

Woodham Mortimer With Hazeleigh Parish Council

ANNUAL PARISH COUNCIL MEETING

MINUTES - TUESDAY 09 MAY 2017

Convened at Woodham Mortimer & Hazeleigh Village Hall at 7:30pm

In attendance

Parish Councillors: Simon Brady (SB) Chairman, Andrew Macmorland (AM), Pauline McDonald (PM), Kim McDonald (KM), Richard Britton (RB)

Andrew Ritchings (AR) Clerk to the Council recording proceedings.

There was one member of the public in attendance

59.17 ELECTION OF CHAIRMAN

Cllr **Simon Brady** was the sole nominee for the role of Chairman as proposed by KM and seconded by PM, SB duly accepted the position for the next Parish Council year.

60.17 ELECTION OF VICE-CHAIRMAN

Cllr **Pauline McDonald** was the sole nominee for the role of Vice Chairman as proposed by AM and seconded by RB. PM accepted the position of Vice Chairman for the next Parish Council year.

61.17 APOLOGIES OF ABSENCE

Cllrs Stephen Pemberton and Kim Broadhurst had notified the Council their apologies at the previous meeting due to other engagements. County Councillor Penny Channer was unable to attend due to an alternative meeting.

62.17 DECLARATIONS OF INTEREST

Cllr AM declared a pecuniary interest in Agenda Item 73.17 Planning - Land adjacent The Grange, having business associations with the respective applicant though not directly related to the application.

Cllr SB declared a non-pecuniary interest in Agenda Item 73.17 Planning - The Golf Driving Range, being a landowner of other land in the village that may be considered affected by the development.

63.17 PUBLIC FORUM

No questions to Cllrs were raised by the member of public in attendance.

64.17 PREVIOUS MINUTES

Cllr RB asked that item 50.17 of the minutes recorded on 11 April 2017 at the Ordinary Council meeting be amended to reflect the opposition some Cllrs had towards providing a grant for the Parochial Church Council to carry out maintenance activities for the Churchyard. As proposed by RB and seconded by KM the minutes were amended to reflect this and AR would re-send to all Cllrs and print for approval at the June meeting.

Actions AR to re-print and re-send electronic copies to all Cllrs

65.17 APPOINTMENT OF VILLAGE HALL REPRESENTATIVE

Cllr **Pauline McDonald** was the sole nominee for the role of Village Hall Representative as proposed by KM and seconded by RB. PM accepted the position for the next Parish Council year.

66.17 APPOINTMENT OF FALKLANDS TRUST REPRESENTATIVE

Cllr **Simon Brady** was the sole nominee for the role of Falklands Trust Representative as proposed by PM and seconded by AM. SB accepted the position for the next Parish Council year

67.17 APPOINTMENT OF CHURCH REPRESENTATIVE

Since the loss of Ian Spurr Cllr AM had been acting as a liaison sharing information between the Parish Council and the Church Council and it was suggested to change the

title of the Church Representative to one of Church Liaison Representative and that Cllr **Andrew Macmorland** continue the role and be appointed the **Parish Council Church Liaison Representative** as proposed by PM, seconded by RB and duly accepted by AM.

68.17 APPOINTMENT OF PUBLIC RIGHTS OF WAY REPRESENTATIVE

The role of PROW representative had been carried out previously by Ian Spurr and the position had been vacant since Cllr Spurr's passing. Cllr **Andrew Macmorland** expressed an interest with some apprehension in respect to duties and responsibility, AR offered to advise where necessary and AM was nominated as the next PROW representative as proposed by KM, seconded by PM which he duly accepted. AR would forward AM electronic copies of the Definitive Maps.

Actions AR to forward Definitive Maps to AM

69.17 REVIEW AND ADOPTION OF STANDING ORDERS

Cllrs reviewed the current SO's and re-adopted the existing procedures without amendment as proposed by AM and seconded by RB with all Cllrs present in agreement.

70.17 REVIEW AND ADOPTION OF FINANCIAL REGULATIONS

Cllrs reviewed the current FR's and re-adopted the existing regulations without amendment as proposed by PM and seconded by KM with all Cllrs present in agreement.

