

Woodham Mortimer With Hazeleigh Parish Council

ORDINARY COUNCIL MEETING

MINUTES - TUESDAY 13 MARCH 2018

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

In attendance

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

Andrew Ritchings (AR) Clerk to the Council recording proceedings

There were 2 members of the public in attendance.

29.18 APOLOGIES OF ABSENCE

Parish Cllr Kim Broadhurst was unable to attend due to work commitments. County Cllr Penny Channer and District Cllrs Henry Bass & Mark Durham were unable to attend due to other engagements

30.18 DECLARATIONS OF INTEREST

No declarations were made

31.18 PUBLIC FORUM

Members of the public in attendance expressed their frustrations at the technical nature of the A414 vehicle/pedestrian conflict survey data and lack of actions providing a safer environment to be able to cross the A414. Responses from the Highway Authority to their comments were considered evasive and it was not clear at what times during the day survey data was captured. Cllrs praised the residents for their continued efforts and recommended to maintain pressure on the County Council. SB advised that anyone with concerns to the current situation is encouraged to contact their County Councillor, the Highway Authority and/or the Parish Council in order to continue the momentum of concerns recently raised. The Parish Council have yet to receive a response to their comments raised from the survey and will advise concerned residents once received

32.18 PREVIOUS MINUTES

The minutes of ordinary Council meeting held on 13 February 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.

33.18 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 WOODHAM MORTIMER – *Reported unauthorised development*

ESS/35/MAL LAND AT ROYAL OAK QUARRY MALDON ROAD WOODHAM MORTIMER – *Continuation of use of land for mineral extraction through a revised phasing scheme without compliance with Conditions 20 (Soil Storage); 39 (Phasing Scheme) and 41 (Water Management) of planning permission ref no: ESS/19/14/MAL*
PERMISSION GRANTED

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* - **DECISION TBA FROM PLANNING AUTHORITY**

FUL/MAL/17/01197 – E J TAYLOR AND SONS LTD MILL WORKS BURNHAM ROAD HAZELEIGH - Addition of two extensions for office use to the existing cottage/office building, creating a total additional floor area of 962sqm, and the provision of further parking facilities. Further to previous month's meeting AR had located draft minutes of North West Area Planning Committee Meeting 05 February 2018 and was able to advise Cllrs although the application had been recommended refusal by the Planning Officer it had been 'called-in' by District Cllr Durham who considered the application would improve the appearance of the building and the Applicant was both an important business and significant employer to the District and proposed the application be approved contrary to the Officer's recommendation. This was considered useful information for Cllrs when considering responses to future applications.

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/17/01495 & LBC/MAL/17/01499 – GRANGE COTTAGES SOUTHEND ROAD WOODHAM MORTIMER – Removal of 2 storey rear extension & 2 no. conservatories. Proposed internal alterations to convert the 3 cottages to a single dwelling, 2no. 2 storey rear extensions, garden room, minor repair works & erection of a 2 bay cart lodge. **APPROVED**

HOUSE/MAL/18/00098 – LAUREL VILLA 25 CONDUIT LANE WOODHAM MORTIMER – Increasing the size of approved garage (Application Ref: HOUSE/MAL/15/00599). **DECISION TBA FROM PLANNING AUTHORITY**

HOUSE/MAL/18/00165 – ORCHARD HOUSE LODGE ROAD WOODHAM MORTIMER – Rebuild and reconfigure existing carport with a new roof **DECISION TBA FROM PLANNING AUTHORITY**

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. Cllrs did not feel the proposal would have a detrimental appearance to the Street Scene or any negative impact on the surrounding environment and recommended the Planning Authority **GRANT PERMISSION**

Actions Clerk to send recommendation of granting permission for Salters Folly

34.18 DISTRICT/COUNTY COUNCILLORS REPORT

County Cllr Penny Channer provided a March 2018 report which includes the following items: Young people working with Essex Youth Offending Service have been supporting Chelmsford-based rucksack project; £300 million investment in roads, schools and new homes; ECC's £1.8 billion spending plan for 2018/19 was approved at Full Council in February; Buses in Essex set to become more eco-friendly; More than £2 million has been awarded to a number of Essex-based schemes that will help address housing needs across the county; National Apprentice Week kicked off on 5 March; The iconic Essex Design Guide (EDG) has been digitally revamped; International Women's Day was celebrated by Essex County Council's 'Snapping the Stiletto' Project

35.18 PARISH TRIGGER & DISCONTINUATION OF PLANNING APPLICATION COPIES

Many Parish Councils across the District have expressed their disappointment at Maldon District Council's decision to remove the parish trigger and cease the supply of paper copy planning application details. Cllrs feel particularly disappointed that future Planning Applications will no longer be supplied in paper copies. Although MDC are seeking to save costs associated with printing this will burden the Parish Council with issues associated

with viewing consultations at meetings and increased printing costs potentially impacting future Precept demands. The council resolved to maintain the current circulated application advisory sheet procedure and to attempt to review all applications via the MDC Planning Portal, the Clerk will download and provide printed copies where required for presentation at meetings. Many plans associated with applications are large scale and AR will research costs for the provision of an A3 printer and a projector as a prospective alternative for viewing details at meetings

