

Woodham Mortimer With Hazeleigh Parish Council

ORDINARY COUNCIL MEETING

MINUTES - TUESDAY 11 JULY 2017

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

In attendance

Parish Councillors: Simon Brady (SB) Chairman, Pauline McDonald (PM), Kim McDonald (KM), Kim Broadhurst (KB), Richard Britton (RB).

District Councillor Henry Bass (HB).

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

One member the public.

98.17 APOLOGIES OF ABSENCE

No apologies were received by the Clerk.

99.17 DECLARATIONS OF INTEREST

Cllr SB declared a non-pecuniary interest in Agenda Item 88.17 Planning - The Golf Driving Range, being a landowner of other land in the village that may be considered affected by the development

100.17 PUBLIC FORUM

No questions or comments were raised by the member of public in attendance.

101.17 PREVIOUS MINUTES

Cllr PM advised an inaccuracy in minute item 88.17 PLANNING – the Maldon District Design Guide had referred to Woodham Mortimer as arcadian and Hazeleigh as agricultural rather than vice versa as shown in the draft minutes.

Actions AR to amend minutes for approval at the next meeting

102.17 PLANNING

LAND OPPOSITE MILL COTTAGE – Woodland Officer Lindsey Allen from the Forestry Commission has confirmed that the restocking notice for various tree planting has been fulfilled to the correct standard, the plants are growing well and the site is being maintained to a high standard.

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. MDC advise a breach of planning has occurred and are in communication with the landowner.

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/17/00286 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) **REFUSED**

103.17 CHURCHYARD MAINTENANCE

No responses received from AR's email of May 2017. District Cllr Bass informed the Council he would follow the matter up with the respective officer at MDC.

104.17 DISTRICT/COUNTY COUNCILLORS REPORT

District Councillor Henry Bass confirmed he has been appointed Chairman of Maldon District Council and also reported that the Local Development Plan has now been confirmed as sound and will shortly be signed-off by the Secretary of State.

Cllr RB presented the meeting with Woodham Walter Parish Council's Village Design Statement for interest and discussion ensued with respect to the role and weight such a document is considered by the Planning Authority. The Statement seeks to deter inappropriate development, it is not prescriptive and promotes well designed development and building alterations in conjunction with the wishes of the community. Of particular importance is the inclusion of Conservation Area details which would be carefully considered by the Planning Authority against any impacting development proposal.

105.17 HIGHWAY MATTERS

Lodge Road - (enquiry No. 2438287 logged 28/12/2015). The continuous running water from the blocked ditch at the junction with Hazeleigh Hall Lane appears to be rotting the bases of the reflective posts situated in the roadside verge. Due to the withdrawal of the Highway Authority specific highways email address for enquiry purposes AR was not able to add the issue to the existing flooding problem and therefore logged the defect as a new enquiry which was allocated enquiry No. 2523507 on 04/07/2017.

Footpath 22 Woodham Mortimer - missing fingerpost - **Enquiry 2426504** To be installed within Diversion Order requirements by 11/01/2017. No response to AR email of 13/06 and 04/07/2017

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

Fambridge Road – A site meeting with representatives from Essex Highways, the Local Highways Panel, County Councillor Penny Channer and Parish Cllrs KB and SB, resulted with the LHP confirming that a feasibility study for a gateway treatment and associated speed limit signs in two locations of Fambridge Road will be conducted. The cost of each gateway was reported to be approximately £5,000 each.

Following the recent 127 speeding prosecutions in Fambridge Road Parish Councillors asked official attendees at the aforementioned site meeting whether the installation of a Vehicle Activated Sign was now considered beneficial, the District Council representatives confirmed that only 3 cluster accidents have been reported in the last 3 years and maintain the above average speed still does not meet the criteria. Cllrs asked AR to follow this up again with the LHP and County Councillor.

Cllr HB suggested that the Planning Authority had discussed the matter of a footway adjacent to Fambridge Road and a footpath in the field behind the Royal Oak Public House as part of a Section 106 Agreement with the developers of the approved South Maldon Garden Suburb and recommended the Council contact Jacky Longman for an update to the situation.

Community Speed Watch – further to discussions with respect to the feasibility of commencing a volunteer speed watch group in the villages the Council decided to initially gauge parishioner interest and asked the Clerk to arrange for the insertion of an appropriate notice in the parish magazine.

Rectory Lane Closure – AR advised an email from the County Cllr raised the issue of appropriate signage to be installed as a matter of urgency and will be reviewed on a weekly basis.

Public Rights of Way – As the Council had now appointed a new Public Rights of Way representative, AR asked if the Council wished to add the item as a regular monthly agenda matter as previously operated some years ago by Cllr Mathews when he was the acting PROW representative. AM would endeavour to report what he was able and the Council agreed to recommence the item with a further review following a few months of reporting.

Actions *AR to contact the LHP requesting VAS
AR to contact Jacky Longman*

106.17 AGRICULTURAL AND LIVERY CRIME

There were no matters to discuss.