71.17 REVIEW AND ADOPTION OF COUNCILS RISK ASSESSMENT

The Council reviewed its current risk assessment of business activities, no new risks were identified and the Council re-adopted the existing RA without amendment as proposed by KM and seconded by RB with all Cllrs present in agreement.

72.17 REVIEW OF COUNCILS ASSET LIST

No new items were identified to be added to the Councils current list of assets and the existing list was re-adopted without amendment as proposed by PM and seconded by AM with all Cllrs present in agreement.

73.17 PLANNING

LAND OPPOSITE MILL COTTAGE – No updates to report.

OUT/MAL/15/01327 – LAND NORTH AND WEST OF KNOWLES FARM WYCKE HILL MALDON – *C3 residential development (up to 320 homes) of mixed form, size and tenure, small scale B1 employment development (up to 2,000sqm), C2/D1 community uses, a new relief road to the north of A414, strategic landscaping, pedestrian and cycle linkages, estate roads, open space, drainage and sewerage (including SUDS) and other associated development.* **DECISION TBA FROM PLANNING AUTHORITY**

WTPO/MAL/16/01516 LAND OPPOSITE MILL COTTAGE BURNHAM ROAD

HAZELEIGH – *TPO 3/13 – All growth on west brow of east ditch coppice and 2m wide strip from top of brow for 30m from location (1) to location (2) as identified on annexe 'EJT 01' – Coppice G2 – Create a path that will extend the entire length of the eastern boundary by clearing all growth along a circa 1m wide strip on west side of drainage ditch and dress with 7mm MOT type 1 G3 – Replanting mixed species to replace woodland edge (marked Group 1 on plan) G4 – Planting of 2 no. Wild Cherry 1 no. Elder G5 – Replanting mixed species to replace woodland edge (marked Group 2 on plan) G6 – Hawthorne and Cherry trees (marked T2 and T3) on submitted plan to remain all others to be coppiced G7 – 360 degree crown lift to first row of trees adjacent to brow of east ditch by approximately 2.5m removing sub laterals cutting to birch collar. G8 – Clear original access from Burnham Road of brambles and surface growth G9 – 360 degree crown lift to Willow (marked T3 on plan) by approximately 2.5m removing sub laterals and cutting to branch collar.*

DECISION TBA FROM PLANNING AUTHORITY

WOODHAM MORTIMER PLACE WOODHAM MORTIMER – *Reported unauthorised development.* Investigation commenced by MDC – no further information to report.

17/00089/OUT LAND SOUTH OF MALDON ROAD AND EAST OF HYDE GREEN

MALDON ROAD DANBURY CHELMSFORD – *Outline planning application for up to 100*

dwellings with public open space, drainage and landscaping with all matters reserved except access into the site. DECISION TBA FROM PLANNING AUTHORITY

OUT/MAL/17/00132 STRELEY BARN POST OFFICE ROAD WOODHAM MORTIMER –
 Outline planning for single storey dwelling. REFUSED

ADV/MAL/17/00190 SPLENDID HAND CAR WASH MALDON ROAD WOODHAM MORTIMER –
 Application for advertisement consent for 3 No. fascia signs. DECISION TBA FROM PLANNING AUTHORITY (NW AREA COMMITTEE)

HOUSE/MAL/17/00223 CLAREMONT CHELMSFORD ROAD WOODHAM MORTIMER –
 Proposed cart lodge. GRANTED

LBC/MAL/17/00289 LAND ADJACENT THE GRANGE SOUTHEND ROAD WOODHAM MORTIMER -
 Variation of condition 2 on approved planning permission LBC/MAL/16/00274 (conversion of barn to residential annexe. Demolition of outbuilding with replacement outbuilding to serve the dwelling annexe.) DECISION TBA FROM PLANNING AUTHORITY

HOUSE/MAL/17/00274 1 ROSE COTTAGES 21 CONDUIT LANE WOODHAM MORTIMER –
 two storey rear extension. DECISION TBA FROM PLANNING AUTHORITY

