared a DPI with regards to the Planning Application 24/00412/LDP as he is a neighbour of the school and an ORI with regards to the Village Hall discussion as he sits on the Village Hall committee.

Cllr. Joanna Symons declared an ORI with regards to the Planning Application 24/00412/LDP as she is a School Governor.

Cllr. Jenny Hughes declared an ORI with regards to the Allotments discussion as she lives in a property within the same ownership as the allotments field.

3216. Public Forum

There were 3 members of the public present.

The following comments were made with regards to the planning applications to vary the conditions at The Warren Lodges.

- The licence is not being abided by. The sheds do not have permission. One of them is the size of a garage.
- The sheds make it more residential and the Warren Lodges are meant to be for holiday accommodation.
- Retrospective application should not be allowed.

The following comments were made with regards to the Lawful Development of a campsite on Bassetts Lane.

- Water connections and land drainage have been installed.
- They are extending the apron of access into the field.
- The field access does not have planning permission
- Meadows Barn is holiday accommodation but has permanent residents living there
- A long planning history at site and land within same ownership. Concern that continued flouting of rules and no enforcement may result in further issues.

It was noted that Cllr. Brown had met with other residents and the Parish Council understands the issues raised.

3217. To approve the minutes of the Ordinary Parish Council Meeting with Annual General Meeting held on Monday 13th May 2024.

RESOLVED to accept the minutes of the meeting held on 13th May 2024 as a true and accurate record of the meeting and were duly signed by the Chairperson.

3218. Village Hall

Initial discussion and information with regards to the trusteeship of the Village Hall. To include contribution from Trustee Meryll Cox (Chairman, Village Hall Association who was in attendance.

Agenda item 6 (Minute ref: 3218) was held in closed session. The Press and Public were excluded due to the confidential nature of business. (Public Bodies (Admission to Meetings) 1960, s1(20 AND Local Government Act 1972, s100 (2).

Full minutes are contained within confidential appendix.

RESOLVED The Village Hall is a community facility and should remain part of the village. It would be best for the community if new Trustees came forward however, if this is unsuccessful it was agreed in principle the Parish Council consider it to be their responsibility to act as Sole Trustee to protect the asset for the community. It was suggested that the Village Hall place an advert in the Parish Magazine and Village Email which outlines the position and date of the meeting.

3219. Matters Arising - Progress report (not for resolution)

3219.1 The report compiled by the Clerk was noted. Matters for report are contained within the agenda.

3220. Outstanding Matters from Annual General Meeting

3220.1 Min ref: 3192 Declaration of Acceptance of Office – Cllr. Joanna Symons signed the form.

3220.2 Min ref: 3198.4 Councillors Consent to Email Service – Cllr. Joanna Symons signed the document.

3220.3 Min ref: 3198.6 a Insurance. It was confirmed that the policy has been renewed with Zurich.

3220.4 Min ref: 3198.6 c Emergency Plan – It was reported that the plan has been updated. There remain some matters outstanding. Await response from school. Vulnerable persons list needs updating. Doctor/nurse/first aider required.

3220.5 Min ref: 3198.6 d Action Plan – to consider amendments and adopt Action Plan.

RESOLVED to adopt the Action Plan with one amendment regarding the requirement for reports and follow-up responses to be made for Enforcement matters within the parish.

3220.6 Min Ref: 3198.7 a Councillor Symons was reappointed in the role of Parish Council representative on the School Governing Body.

3221. Planning – APPLICATIONS RECEIVED (for consideration or report)

3221.1 24/00412/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 operational development.

Councillor's James Rushton, Joanna Symon and Peter Warren stepped out of the meeting room.

The following is a summary of comments

- It was noted that the description continues to describe the building as permanent.
- It is partially within the Conservation Area, although so is the existing modular building which will be removed.
- Requirement from school point of view is understood
- Location on site and appearance is a concern.
- Concern that there is no plan for the area where the existing building is being removed.

