

Woodham Mortimer With Hazeleigh Parish Council
ANNUAL PARISH COUNCIL MEETING
FOLLOWED BY ORDINARY MONTHLY PARISH COUNCIL MEETING

MINUTES - TUESDAY 12 MAY 2015

Held at Woodham Mortimer Village Hall 8.00pm

In attendance

Pauline McDonald (Chair)(PM). Parish Councillors: Kim McDonald (KM), Andrew Macmorland (AM), Simon Brady (SB), Ian Spurr (IS). Andrew Ritchings (AR: Clerk to the Council recording proceedings)

1.15.ACM ELECTION OF CHAIRMAN

The retiring Chairman PM opened the meeting in order to elect a new Chairman, KM proposed that **Simon Brady** become the new Chairman which was seconded by AM, and there being no other nominations all other Cllrs present agreed. SB accepted the position and was duly elected as Chairman and signed a Declaration of Acceptance of Office.

2.15.ACM ELECTION OF VICE-CHAIRMAN

There were no acceptances of nominations for this position.

3.15.ACM APOLOGIES FOR ABSENCE

District Cllrs Henry Bass and Mark Durham and County Councillor Penny Channer sent their apologies due to attendance at other local meetings. Recently elected Parish Councillors Stephen Pemberton and Kim Broadhurst were unable to attend due to travel out of the country and work commitments respectively.

4.15.ACM ACCEPTANCE OF OFFICE AS COUNCILLORS

SB, KM, AM and IS all signed an Acceptance of Office as Parish Councillors and agreed to receive elected Cllrs Stephen Pemberton and Kim Broadhurst Acceptance of Office at the next available meeting of the Council.

AR informed Cllrs there was now a vacant position on the Council representing Hazeleigh and that he would advertise the appropriate 'Casual Vacancy' notice to allow the electorate the option to request an election.

KM proposed a vote of thanks to the outgoing Chairman Pauline McDonald for her valuable time, efforts and proficiency whilst in office which was endorsed and commended by all Cllrs present.

5.15.ACM DECLARATIONS OF INTEREST

There were no declared interests.

6.15.ACM MINUTES OF PREVIOUS ANNUAL COUNCIL MEETING 2014

The minutes of the Annual Council Meeting held on 13 May 2014 were proposed by AM as a true record of events seconded by IS agreed by all Cllrs present and duly signed by the Chairman.

7.15.ACM APPOINTMENT OF VILLAGE HALL REPRESENTATIVE

KM proposed **Pauline Macdonald** to be elected as Village Hall Representative seconded by AM all cllrs present agreed and PM duly accepted the post.

8.15.ACM APPOINTMENT OF FALKLANDS TRUST REPRESENTATIVE

KM sought clarification of the role responsibilities and duties, SB advised that a committee with representatives from the parochial church and village community met bi-annually to consider funds from an invested Trust that had been bequeathed to the community be given to a worthy village cause or disadvantaged individual within the

community. KM proposed **Simon Brady** to be elected as The Falklands Trust Representative, this was seconded by IS, all cllrs present agreed and SB duly accepted the post.

9.15.ACM APPOINTMENT OF CHURCH REPRESENTATIVE

At the 2014 Annual Council meeting it had been intended to seek clarification from David Macmorland if he wished to maintain his position as representative, this had not been clarified and Cllrs thought it unlikely David would seek re-appointment. AM would approach Mr Sholto Morton as an active member of the community involved with significant church activities with a view to considering the appointment.

Actions AM to seek Sholto Morton views on Church Representative position

10.15.ACM APPOINTMENT OF PUBLIC RIGHTS OF WAY REPRESENTATIVE

At the 2014 Annual Council meeting it had been intended to approach Mr Derek Chaplin to seek his views with respect to the position, this had not been clarified and IS expressed an interest in the role, KM proposed **Ian Spurr** to be elected as the new Public Rights of Way Officer seconded by AM, all cllrs present agreed and IS duly accepted the post. IS requested copies of the Definitive Map be made available for his inspection, AR advised he had the originals and further extract copies at home and would arrange a meeting with IS to exchange copies.

11.15.ACM REVIEW AND ADOPTION OF STANDING ORDERS

A minor amendment had been proposed by AR to the Councils adopted SO's (item 19(g) which was changed to state that the Responsible Financial Officer would keep all written records relating to employment secure). KM proposed and IS seconded to adopt the modified document which was agreed by all Cllrs present, the Standing Orders being accepted was duly signed by the Chairman.

12.15.ACM REVIEW AND ADOPTION OF FINANCIAL REGULATIONS

Cllrs had reviewed the existing Financial Regulations policy last updated in October 2014 which reflected online banking practices and AR advised he was unaware of any further recommended updates, AM proposed and KM seconded to adopt the policy unchanged, this was agreed by all Cllrs present the Financial Regulations being accepted was duly signed by the Chairman.

13.15.ACM REVIEW AND ADOPTION OF COUNCILS RISK ASSESSMENT

Cllrs had reviewed the existing Risk Assessment of Council activities and agreed no further amendments were required, KM proposed and IS seconded to adopt the policy unmodified, this was agreed by all Cllrs present the Council's Risk Assessment being accepted was duly signed by the Chairman.

