

# Woodham Mortimer With Hazeleigh Parish Council

## ANNUAL PARISH COUNCIL MEETING

### MINUTES - TUESDAY 10 MAY 2016

Convened at Woodham Mortimer & Hazeleigh Village Hall 7.30pm

#### In attendance

Parish Councillors: Simon Brady (SB) Chairman, Pauline McDonald (PM), Andrew Macmorland (AM), Kim McDonald (KM), Stephen Pemberton (SP), Kim Broadhurst (KB), Ian Spurr (IS) Andrew Ritchings (AR) Clerk to the Council recording proceedings)

#### 69.16 ELECTION OF CHAIRMAN

Cllr **Simon Brady** was the sole nominee for the role of Chairman as proposed by KM and seconded by SP. SB accepted the position and duly signed a Declaration of Acceptance of Office for the next Parish Council year.

#### 70.16 ELECTION OF VICE-CHAIRMAN

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

#### 71.16 APOLOGIES FOR ABSENCE

Apologies of absence were received by County Cllr Penny Channer and District Cllrs Henry Bass and Mark Durham, all in attendance at an alternate meeting.

#### 72.16 DECLARATIONS OF INTERESTS

SP declared a pecuniary interest to item 84.16 Land South of Wycke Hill that interest being a landowner of part of the area of land concerned. AM declared non-pecuniary interests to agenda item 84.16 those applications associated with Land North East of Woodham Mortimer Lodge and land adjacent The Grange. The interests being business associations with the applicants unrelated to the planning application.

#### 73.16 APPOINTMENT OF VILLAGE HALL REPRESENTATIVE

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

#### 74.16 APPOINTMENT OF FALKLANDS TRUST REPRESENTATIVE

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

#### 75.16 APPOINTMENT OF THE PARISH COUNCIL CHURCH REPRESENTATIVE

The role of Church Representative had been vacant for the past 2 years and at the Annual Parish Meeting AM agreed to act as a liaison representative. As there were again no nominations IS offered to undertake the role of PC Church Rep with the help of AM. It was therefore decided to create the additional role of a Parish Council Church Liaison Representative.

SP proposed and KM seconded that:

Cllr **Ian Spurr** be appointed the Parish Council **Church Representative** and

Cllr **Andrew Macmorland** be appointed Parish Council Church **Liaison Representative**.

Both aforementioned Cllrs accepted the positions for the next Parish Council year.

#### 76.16 APPOINTMENT OF PUBLIC RIGHTS OF WAY REPRESENTATIVE

Cllr **Ian Spurr** was the sole nominee for the role of the **PROW Representative** as proposed by KB and seconded by SP. IS accepted the position for the next Parish Council year.

#### **77.16 OPEN MEETING TO THE PUBLIC**

There were no members of the public in attendance.

#### **78.16 PREVIOUS MINUTES**

KM proposed and PM seconded that the minutes of the Ordinary Council Meeting held on 12 April 2016 were a true record of events, this was agreed by all Cllrs present at that meeting and duly signed by the Chairman.

#### **79.16 REVIEW AND ADOPTION OF STANDING ORDERS**

Having reviewed the current Standing Orders previously adopted on 12/05/2015 it was proposed by KM and Seconded by AM to readopt the SO's without amendment which was agreed by all Cllrs and duly signed by the Chairman.

#### **80.16 REVIEW AND ADOPTION OF FINANCIAL REGULATIONS**

Cllrs reviewed the minor amendments to the current FR's previously adopted on 12/05/2015 and it was proposed by IS and seconded by SP to adopt the updated version, this was agreed by all Cllrs and duly signed by the Chairman.

#### **81.16 REVIEW AND ADOPTION OF COUNCILS RISK ASSESSMENT**

Three new risks had been identified for discussion with respect to the current RA previously adopted on 12/05/2015; 1) street lighting apparatus ownership identified; 2) dual Parish Cllr nominations at elections; 3) presentation of Planning Application details at meetings. The aforementioned risks considered mitigation measures and were added to the Councils current RA. The Clerk to update existing list and present to The Council for adoption at the June meeting.