FUL/MAL/17/00210 FAIRVIEWS POST OFFICE ROAD WOODHAM MORTIMER –
 retrospective – amendment to planning permission FULL/MAL/15/01099 – Installation of window to rear of second floor and roof lights to rear, front and northern elevations. DECISION TBA FROM PLANNING AUTHORITY (NW AREA COMMITTEE)

OUT/MAL/17/00286 GOLF DRIVING RANGE BURNHAM ROAD WOODHAM MORTIMER –
 Demolish building and cease driving range and pitch and putt uses Erect 8 No. two-storey detached dwelling houses and associated garages, lay out parking, amenity areas, estate road, footpaths landscaping and foul and surface water drainage infrastructure and alter access onto Burnham Road (B1010) DECISION TBA FROM PLANNING AUTHORITY.

HOUSE/MAL/16/00740 4 BURY FARM COTTAGES FAMBRIDGE ROAD HAZELEIGH –
 Proposed conversion of roofspace over garage area.

The proposed roofspace appeared to Cllrs not to have a negative impact on the surrounding area or street scene and all Cllrs were in agreement to RECOMMEND PERMISSION BE GRANTED for the application.

Actions AR to send recommendation of granting re: 4 Bury Farm Cottages

74.17 CHURCHYARD MAINTENANCE

Brief discussions with respect to the requested PCC maintenance contributions resolved that a final decision would be made at the December 2017 meeting when the Council will discuss budget requirements for the 2018/19 provisions. It was also decided to contact the District Council in order to advise them of the pending maintenance issue as the District Council may be requested to undertake the works as per the requirements of Section 215(3) of the Local Government Act 1972.

Actions AR to seek comment from the District Council

75.17 DISTRICT/COUNTY COUNCILLORS REPORT

There were no reports submitted for circulation.

76.17 HIGHWAY MATTERS

Lodge Road - excess surface water issues – **Enquiry 2438287** logged 28/12/2015. No activity to report.

Footpath 13 Hazeleigh – missing fingerpost - **Enquiry 2426505** HA to investigate within 28 days (06/10/2015). The Council are informed utility apparatus searches are being undertaken in order for the finger post to be re-installed.

Footpath 22 Woodham Mortimer - missing fingerpost - **Enquiry 2426504** To be installed within Diversion Order requirements by 11/01/2016. The Council are informed utility apparatus searches are being undertaken in order for the finger post to be re-installed.

Lodge Road 'unsuitable for heavy goods vehicles' signage – **TO BE DECIDED BY LHP**

Fambridge Road - relocation of restriction signs/gating effect - **TO BE DECIDED BY LHP**

The Council have been informed that on Saturday 01 April the Casualty Reduction Team carried out speed enforcement action on Fambridge Road within the 40mph limit by the Royal Oak PH. A total of 127 drivers were detected exceeding the posted 40mph limit and will be prosecuted. The top speed detected was 64mph. The Council considered the criteria for the installation of a Vehicular Activated Sign may now be met and whether clarification was needed from the District Council and the Local Highways Panel. It was decided to discuss the matter again at the June meeting when Cllr Kim Broadhurst should be in attendance seeking his direct local knowledge of the situation.

Rectory Lane Closure – No activity to report.

Temporary Diversion of Footpath 5 Woodham Mortimer Essex Highways consultation Cllrs had no objections to the proposed pre-order diversion and support the application.

Actions AR to forward message of support to the proposed diversion of FP 5 WM.

77.17 AGRICULTURAL AND LIVERY CRIME

There were no matters for discussion and the chairman requested the item remain on the agenda.

78.17 NEIGHBOURHOOD PLANNING SCHEME

No activity to report.

79.17 CORRESPONDENCE

FOR DISCUSSION:

Data Protection Regulations – EALC have advise the Council that new DATA Control regulations will come into force in May 2018. There are no immediate requirements for the Council to enact as the legislation is not yet complete and the EALC will be offer complete guidance as soon as all the information is available.