The business of the Council's Annual Meeting being concluded the Chairman progressed the meeting on to its Ordinary monthly meeting agenda.

65.15 OPEN MEETING TO THE PUBLIC

Having retired from the office of Chairman PM was the only member of public in attendance. There were no comments raised.

Close meeting for public speaking

66.15 PREVIOUS MINUTES

The minutes of the Council Meetings held on 14 April 2015 and 27 April 2015 were proposed by AM as a true record of events seconded by IS agreed by all Cllrs present and duly signed by the Chairman.

67.15 PLANNING

LAND OPPOSITE MILL COTTAGE – there was still no further progress from the Forestry Commission.

T&CPA 1990 (TREE PRESERVATION REGULATION 2012) ORDER NO.7/14 – MANDALAY POST OFFICE ROAD WM – Provisionally effective Order made 17/12/2014 to be confirmed or otherwise within a period of 6 months (17/06/2015). **AWAITING CONFIRMATION**

OUT/MAL/14/01103 – LAND SOUTH OF WYCKE HILL AND LIMEBROOK 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. **DECISION TBA FROM PLANNING AUTHORITY**

FUL/MAL/14/01289 – LAND BETWEEN MIDDLEWICK FARM THE MARSHES SOUTHMINSTER – Variation of condition 37 of approved FUL/MAL/10/00004 nine wind turbine generators. **DECISION TBA FROM PLANNING AUTHORITY**

FUL/MAL/15/00248 – LAND ADJACENT HATCH HOUSE FARM BURNHAM ROAD HAZELEIGH – Change of use of existing agricultural barn into craft workshop with associated parking (resubmission). **APPROVED WITH CONDITIONS**

ESS/19/14/MAL/26/01 – Royal Oak Quarry Chelmsford Road – condition No.26 Wheel Cleaning. **APPROVED**

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). **DECISION TBA FROM PLANNING AUTHORITY**

FUL/MAL/15/00242 – COLTS PIGHTLE, POST OFFICE ROAD, WOODHAM MORTIMER – 2 detached dwellings of 2000sq ft each. **DECISION TBA FROM PLANNING AUTHORITY**

FUL/MAL/15/00291 – NIGHTINGALE HOUSE, 2 LITTLE MEADOWS, CONDUIT LANE, WOODHAM MORTIMER – replacement stable. **DECISION TBA FROM PLANNING AUTHORITY**

FUL/MAL/15/00137 – THE WILLOWS BRYANTS LANE WOODHAM MORTIMER– Part demolition of ground floor rear parts and formation of new single storey extension to rear. 2 new windows front elevation. **DECISION TBA FROM PLANNING AUTHORITY**

FUL/MAL/15/00338 – LYNFIELD POST OFFICE ROAD WOODHAM MORTIMER– Demolition of existing dwelling and replace with 2 chalet style 1½ storey dwellings with a single garage to plot 1. **DECISION TBA FROM PLANNING AUTHORITY**

FUL/MAL/15/00318 – SOUTHWOODS, HAZELEIGH HALL LANE, HAZELEIGH – Erection of 2 agricultural buildings – reception building/staff facilities and agricultural store. The parish council resolved to **SUPPORT** this application as it will not provide any fundamental changes at the site. AM requested that the Planning Authority be advised of concerns regarding the close proximity of the power lines to the proposed new buildings, all Cllrs present agreed.

Actions *AR to send representation of support re Southwoods, drawing the PA's attention to the power line proximity to the new buildings*

68.15 DISTRICT COUNCILLORS REPORT

There were no District Councillors in attendance as noted in item 3.15.ACM above and no reports had been received.

69.15 HIGHWAY MATTERS

A414 Maldon Road between Bryants Lane/Tom Tit Lane - blocked drains x2 - **Enquiry 2330259** - (HA assessed 07/10/2014). Although the Essex Highways website still noted this matter as not meeting requirements to be reviewed at a later date SB reported the blockage had been cleared the matter was deemed resolved.

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

Bryants Lane - verge defects - from outside Claremont Nursery to the first house on the left hand side – **Enquiry 2319059** - (HA assessed 07/11/2014) – No further progress.

Rectory Lane - earth deposits, flooding and ditch obstruction issues reported by local resident **Enquiry 2399387** (Reported 09/03/2015) – AR informed Cllrs correspondence was ongoing with residents in Rectory Lane and no resolution had been found to the issues endured. The Highway Authority had inspected the road and declared it does not meet their requirements for immediate repair. It appears the main issue is the continued storing of large piles of manure

close to the highway which causes it to disperse into the adjacent watercourse in periods of heavy rain. Cllrs asked AR to following up the environmental concerns with District Councillor Mark Durham.

Footpath 11 Hazeleigh – flooding issues southern side of nature reserve reported by local resident **Enquiry 2391077** (HA aware 14/03/2015 to be inspected within 28 days). There has been no update to the Highway Authority status dated 14 March 2015 where they indicated the issue would be inspected within 28 days. Cllrs asked AR to contact the HA on behalf of the parishioner who had originally reported the issue.