**Actions** AR to update Councils RA for adoption at next meeting

#### **82.16 CODE OF CONDUCT**

Cllrs reviewed the new Code of Conduct as supplied by Maldon District Council and it was proposed by IS and seconded by AM to adopt the new version, this was agreed by all Cllrs and duly signed by the Chairman.

#### **83.16 REVIEW OF COUNCILS ASSET LIST AND UPDATED INSURANCE**

AR advised that the Councils insurance provider had been notified of the street lighting apparatus (as identified in minute item 64.16 12 April 2016) for insurance premium ramifications. Zurich had advised the apparatus could be added to the current policy at no extra premium and that next year's premium would likely to increase by about £10.00, this was approved by all Cllrs and AR was requested to instruct Zurich to add the apparatus to the policy.

AR also advised that the new printer/scanner had arrived and whether it would be prudent to add this to the insurance schedule, he also noted that the Councils current asset list included wooden shelving at the home of the Clerk used to file all Council business documents which had no insurance value identified. Cllrs requested AR to notify Zurich of additional items to be added.

**Actions** AR to advise Zurich aforementioned insurance requirements

#### **84.16 PLANNING**

**LAND OPPOSITE MILL COTTAGE** – It had been reported to the Council that engineers had been seen working in the ditch opposite Mill Cottage, Cllrs requested AR seek clarification of any potential consents granted and if any were required.

#### **OUT/MAL/14/01103 – LAND SOUTH OF WYCKE HILL AND LIMBROOK WAY**

**MALDON** – Outline application for up to 1,000 dwellings, employment area, primary school, open space, allotments sports playing field, landscaping, vehicle access onto existing highway network and associated infrastructure, including footway link from Royal Oak PH and provision of Public Rights of Way linking Maldon to Purleigh. **DECISION TBA FROM PLANNING AUTHORITY**

#### **FUL/MAL/15/00146 – LAND NORTH EAST OF WOODHAM MORTIMER LODGE,**

**LODGE ROAD, WOODHAM MORTIMER** – Brick pier and metal entrance gates to barn site. Alterations to internal arrangement including foaling box and alterations to fenestration

(retrospective). The Planning Authority have advised the Council this application is to be considered at the North-Western Area Planning Committee on 16/05/2016. Cllrs agreed there was no additional information was to be added to its previous representation dated 16/04/2015 and further representation was not required. **DECISION TBA FROM PLANNING AUTHORITY**

**ILLUMINATED SIGN AT A414 HAND CAR WASH** – No advice had been received from the Planning Authority since its letter of 08/03/2016, Cllrs requested AR to seek clarification of the illuminated sign requirements and raise concerns regarding the entrance exit safety.

**OUT/MAL/15/01327 – LAND NORTH AND WEST OF KNOWLES FARM WYCKE HILL MALDON** – C3 residential development (up to 370 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**

**LBC/MAL/16/00274 – LAND ADJACENT THE GRANGE SOUTHEND ROAD WOODHAM MORTIMER** – Conversion of barn to residential annexe. Demolition of outbuilding with replacement outbuilding to serve the dwelling and annexe. **APPROVED**

**FUL/MAL/16/00273 – LAND ADJACENT THE GRANGE SOUTHEND ROAD WOODHAM MORTIMER** – Conversion of barn to residential annexe. Demolition of outbuilding with replacement outbuilding to serve the dwelling and annexe. The Planning Authority have advised the Council this application is to be considered at the North-Western Area Planning Committee on 16/05/2016. The Council had been advised by the Planning Authority that applications (LBC & FUL) at The Grange were identical in nature and that as the details of FUL/MAL/16/00273 were not received in time for the Councils usual monthly meeting the PA would consider the representation of support to LBC/MAL/16/00274 would constitute support at the site and no further representation was considered necessary.

