

Woodham Mortimer With Hazeleigh Parish Council

ORDINARY COUNCIL MEETING

**MINUTES - TUESDAY 10 APRIL 2018**

Convened at Woodham Mortimer & Hazeleigh Village Hall at approximately 8:00pm following the Annual Parish Meeting

**In attendance**

Parish Councillors: Simon Brady (SB) Chairman, Pauline McDonald (PM), Kim McDonald (KM), Andrew Macmorland (AM), Kim Broadhurst (KB), Stephen Pemberton (SP), Richard Britton (RB)  
County Councillor Penny Channer (PC) arrived at the beginning of item 50.18  
Andrew Ritchings (AR) Clerk to the Council recording proceedings

**45.18 APOLOGIES OF ABSENCE**

None received

**46.18 DECLARATIONS OF INTEREST**

Pauline and Kim McDonald declared a non pecuniary interest in planning item Former Lynfield that being a neighbouring property.

**47.18 PUBLIC FORUM**

There were no members of the public in attendance

**48.18 PREVIOUS MINUTES**

The minutes of ordinary Council meeting held on 13 March 2018 as proposed by PM and seconded by AM were agreed as a true record of events by those Cllrs present and duly signed by the Chairman.

**49.18 PLANNING**

**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**

**WOODHAM MORTIMER PLACE** – Reported unauthorised development

**FUL/MAL/17/00923 – LAND SOUTH WEST OF OAK ACRES MALDON ROAD**

**WOODHAM MORTIMER** – demolition of existing buildings and construction of 2no. chalet bungalow dwellings - **REFUSED**

**16/01810/OUT - LAND EAST OF RUNSELL VIEW & LITTLE FIELDS AND NORTH OF MALDON ROAD DANBURY** APPEAL REFERENCE APP/W1525/W/17/3176978 – planning appeal by Gladman Developments – outline planning permission for up to 140 residential dwellings (including up to 35% affordable housing), introduction of structural planting & landscaping, informal public open space & children's play area, surface water flood mitigation & attenuation, 2 No. vehicular access points: 1 No. from Maldon Road & 1 No. from Runsell Lane and associated ancillary works, all matters to be reserved with the exception of main site access **DECISION TBA FROM PLANNING INSPECTORATE**

**HOUSE/MAL/18/00098 – LAUREL VILLA 25 CONDUIT LANE WOODHAM MORTIMER** – Increasing the size of approved garage (Ref: HOUSE/MAL/15/00599). **APPROVED**

**HOUSE/MAL/18/00165 – ORCHARD HOUSE LODGE ROAD WOODHAM MORTIMER** – Rebuild and reconfigure existing carport with a new roof **APPROVED**

**BRYANTS LANE WOODHAM MORTIMER** – report of additional highway entrance

**HOUSE/MAL/18/00017 & LBC/MAL/18/00018 – SALTERS FOLLY BURNHAM ROAD WOODHAM MORTIMER** – Convert the end garage in a block of 4 into a home office for personal use. **DECISION TBA FROM PLANNING AUTHORITY**

**FUL/MAL/18/00117 & LBC/MAL/1800118 BACONS LODGE ROAD WOODHAM**

**MORTIMER** – *Change of use of land from agricultural to residential and erection of cart lodge/wood store.* Cllrs do not object in principle to the change of use and cart lodge construction but were not able to determine the exact extent of the change of use of land area as there did not appear to be sufficient measurements contained in the application.

**HOUSE/MAL/18/00371 OUTBUILDINGS OAK MANOR CHELMSFORD WOODHAM**

**MORTIMER** – *Extension to outbuildings to provide garaging, workshop and office* - Cllrs did not perceive any detrimental impact on the existing street scene or surrounding environment and recommend GRANTING PERMISSION

**FUL/MAL/18/00361 FORMER LYNFIELD POST OFFICE ROAD WOODHAM MORTIMER**

– *Installation of two domestic oil tanks to Plot 1 and Plot 2 Former Lynfield plus the erection of additional garden 1 metre high fence.* Cllrs do not wish to raise objection but have concerns that one of the tanks is too close the neighbouring property.