RESOLVED to write with comments.

Councillor's James Rushton, Joanna Symon and Peter Warren returned to the meeting room.

3221.2 3 applications various references Warren Lodge Park
a) 24/00358/VAR Variation of condition 3 on approved application 05/00798/FUL. Variation seeks to alter condition 3 to allow the siting of a single storage shed for each lodge.
b) 24/00359/VAR Variation of condition 4 on approved application 11/00953/FUL. Variation seeks to alter condition 4 to allow the siting of a single storage shed for each lodge.
c) 24/00360/VAR Variation of condition 6 on approved application 16/01373/FUL. Variation seeks to alter condition 6 to allow the siting of a single storage shed for each lodge.

The following is a summary of comments

- The sheds change the concept of the planning approval.
- Noted the agent of the application is listed as Mark Durham.

- The siting of storage for seasonal equipment may be judged to be a reasonable request so it may be a difficult argument.
- The condition with regards to sheds has been reported to the enforcement department of MDC numerous times over several years and it remains disappointing that they have never put into practice the enforcement of conditions which were set.

RESOLVED to write with objections and reiterate the previous comments which have been made over the years.
RESOLVED to ask Cllr. Morgan to call the application to the Northwest Area Planning Committee.

3221.3 There were no other planning applications received.

3222. Planning – DECISIONS (for consideration or report)

3222.1 24/00320/FUL Queen Victoria, The Street APPROVE

Proposed demolition of existing single storey rear extensions and construction of new two storey rear extension, with associated external works and parking alterations.

3223. Planning - APPEAL

3223.1 Site: Land between Ash Cottage and High Prospect (Now known as Wincroft).

Proposal: Outline Application with all matters reserved for up to 6 dwellings and garages.

Application Ref: 23/00521/OUT

WWPC Response: Object

MDC Decision: Refuse

Appeal Ref: APP/X1545/W/24/3341022

The appeal will be determined on the basis of written representations. All representations made on the application will have been forwarded to the planning inspectorate and appellant. To consider if the Parish Council wish to comment, modify or withdraw previous representation. Deadline 20th June 2024.

RESOLVED to write a supplementary document raising points including

- HELAA (Housing & Economic Land Availability Assessment). The application was using old information which has been updated following representations made by the Parish Council that it was wrong (e.g. it contained scoring for shop which has since been removed, and bus services are not adequate). The Officer would have used the correct information in their assessment to refuse the application.
- School Playing Field – irrelevant and should be struck out of the appeal
- Not every village needs further development. Woodham Walter is not sustainable.
- Disagree with Highways/MDC assessment with regards to the road and road junctions
- Arcadian village views from church would be interrupted which is one of the most important vistas
- Overlook and dominate the properties on Top Road, Brook Close & The Street

3224. Other Planning Matters (for consideration or report)

3224.1 Enforcement/Historic Complaint – To consider response to Matt Winslow at MDC

RESOLVED to respond with comments such as noting the Bassetts Lane gate which may have been considered minor but has resulted in a more major additional impact. Clerk to liaise with councillors.

3224.2 Enforcement – To consider any updates to cases.

Agenda item 12.2 held in closed session. The Press and Public to be excluded due to the confidential nature of business. (Public Bodies (Admission to Meetings) 1960, s1(2) AND Local Government Act 1972, s100 (2)).

RESOLVED to continue to monitor and report matters of concern to the Enforcement Team.

3224.3 Trees in Conservation Area – the response and amendment to the Conservation Area document was noted.

3224.4 Chelmsford Local Plan Review. Consultation runs until 19th June. The Local plan includes that Hammonds Farm (Little Baddow) is a Proposed new development allocation in the review of Local Plan.

The following is a summary of comments:

- Surely there is sufficient brown field areas in the Chelmsford District that they do not need such a substantial development of homes.