**HOUSE/MAL/16/00471 – OAKLEA CHELMSFORD ROAD WOODHAM MORTIMER** – Enlargement to existing garage. Cllrs did not consider this application to have any detrimental effect on the existing landscape and proposed to SUPPORT the application.

**Actions** AR to advise HA of recent activity at ditch opposite Mill Cottage  
AR to advise recommendation of support to Oaklea

## 85.16 DISTRICT/COUNTY COUNCILLORS REPORT

There were no reports submitted for discussion.

## 86.16 HIGHWAY MATTERS

**Lodge Road** - verge defects - from its junction with the A414 to Hazeleigh Hall Lane - **Enquiry 2319066** - (HA assessed 06/11/2014). No activity.

**Footpath 11 Hazeleigh** - flooding issues southern side of nature reserve reported by local resident **Enquiry 2391077** (reported 12/03/2015 assessed 03/07/2015). No activity

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

**Footpath 13 Hazeleigh** – missing fingerpost - **Enquiry 2426505** HA to investigate within 28 days (06/10/2015). No activity.

**Footpath 22 Woodham Mortimer** – missing fingerpost - **Enquiry 2426504** HA to investigate within 28 days (06/10/2015). No activity.

**Rectory Lane** – manure deposits and highway disruption. No response had been received from County or District Cllrs to AR's email dated 11/04/2016. Cllrs resolved no other actions could be progressed and would monitor the situation pending further communications from interested parties.

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

## 87.16 VILLAGE HIGHWAY SIGNAGE

AR has located a website (Smartwheelie.co.uk) where it's possible to obtain speed aware stickers for village wheelie bins. SB has also made contact with Woodham Ferrers &

Bicnacre Parish Council who have advised Harry Stebbing workshops were used to procure their stickers. SB to seek costs and report at next meeting.

**Actions** SB to provide sticker costs at next meeting

## 88.16 NEIGHBOURHOOD PLANNING SCHEME

It was noted that an item in the latest Parish News magazine reported from the Woodham Walter Parish Council April meeting, indicated that some Cllrs were disappointed that a recent Planning decision had not taken into account their emerging Village Design Statement. District Cllrs commented as the VDS was un-adopted it carried no weight and that at the end of the day decisions are a matter of opinion. WW PC are concerned that having spent so much time on their VDS ultimately it may be pointless.

## 89.16 CORRESPONDENCE

### **For Circulation:**

The following correspondence was put into circulation for cllrs perusal: MDC T&CPA 1990 lists w/ending 15, 22, 29 April 2016, MDC minutes and report of Committees March/April 2016, ECC notice of various temporary road closures, EALC affiliation fee information A&J Lighting price list 01/07/2016 to 31/03/2017

### **For Discussion:**

Invitation to MDC Town and Parish Planning training 27/06/2016 – AR advised Cllrs of the proposed Planning Authority Training day, as Cllrs were unable to attend AR advised he would endeavour to represent the Council on the advised date of 27 June 2016.

EALC - Neighbourhood right of appeal – correspondence received from EALC has advised that NALC's longstanding campaign to give parish and town councils a right of planning appeal took a step forward with a vote in favour of the Housing and Planning Bill being amended by the House of Lords; peers debated an amendment for a neighbourhood right of appeal to enable parish councils and other neighbourhood planning bodies to appeal against the granting of permission that conflicts with the policies of a made or well-advanced neighbourhood plan. However, as the government did not support the amendment it is possible they will seek to amend the Bill again and remove this clause during the next stages of the Bill.

Cllrs noted that even if this amendment is successfully implemented, an appeal against a planning decision would only be sustained if backed by an appropriate adopted Neighbourhood Plan.