**Actions**     *AR to advise Planning Authority re: Bacons boundary*  
                  *AR to send recommendation of Granting re: Oak Manor*  
                  *AR to advise Planning Authority re: oil tank concerns former Lynfield*

**50.18 DISTRICT/COUNTY COUNCILLORS REPORT**

County Councillor Penny Channer advised a full annual report would be sent to AR shortly which would be circulated and uploaded to the Councils website

**51.18 DISCONTINUATION OF PLANNING APPLICATION COPIES**

In order to mitigate against the withdrawal of paper copies the Council are considering procuring an A3 printer and possible projector. Following last month's meeting AR researched various online outlets in order to advise likely costs. AR advised the main criteria for a printer to be A3 capable, WiFi enabled, colour, print double sided and include a scanner function. There is a huge variety available, prices ranging from £150 to £2,000 in laserjet or inkjet technology and would probably be best to set a budget so that AR could go and view working models. It had also been considered at the March meeting that in order for members of the public to be able to view relevant documents at the PC meetings the feasibility cost of a projector and screen should be sourced. AR advised there is also an array of models purporting to be for various situations including: Home Cinema, All in one, mobile, ultra mobile, short distance and ultra short distance. Prices range between £300 to £12,000 with projector screen prices averaging at approximately £40. AR advised unlike printers he had no previous experience with projectors and if the Council decided to progress with a purchase it would be prudent to attend stores to view products.

Considering the array of products available and the uncertain ramifications of the withdrawal of paper copy planning applications Cllrs resolved to attempt to review all applications online from the MDC Planning Portal, AR would still circulate a relevant list for Cllr comments of new applications that he was able to identify. This would be monitored for a period of 6 months and reviewed following feedback.

**52.18 HIGHWAY MATTERS**

**Lodge Road** - *(enquiry No. 2438287 logged 28/12/2015) Continuous running water from the ditch at the junction with Hazeleigh Hall Lane* – No activity to report

**Lodge Road** - *(enquiry No. 2525149 logged 15/07/2017) rotten verge reflector posts* - No activity to report

**Footpath 22 Woodham Mortimer** - *(enquiry No.2426504) finger post to be installed within Diversion Order requirements by 11/01/2017*- No activity to report

**Lodge Road** '*unsuitable for heavy goods vehicles*' signage *(application 28/03/2016)* – Approved for delivery in the 2018/19 works programme. Having queried the estimated £1,500 cost of the new road sign the Council were advised that two possible delivery routes are available, either Essex Highways gangs or external Supply Chain Partners. The signing would cover the supply/installation of the sign/post and any traffic management needed. Part of the design process will be to check if the new sign can be mounted on the existing post which would of course reduce scheme costs but a lot depends upon traffic

management requirements. Batching similar works together may also lead to cost savings. So whilst Lodge Road has an initial estimated cost of £1,500 this may not be the final sum.

**Fambridge Road – vehicle speeding issues and proposed footway** – KB advised Cllrs he believed the most suitable times for the specially trained officers to utilise their TruCam devices would be any Monday mornings between the hours of 06:00 to 07:00 and during the summer months June-August on Sunday mornings between 09:00 to 10:30. Appropriate locations were identified and KB would send a plan marked with these to AR so he could contact the Community Protection Team to discuss the feasibility of employing the TruCam operatives.

**A414 Maldon Road – traffic volume and vehicle speeding issues** – Following further details received from Essex Highways in reaction to various questions/concerns raised by residents and the Parish Council it is proposed to rationalise all the correspondence and detailed information in order to resolve a specific proposal to what is considered the best approach in order to mitigate all concerns raised. This will be discussed at next month's meeting. If any parishioners have comments and/or preferred options they are welcome to attend so that all options can be debated in order to progress with a respective specific proposal. The Council will also consider if a site meeting would be beneficial.

**Lodge Road – Salt box condition junction of Hazeleigh Hall Lane** - The Highway Authority have inspected the box and although it was found to be slightly out of shape and the lid no longer fits correctly, they deemed the box to be functional and it will not be replaced. Cllr RB will check the condition of the salt and advise AR if unusable, AR will then follow the matter up accordingly with ECC

**Rectory Lane Hill Farm Bridge/Culvert No.2151 – road closure since 22/01/2013**

**Lodge Road – new bus route** - The Council have been advised that From 01 April 2018 the D1 Service will no longer be utilising Lodge Road as its operating route and will change to a route via Post Office Road, Woodham Mortimer. The Council will contact Essex Highways asking for verge repairs to be undertaken to the parts damaged by the passage of the large buses. County Cllr PC recommended photographic evidence be supplied when following the matter up with Essex Highways.

**B1010 Hazeleigh - fallen village sign post adjacent to Sturbridge B1010 (EH No. 2558080)** – no activity to report

**Tom Tit Lane – heavy goods vehicle signage** – Further to the information received regarding the 'Unsuitable for HGV' sign that appears to have disappeared at the junction of Tom Tit Lane, the Council have been advised the sign will not be re-instated and if residents identify vehicles using the lane that do not meet the width restriction requirements they are encouraged to pursue the matter with police enforcement.