- Object – affect on infrastructure of our area, e.g. Doctors, hospitals. Roads, A414 is already congested. Concern that traffic on the A414 from Danbury (towards Chelmsford) when it approaches the roundabout will need to give way to the additional oncoming traffic from Hammonds Farm which will cause further congestion on the A414 – in the rush periods this could easily back up to Danbury.
- Concerns that the new Hammonds Farm traffic will use Woodham Walter as a rat run

RESOLVED to respond with objections

3224.5 Woodham Walter Neighbourhood Plan. It was noted considerations will be deferred to next meeting.

3225. To receive reports of the County and District Councillor's.

District Councillor Simon Morgan reported that the council held a Full Council Meeting on 28 May including details of Corporate Reorganisation including the establishment of a new Chief Executive and Deputy Chief Executive. Cultural Levelling Up has identified two projects in Maldon and Burnham. The St Peters consultation results are due soon. MDC now has a Five Year Housing Land Supply (5YHLS) of 6.23 years
MDC has announced the Re-routing of Waste and Recycling Services – await detailed information.

It was noted that County Cllr. Fleming had submitted a written report. She also reported that certain meetings had been postponed during the pre-election period. The Locality Fund and Local Community Fund had been launched for local organisations. The local highways scheme is now up and running including footways, street furniture, pot holes etc.

Cllr. Morgan and Cllr. Fleming then left the meeting room at 10pm.

3226. Financial Matters (for consideration or report)

3226.1 To receive the Summary of Accounts to date. This includes transactions since May meeting.

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
15-May-24	Balance		-	-	52,485.82
31-May-24	Balance		-	-	52,485.82
14-Jun-24	Transferred to Current Account (June Debits)		-	4,400.00	48,085.82
			-	4,400.00	48,085.82

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
13/05/2024	Party Tent Income (CR #4)		50.00		1,509.10
14/05/2024	Transfer from Barclays Instant Access Account (CR#6)		32.11		1,541.21
14/05/2024	Party Tent Income (CR #5)		75.00		1,616.21
15/05/2024	May Debits (#20)			25.20	1,591.01
15/05/2024	Transferred from Instant Access Account (May Debits)		1,500.00		3,091.01
16/05/2024	May Debits (#18, 22, 24-31, 33, 34)			1,637.50	1,453.51
17/05/2024	May Debits (#21)			66.72	1,386.79
20/05/2024	May Debits (#23)			181.19	1,205.60
24/05/2024	Party Tent Income (CR#7)		50.00		1,255.60
29/05/2024	May Debits (#32)			23.44	1,232.16
04/06/2024	Party Tent Income (CR#8)		75.00		1,307.16
14/06/2024	Transferred from Instant Access Account (June Debits)		4,400.00		5,707.16
14/06/2024	June Debits (#35-55)			4,801.46	905.70
			6,182.11	6,735.51	905.70

RESOLVED to accept the summary of accounts to date.

3226.2 Summary of Payments for June

Ref:	June	Payee	Method	Net	VAT	Gross
#35		A&J Lighting Solutions	DD	21.00	4.20	25.20
#36		Npower	DD	59.43	2.97	62.40
#37		Mrs J Bannerman (Salary/Allowance)	BACS	837.70	-	837.70
#38		Nest Pension (Employer £57.02 Employee £91.22)	DD	148.24	-	148.24
#39-#45		Barclaycard	DD	118.07	22.82	140.89
#46		Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	19.53	3.91	23.44
#47		Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#48		Skippers Ground Maintenance	BACS	320.00	64.00	384.00
#49		Skippers Ground Maintenance	BACS	690.00	138.00	828.00
#50		Zurich Insurance Company Ltd	BACS	410.49	-	410.49
#51		Woodham Walter Women's Club (Annual Grant)	BACS	243.00	-	243.00
#52		Woodham Walter Village Hall (Annual Grant)	BACS	325.00	-	325.00
#53		Essex Wildlife Trust (Annual Grant)	BACS	1,000.00	-	1,000.00
#54		Heelis & Lodge (Internal Audit)	BACS	260.00	-	260.00
#55		Unity Trust Bank Charges	DD	18.00	-	18.00
#56		Maldon District Council (Playsite Safety Inspection)	BACS	65.10	13.02	65.10
Total				4,565.56	248.92	4,801.46