Fambridge Road – Footway and safety concerns – no further news

Maldon Road A414 (near Claremont Nursery) – Safety concerns – no further news

Footpath 20 Woodham Mortimer – damaged footbridge **Enquiry 2399832** – Following correspondence with local parishioner AR advised that the complainant log the damaged footbridge on the Essex County Council reporting website. It appears an inspection was carried out and returned the following report; “*We have assessed a DEFECTIVE BRIDGE ON PROW at RECTORY LANE, WOODHAM MORTIMER. At present this does not meet our criteria for immediate repair and we will continue to monitor the situation. As it has not met our criteria for immediate repair it is unlikely any works will take place this financial year although this issue will be reviewed for inclusion in our 2015/16 repair schedule*”.

Newly appointed Public Rights of Way representative IS offered to schedule a site visit in order to ascertain the Councils opinion on the bridge condition. He was advised to don hi-viz apparel should he access the footpath via the main road.

Bryants Lane – impact to the lane of increased HGV traffic – Cllrs have received concerns from parishioners with respect to increased commercial vans travelling to and from Southlands. Local residents are concerned a business environment is forming the nature of which certain chemicals may be involved. Cllrs resolved to report the parishioner concerns to the MDC Enforcement Planning Officer, although the issue suggests an environmental concern it is thought he would forward the concerns to an appropriate officer for their attention.

Actions AR to contact District Councillor re: Rectory Lane

AR to contact Highway Authority re: Footpath 11 Hazeleigh

IS to inspect bridge condition on Footpath 20 Woodham Mortimer

AR to report concerns with respect to Bryants Lane commercial traffic

70.15 CHANGE OF MEETING TIMES

Further to item 62.15 at the 27 April 2015 meeting when Cllrs deferred a decision to commence meetings 30 minutes earlier at 19:30 to allow other Cllrs not present at that meeting a chance to express their views, it was agreed by all Cllrs present to commence all further ordinary Council Meetings at the time of 19:30 and to be reviewed in November 2015, proposed by KM seconded by AM and agreed by all present.

71.15 CORRESPONDENCE

Correspondence was disseminated into circulation as referenced on the 12 May 2015 Agenda.

72.15 BALANCE OF ACCOUNTS

AR notified the Council bank account balances of: Tailored Deposit Account - £5406.19, Tailored Current Account - £1159.26 and Alto Debit Card - £57.49 being a total of £6622.94

73.15 AUTHOURISATION OF PAYMENTS

A & J Lighting Solutions (SO) May	13.80	(11.50)
E.ON non-metred electricity (DD) May	10.32	(9.83)
EALC/NALC affiliation fees	169.78	
Internal Audit	150.00	

The above payments were proposed to be authorised by IS seconded by KM and agreed by all Cllrs present.

74.15 ANNUAL RETURN

AR had sent the report of the internal auditor to all Cllrs and presented an end of financial year summary of accounts. Cllrs noted the internal auditor reported that the Clerk was owed monies due to the nationally agreed pay awards from 1st January 2015 and a non-consolidated payment due in December 2014, AR advised that as remuneration was paid on a quarterly basis Cllrs had agreed in item 39.15 at the 10 March 2015 meeting an increase in monthly hours and level

of pay to the nationally agreed rate appropriate for SCP 17 to be backdated to January 2015, the next quarterly salary payment being in June 2015 means the Clerk would be up to date with any outstanding increments. AR was unaware of the non-consolidated payment and considered this unnecessary to implement. The Council also agreed at the March 2015 meeting that future Clerk remuneration reviews would be conducted in December each year at the time of Precept setting which would enable any proposed salary increases to be implemented at the appropriate time. Cllrs understood AR had spent additional hours above those contracted due to the increased activities and requested him to note extra hours in order they could be paid as overtime. KM proposed and AM seconded to accept the internal auditor's report that financial processes of the Council have been adequately managed and all Cllrs present agreed the Annual Governance Statement for 2014/15 which was duly signed by the Chairman in preparation for delivery to the Audit Commission for their inspection.

Actions AR to send Annual Return to Audit Commission in time for 08 June 2015 request

75.15 PARISH COUNCIL WEBSITE

AR advised that no contact had been received from Titan with respect to an estimate for domain name and Cllrs specific email addresses, AR also advised that draft minutes and agenda would soon be required to be available for inspection on a Council website, if Parish Councils have no such website of their own then arrangements should be made with the primary authority for the documents to be made available to the public. Cllrs instructed AR to progress with the setting up of a website via Essexinfo.net which is a free service available for Parish Councils and provided by Essex County Council. This would be commenced as soon as possible and the domain name and email addresses would be actioned following the completion of the website.

Actions AR to contact ECC in order to set up a Council website.

Meeting closed

Date of next Meeting Tuesday 09 June 2015.

..... *Simon Brady*..... (**Simon Brady**, Chairman of the Council)

Tuesday 09 June 2015