FOR CIRCULATION:

The following information was put in circulation with Cllrs for reading at their convenience: Woodham Walter Annual Report 2016-17; EACL Training courses flyer

80.17 ANNUAL RETURN YEAR ENDING MARCH 2017

80.17.1 – Consideration of Accounting Statements and internal auditor report

Cllrs reviewed the report provided by the Internal Auditor dated 02/05/2017 in conjunction with the Accounting Statements provided by the Clerk/Responsible Financial Officer, The Council considered advice from the Auditor that the valuation of assets has changed from insurance value based to historic purchase price, and the Council may want to consider earmarking reserves to cover the possibility of a contested election rather than including the cost in yearly budgets as it is presently shown. It was agreed to implement the aforementioned items in future accounting statements. No other queries or irregularities were identified in consideration to the Internal Audit report or Accounting Statements.

80.17.2 – Approval of Annual Governance Statement

With respect to financial management and the internal audit report dated 02/05/2017 for financial year ending 31/03/2017 KM proposed and AM seconded to approve the Annual Governance Statement, all Cllrs present agreed and the Chairman duly signed the Annual Return.

80.17.3 – Approval of Accounting Statements

With respect to the Accounting Statements presented by the Clerk/RFO and inspected by the internal auditor AM proposed and RB seconded to approve the Accounting Statements for financial year ending 31/03/2017, which all Cllrs present agreed.

80.17.4 – Signature/date approval of presiding person to Accounting Statements

Following the Councils' agreement and approval of the aforementioned Annual Governance and Accounting Statements the Chairman duly signed and dated Sections 1 & 2 of the Annual Return year ending 31/03/2017.

Actions AR to dispatch completed Annual Return to the External Audit Commission

81.17 BALANCE OF ACCOUNTS & AUTHOURISATION OF PAYMENTS

N. Powell Davies (internal audit) 160.00 (No VAT)

Last month the Council approved an annual payment of 165.60 to A&J Lighting, however the Standing Order was not cancelled and the usual monthly payment of 13.80 was debited from the Councils account, therefore a new payment of 151.80 will be set up for authorisation and the current SO will be cancelled by AR.

A & J Lighting Solutions 151.80 (126.50 excl VAT)

Balance of Accounts

Unity T1 Current account = 342.91

Unity Deposit account = 5452.08

Lloyds debit card 00.00

Total funds available = £5754.99

In consideration to the above payments being authorised, a quarterly payment due to Eon of approximately 48.00 and the Clerk's quarterly salary due in June it was proposed to transfer £700.00 from the Councils' deposit account to the Current account.

The above payments proposed by KM and seconded by AM were agreed by all Cllrs in attendance.

Actions AR to dispatch cheque to N P Davies, set up payment to A&L Lighting and set up transfer payment to be authorised by relevant signatories

82.17 VILLAGE CHARITY (FOR RAISING COMMUNITY FUNDS)

Following discussions at the Annual Parish Meeting where a brief presentation of an application to develop 8 properties included the potential offer of funds becoming available to help with Village Hall repairs, it was noted whether such a proposal could be considered to be influencing Council decisions towards development applications and Cllr RB proposed the Council consider the feasibility of setting up a Charity that could manage community funding that may include grants and donations from any sources. There is no experience amongst the Council and Clerk with respect to relevant legalities and procedures for such a Charity and AR was asked to seek further information from the EALC. To be discussed at further Council meetings pending additional information.

83.17 INFORMATION ONLY

AR advised Cllrs that applications for Splendid Hand Car wash and Fairviews are to be determined at the North-Western Area Planning Committee on 15/05/2017.

Bed & Breakfast services had been seen advertised within the village and Cllrs wondered whether relevant Planning Authorisation was required. To be noted as an agenda item for the June meeting.

Vehicle sales seem to have recommenced along the roadside of the A414.

Date of next Ordinary Council Meeting - Tuesday 13 June 2017 at 7:30pm.

..... *Simon Brady*..... (Simon Brady Chairman to the Council)

13 June 2017