Date	Barclaycard Payments (May Statement)	Net	VAT	Gross
24/04/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
02/05/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
03/05/2024	Post Office (Stamps)	2.55	-	2.55
06/05/2024	Fasthosts (Linus PHP)	8.50	1.70	10.20
14/05/2024	Amazon (Files)	12.99	2.60	15.59
16/05/2024	Coop (Walter's Refreshments)	1.45	-	1.45
18/05/24	Microsoft 365	49.99	10.00	59.99
		118.07	22.82	140.89

Date	Barclaycard Payments (Estimate June)	Net	VAT	Gross
24/05/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
28/04/2024	Amazon (Party Tent Accessories)	24.38	4.87	29.25
29/05/2024	Amazon (Party Tent Accessories) REFUND	- 10.22	- 2.04	- 12.26
02/06/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
	Fasthosts (Linus PHP)	8.50	1.70	10.20
		65.25	13.05	78.30

All invoices listed have been 'examined, verified and certified' by the RFO. The BACS payments for June will be drawn up by the Parish Clerk and require authorisation by Payment Date of 14th June 2024.

RESOLVED to authorise the payments as listed in the Payment Schedule.

3226.3 Review of Bank Statements, Credit Card Statements and Account sheets for May. To note receipt of closing statement for Barclays Premium Account.

Clr. Brown confirmed he had reviewed the documents and found them to be reconciled correctly. Clr. Bunn will take over the task from the next meeting.

3226.4 Bank Account Signatories – Application submitted, await confirmation of changes.

3226.5 End of Financial Year 2023/2024

- It was noted that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors.
- The Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings
- Clr. Rushton confirmed he reviewed the Accounts file prior to the end of his tenure as chairman.
- Relevant financial information is available on the Woodham Walter Parish Council website
- Internal Auditor Report – Full written report received with no recommendations other than an observation that a link on the website was not working. Clerk has checked the link which appears to be working correctly.
- The Clerk/RFO confirmed that the Annual Government and Accountability Return 2023-24 (AGAR) Section 2 has

been duly certified in advance of the meeting.

- (g) Councillors noted the explanation of variances documents has been completed and shared with Councillors.
- (h) End of Year Accounts – Annual Return for the financial year ended 31 March 2024. Councillors confirmed the answers to the questions in AGAR Section 1 - Annual Governance Statement 2023/2024 in the Annual Return for the year ended 31 March 2024. The document was duly signed by the Chair and Clerk.
- (i) End of Year Accounts – Accounting Statements for the financial year ended 31 March 2024. Councillors confirmed AGAR Section 2 Account Statements and the Chairman signed the declaration.

Clerk to arrange to send the AGAR documents and supplementary information to the External Auditor and display the relevant information on the noticeboard and the website as per the rules.

3226.6 Grants/Expenditure Updates

- (a) Goal posts – Await information (approaches made to Cllr.Hafiz and Cllr. Fleming)
- (b) Memorial Garden Signs – Await information (approaches made to Cllr.Hafiz and Cllr. Fleming)
- (c) Noticeboard - To consider suitable noticeboard from research documentation provided by the Clerk in onedrive. The earmarked budget is £2000. Cllr. Bunn will seek an alternative quotation.

RESOLVED to defer to the next meeting but councillors understand the need to replace the noticeboard which is in a poor state of repair and very difficult for the Clerk to access.