It is the Council's opinion that characteristics of the lane have not changed since the original sign was in place and would prefer to see its reinstallation.

The Council would make a formal approach to County Cllr PC to see if the matter can be taken further with Essex Highways

**Brook Cottage Burnham Road - hazardous highway entrance, visibility issues** – LHP Scheme Validation Request ref: LMAL172030 dated 27/03/2018 – no activity to report

**Actions** KB to supply AR plan marking prospective TruCam locations  
RB to advise AR condition of salt in box in Lodge Road  
AR to make a formal request for Tom Tit Lane signage

### 53.18 A414 CHELMSFORD TO MALDON OPTIONS QUESTIONNAIRE

Outstanding questions remain regarding a survey questionnaire sent to the Council from Essex Highways giving one day's notice for completion, County Cllrs had not been alerted to the survey so were also unable to advise. SB was able to view the survey and has concerns with many aspects including a potential mini Park and Ride at Oak Corner. The Clerk was asked to contact EH so that the Council could obtain a copy of the survey documentation in order to be able to review the details at a future meeting.

**Actions** AR to contact EH to obtain a copy of the survey

## 54.18 PUBLIC RIGHTS OF WAY REPRESENTATIVE REPORT

There were no matters to report

## 55.18 AGRICULTURAL AND LIVERY CRIME

Nothing to report

## 56.18 NEIGHBOURHOOD PLANNING SCHEME

Nothing to report

## 57.18 CORRESPONDENCE

AR advised the Council an invitation to Woodham Walter Parish Council's Annual Parish Meeting on 16 April 2018 at 8pm at the Village Hall had been received.

## 58.18 GENERAL DATA PROTECTION REGULATIONS

Various information is being disseminated from EALC which is being forwarded to Cllrs for their attention. It is AR's understanding that whilst the GDPR removes the requirement for data controllers (The PC) to register with the Information Commissioners Office council's will need to pay an annual data protection fee. The amount has yet to be finalised and will depend on the size of organisation, its annual turnover and the amount of personal data it processes. AR will contact the ICO to clarify the fee requirements. There also appears to be conflicting information regarding the appointment of a Data Protection Officer (DPO), advice given at the EALC course indicated a Parish Clerk or Cllr could not be appointed to their own Council but information from the ECC monitoring officer differs. The Council has received an offer from MDC to use the services of their own officers to act as the DPO, however this comes at a significant cost and Cllrs would consider the matter further. AR to complete the review of information before suggesting next course of action

**Actions** AR to contact ICO

## 59.18 FINANCIAL MATTERS

**59.18.1 Update of Parish Council funds on deposit** - AR advised bank account balances of: Current account £168.35, Deposit Account £2105.88, Total funds = £2,274.23. no outstanding payments on the Debit Card remain

**59.18.2 Authorisation of Payments** – payments were proposed by SP and seconded by AM and agreed by all to be authorised as follows:

- o A & J Lighting – Annual Maintenance contract Apr 2018-Mar 2019 £165.60
- o E-on annual electricity non – metred 01/04/17 – 31/03/18 £214.89
- o Transfer the sum of £500 from Deposit to Current account

**59.18.3** AR has been advised by the EALC that bursary payments towards course costs can only be paid in advance of respective courses. This had not been possible for the course in March due to the procedure advice not being divulged to AR prior to the course. AR would apply for the bursary in any respect.

**Final Quarter balances** - As it was the end of the financial year AR provided an end of year analysis along with final quarter statements, non-signatory KM reviewed and approved the bank statements and no matters of concern were raised from the end of year figures by cllrs

## 60.18 INFORMATION ONLY

The following application had been missed off the agenda and would be put in circulation for Cllr discussions at the next meeting; **FUL/MAL/18/00234 FORMER HIGHLANDS BURNHAM ROAD WOODHAM MORTIMER** – Section 73 application to convert existing outbuilding to residential annexe

It was noted that engineering/earth works previously reported in the field off Tom Tit Lane were movements of top soil.

An advertisement had been seen in the parish magazine suggesting a retail butcher operating from Hazeleigh Hall Lane, the item to be added to the May agenda for discussion

Date of next ordinary meeting 08 May 2018 that being the Councils Annual Meeting

..... *Simon Brady*..... (Chairman to the Council) 08 May 2018