107.17 NEIGHBOURHOOD PLANNING SCHEME

Further to the discussions aforementioned associated with the Woodham Walter Village Design Statement Cllrs considered it may be time to review its own Neighbourhood Plan considerations and KM would make further enquiries and report at the next meeting.

Actions *KM to make further enquiries and research feasibility*

108.17 CORRESPONDENCE

FOR DISCUSSION:

DHGPC – Annual Quiz invitation, AR advised an invitation had been received to attend the annual Christmas quiz which would be sometime after 15 November – the actual date TBA.

Salt Box – AR's request for clarification of responsibility for the dilapidated salt box in Lodge Road had been acknowledged and will be dealt with by the relevant department.

FOR CIRCULATION: There were no items for circulation.

109.17 QUARTERLY REVIEW, BALANCE OF ACCOUNTS & AUTHOURISATION OF PAYMENTS

Quarterly budget review and bank statements - Quarterly bank statements were reviewed against current spending and no matters of concern were raised, budget predictions appeared on track. Statements and budget review were approved and agreed by all Cllrs present.

Balance of Accounts

AR advised current funds as follows: Unity T1 Current account £116.53; Unity Deposit account £4,752.58; Lloyds debit card £00.00; Total funds on deposit = £4869.11

Authorisation of payments

There were no payments to be authorised. AR advised that a DD by eon for non-metered electricity usage was due in August of approximately £45.00 which would reduce funds in the current account to about £70.00 and recommended transferring money from the deposit account for any unforeseen circumstances. KM proposed and KB seconded £500.00 be transferred which was agreed by all Cllrs present.

Actions *AR to set up £500 transfer for authorising Cllrs to approve*

110.17 VILLAGE CHARITY (FOR RAISING COMMUNITY FUNDS)

Following AR's email dated 29/05/2017 regarding advice for setting up a community charity for development and other related donations the EALC advised; the Council may discuss with the Principal Authority Planning department the issue of funding developers might wish to give the parish council. This can be done through the planning system, in the form of a section 106 or a CIL payment, whichever is in force. It is suggested that such planning gain is discussed with the Planning Authority.

EALC are not aware of other Councils that have set up Community Charity Funds and suggest if the Council wishes, a general request for information can be sent out in a weekly EALC bulletin.

Cllrs asked the Clerk to advise EALC to send out a general request for information.

Actions AR to contact EALC

111.17 PENSION ACT 2008

Under the Pensions Act 2008, every employer in the UK must put certain staff into a pension scheme and contribute towards it 'AKA' automatic enrolment. The Parish Council being an employer of at least one person has certain legal duties. On the staging date of 01/07/2017 anyone aged between 22 and state pension age earning more than £833 per month employed by the Council has to be provided with a pension scheme. The Clerk being the only employee and earning less than the minimum aforementioned therefore means he is categorised as an 'entitled worker' and should be given the choice to join a pension scheme, however the Council has no obligation to pay contributions towards such a scheme but still has duties. On the Staging Date the Council must;

- work out how much any employees earn
- write to them informing how automatic enrolment applies to them, even if they do not have to be put into a scheme
- within 5 months of the Staging Date make a declaration of compliance
- following the Declaration of compliance, monitor the age and earnings of staff
- keep accurate records

As the only employee of the Council is AR who is the Clerk and RFO and responsible for administering the Pension Act 2008 on behalf of the Council, he confirms the above to be written evidence of being informed of Automatic Enrolment and that he does not wish to join a pension scheme.

Having digested all the information supplied it was not clear to AR whether the Council should put a pension scheme in place even though no contributions will be made and therefore sought clarification from the Pension Regulator, who, advised on 13 June 2017, if an employee does not meet the criteria to be automatically enrolled and there are no other staff who meet the criteria, the employer does not need to set up a pension scheme until an employee chooses to opt in to a scheme.

AR completed the Declaration of Compliance on behalf of the Council which was circulated and signed by the Chairman.

AR recommends the Council consider adding the item to its Risk Assessment list to be reviewed at each staff annual remuneration review in December.

Actions AR to update Councils Risk Assessment of business activity

112.17 INFORMATION ONLY

Maldon District Council has advised the Council that the enforcement case against JB Cars (16/00102) for a non-illuminated sign resolved there to be no breach. Cllrs were confused with this as it was understood the breach was against Splendid Hand Car Wash which has been resolved by the approval of a consequent planning application.

The Council have again been advised by the EALC that requirements of the Transparency Code requires all Parish Council owned land and building assets should be published on a register on PC websites. The Parish Council confirmed it has no such assets

Essex County Council have sent the PC a formal consultation for the diversion of Footpath 5 at the Royal Oak Quarry.

Cllr RB wished to raise the prospect of discussions with respect to introducing a one way traffic restriction in Lodge Road, SB motioned for this to also be considered in Rectory Lane along with a further effort to seek speed restrictions on the A414, all Cllrs agreed for these to be added as agenda items for the September meeting.

Actions *AR to include PROW & traffic restriction items in next month agenda*

Date of next Ordinary Council Meeting - Tuesday 12 September 2017 at 7:30pm.

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

12 September 2017