3227. Other Council Matters (for consideration or report)

3227.1 Community Engagement Team (CET).

- The April report was noted (16 TruCAM captures). Await May Report.
- It was noted that they held their first patrol at Hoe Mill on 2nd June (although we were not informed until after the event!) with representatives from CEP/SEPP/Essex Police/Essex Waterways. They will be doing further events over the summer and ask if the Parish Council would also like to attend (may be a litter pick?). RESOLVED that the Parish Council would like to attend. To be arranged depending on availability.
- It was noted that reports had been received that Papermill Lock in Little Baddow had secured a Clearway so that no parking is permissible. Clerk to make enquiries as the knock on effect could be more traffic parking at Hoe Mill.

3227.2 Woodham Walter Common – Essex Wildlife Trust (EWT) – There were no updates.

3227.3 Climate Action. It was noted ECC have updated their Climate Action Information guides.

3227.4 Allotments Report. To consider updates including response from Mr & Mrs Maynard.

RESOLVED Clerk and Cllr. Rushton will pursue

3227.5 Good Councillor Guide – noted new guidance

3228. Highways, Transport & Infrastructure (for consideration or report)

3228.1 Various matters on-going as detailed in the Highways log.

3228.2 Salt Bag partnership 2024/25 – to consider membership

RESOLVED to renew membership but that salt stocks are sufficient

3229. Local Issues (for consideration or report)

3229.1 Bell Meadow & Memorial Garden

- (a) Football Goals – Annual Independent Safety Report received with a number of matters raised (as expected).
- (b) Playground Report

The Annual Independent Safety Report had been received with a number of minor matters raised. Clerk to investigate. Cllr. Brown to look at gate and seat bolt.

(c) Bell Meadow – Skippers have confirmed that they will sow additional wildflower seeds. To note that the hedge at the gateways will be trimmed back in advance of the general hedge cut scheduled prior to Flower Festival weekend. RESOLVED to talk to Skippers about the tractor ruts and request care during wet conditions.

- (d) Memorial Garden – no information to report
- (e) There was no further information to report.

3229.2 Footpaths Report. Cllr. Warren reported that the weeds are growing fast and he has been chasing up ECC Public Rights of Way Officer with regards to the cutting schedule. BR 31 (from Spring Elms into Woodham Walter Common) large tree has been cut by ECC. It was noted that the Whitehouse Farm crop is borage and that there will also be bee hives installed in the coming weeks (away from public footpaths). The paths should be sprayed off soon.

3229.3 School Report – Representative on Governing Body –Cllr Symons – There was no information to report.

3229.4 Crime Reports/Neighbourhood Watch Report.

- (a) Note one further occurrence of car break in on Little Baddow Road. Plus other similar incidents in Maldon area. Update from Police via NHW coordinator, the same suspect has been re-arrested and remains on bail pending two court hearings.
- (b) Additional Neighbourhood Watch Signs – comment from NHW coordinator
- (c) Various general reports and newsletters shared
- (d) Response from ECTU re: Wood Corner Manager was noted.

3229.5 Litter – none reported

3229.6 Walter’s Third Thursday Community Café
20th June – Woodham Walter Primary School choir to attend

3229.7 Bell Meadow Village Association – Cllr. Hughes updated that plans for the event are progressing well. To consider Parish Council attendance (further consideration at next meeting).
It was noted that the Committee are considering the temporary closure of footpath during event. Cllr. Warren will ask the Public Rights of Way Officer about this.

3230. Correspondence – Various items of correspondence have been received and shared with Councillors and where appropriate the public via the website and village emails.

a) Various Essex Police Newsletters	b) CVS Newsletter
c) Police Fire & Crime Bulletin	d) Lithium iron batteries
e) Warbler June 24	e) EALC County Update
f) Essex Rural Partnership June	g) Maldon Members Bulletin

Ref: d) Lithium iron batteries – it was noted that a large number of fires are caused by these batteries and appropriate safety measures should be taken.

3231. Points of Information/Items for future agenda

None

3232. Date of Next Parish Council Meeting:

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

3233. The Chairman closed the meeting at 10.45pm.

Signed

Dated