## 90.16 ANNUAL RETURN YEAR ENDING 31 MARCH 2016

### 90.16.1 – Consideration of Accounting Statements and internal auditor report

Cllrs reviewed the report provided by the Internal Auditor dated 03/05/2016 in conjunction with the Accounting Statements provided by the Clerk/Responsible Financial Officer, other than when minuted it was agreed the Clerk would record payments on the date of authorisation rather than date of debit from accounts and the updated Register of Assets would be presented at a Council meeting when amended or at least annually. No other queries or irregularities were identified in consideration to the Internal Audit report or Accounting Statements.

### 90.16.2 – Approval of Annual Governance Statement

With respect to item 90.16.1 above KM proposed and SP seconded to approve the Annual Governance Statement, all Cllrs agreed

### 90.16.3 – Approval of Accounting Statements

With respect to item 90.16.1 above KM proposed and PM seconded to approve the Accounting Statements for financial year ending 31/03/2016, all Cllrs agreed.

### 90.16.4 – Signature/date approval of presiding person to Accounting Statements

The Council having agreed and approved the aforementioned Annual Governance and Accounting Statements the Chairman duly signed and dated Sections 1 & 2 of the Annual Return to be sent to the External Auditors.

#### 91.16 BALANCE OF ACCOUNTS

AR advised the Precept had been received and bank balances were as follows;  
Tailored Account £346.90. Tailored Deposit Account £5797.63 Alto Debit Card £5.52 -  
Total deposits held on account = £6150.05

#### 92.16 TRANSPARENCY CODE FUNDING PAYMENTS

Following the receipt of the transparency code funding as reported last month (item 65.16)  
AR has now procured a new scanner/printer at a cost slightly lower than previously  
researched. Administration time incurred by AR could now be claimed from the funding  
payment and this would be added to AR's quarterly salary payment due in June.

#### 93.16 AUTHOURISATION OF PAYMENTS

A & J Lighting Solutions (SO) April	13.80	(11.50 excl VAT)
E.ON non-metred electricity (DD) April	13.90	(13.24 )
A&J Lighting Annual Maintenance	94.68	(78.90 )
Village Hall Committee (hirings)	121.00	nil
EALC annual affiliation fee	121.25	nil
NALC annual affiliation fee	26.47	nil
N P Davies – Internal Audit fee	160.00	nil

As there were multiple payments to be made and the Clerks salary is due next month AR  
advised a transfer from the Deposit Account would be required. The new printer had been  
procured using the Council's Alto Debit Card and this facility would need topping back up to  
its £100.00 maximum so that AR could obtain ink cartridges for the new printer. Historically  
AR had purchased printer manufacturer branded products and Cllrs debated the possibility  
of changing to non-branded cartridges as these were cheaper, some Cllrs believed non-  
branded cartridges to be less reliable. A proposal was made by the Chairman to change  
procurement to non-branded cartridges, the motion received 2 votes for and 4 against – it  
was therefore resolved to continue to purchase branded ink cartridges.

KM proposed and AM seconded that £1200.00 be transferred from the Tailored Deposit  
Account to the Tailored Account, a transfer of £94.48 to be made to the Alto Debit Card  
and all above payments be authorised – all Cllrs agreed.

#### 94.16 BANKING FACILITIES

Due to current activities AR would be researching a nil monthly fee account when time  
allows and hopefully report at the next meeting.

#### 95.16 PARISH COUNCILS COMPLAINTS PROCEDURE

No further advance had been made to the Councils complaints procedure policy and it was  
hoped this would be continued as soon as possible.

#### 96.16 INFORMATION ONLY

The Council has become aware that Essex County Council have Speed Activated Signs  
available for Parishes on a temporary basis, the Clerk was requested to seek further  
information with a view to locating a sign in Fambridge Road.

**Actions** AR to contact ECC re: SAS for Fambridge Road

**Date of next Ordinary Meeting - Tuesday 14 June 2016 at 7:30pm.**

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

14 June 2016