Actions AR to research printer and projector costs

36.18 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

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

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

Lodge Road 'unsuitable for heavy goods vehicles' signage (application 28/03/2016) – Approved for delivery in the 2018/19 works programme. Following the advice that new signage installation will cost circa £1,500 the Council await response from the Highway Authority explaining how the sum aforementioned is calculated

Fambridge Road – vehicle speeding issues and proposed footway – Awaiting advice from Kim Broadhurst in respect of most appropriate days/times for employment of TruCam

A414 Maldon Road – traffic volume and vehicle speeding issues – Awaiting clarification of the survey data from Essex Highways

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. Cllrs are dissatisfied with the conclusion as the salt contained in the box is believed to be unusable due to the damaged box. Cllr RB will check the salt condition 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 - no activity

Lodge Road – new bus route – The Council had been lead to believe Hedingham Coaches had been advised to seek alternative routes and not to use Lodge Road, however recent correspondence suggests the matter is still being discussed. Clerk to follow up

B1010 Hazeleigh - fallen village sign post adjacent to Sturbridge B1010 – Fallen signpost has been reported on the Essex Highways reporting tool website; incident No. 2558080

Tom Tit Lane – heavy goods vehicle signage - Councillors were disappointed that Essex Highways do not believe that such an advisory sign will amend the behaviour of HGV drivers, the response being that as there is an existing width restriction of 6' 6" the recommended solution would be enforcement which falls under the remit of the Police. Cllrs are dissatisfied with the response and will continue to seek the re-installation of the sign that went missing.

Brook Cottage Burnham Road - hazardous highway entrance – Awaiting Essex Highways to confirm that a Local Highways Panel Validation scheme is to be carried out

Actions RB to check salt condition of Lodge Road box

AR to follow up Lodge Road bus route

AR to seek re-installation of missing HGV sign in Tom Tit Lane

37.18 PUBLIC RIGHTS OF WAY REPRESENTATIVE REPORT

AM advised the reported vegetation overgrowth obstruction of the hedge gap on FP 16 adjacent to Rectory Lane had now been cleared. Cllrs wished to pass thanks to all involved

38.18 AGRICULTURAL AND LIVERY CRIME

There were no matters to report

39.18 NEIGHBOURHOOD PLANNING SCHEME

There were no matters to report

40.18 CORRESPONDENCE

Chelmsford City Council – Local Plan consultation – CCC had kindly provided a printed copy of their Local Development Plan which has been circulating with Cllrs. The information provided interesting valuable content

41.18 GENERAL DATA PROTECTION REGULATIONS

AR attended a course organised by the Essex Association of Local Councils on the subject of the new GDPR that will come into force on 25 May 2018. The principles of the Regulations set out the main responsibilities for organisations, which are similar to those already set in legislation by the 1998 Data Protection Act with the effect that the new Regulations' purpose is to increase obligations on organisations who act as data controllers, in conjunction with their data processors. In respect to the Act the Parish Council is considered to be the Data Controller and the Clerk the Data Processor. The main conclusions resulting from the course is that the Council should consider what data it possesses, whether it needs that data and how long it should keep the data for. As the Council is considered to control personal data it is advised to register with the Information Commissioners Officer (understood to be an annual fee of £45.00) and then carry out a Data Audit to ascertain what personal data it possesses in order for The Council to consider what to do with that data forming the result of the audit.

AR would review all the information and recommendations provided by the EALC course and advise The Council an appropriate Data Audit procedure. SB recommended the Council initially register with the ICO which was proposed by KM and seconded by AM.

Actions AR to Register the Council with the ICO

42.18 FINANCIAL MATTERS

42.18.1 **Update of Parish Council funds on deposit** - AR advised bank account balances of: Current Account £75.15, Deposit Account £3104.44, Total funds = £3179.59

42.18.2 **Authorisation of Payments** – payments were proposed by PM, seconded by KM and agreed by all to be authorised as follows:

- Clerks normal quarterly salary plus 3 months transparency code compliance time (i.e. extra one hour per month) £491.01 (nett)
- Clerks PAYE HMR&C payment £122.80
- Clerks work from home allowance (12 weeks) £48.00
- EALC – General Data Protection Regulations Course £45.00
- Village Hall Hirings 2017 £121.00
- Printer Ink £57.99
- Registration with the ICO £45.00
- As the above payments amount to £920.80 in order to have enough funds available to meet payments it was considered a transfer of £700.00 should be made from the Deposit Account to the Current Account, this should be authorised online along with the previous month outstanding authorisation of £300.00 making a total transfer of £1,000.00
- Clerks Bursary

43.18 MALDON DISTRICT COUNCIL WEBSITE INFORMATION

SB proposed to advise Cllrs and parishioners to check MDC website for matters such as updated times of refuse collection during inclement weather conditions, however rescheduled times provided on the website had not been adhered to and therefore the matter would not be discussed further

44.18 INFORMATION ONLY

Clerk received a new planning application (**FUL/MAL/18/00234 – HIGHLANDS BURNHAM ROAD WOODHAM MORTIMER** – Section 73A application to convert existing

outbuilding to residential annexe), unfortunately it had been received after the Agenda had been published. The details would be circulated with Cllrs and SB would advise AR if an extraordinary meeting was required in order to make representation

The mater regarding concerns raised by parishioners about large engineering/earth works in a field off Tom Tit Lane reported at the January meeting is still waiting clarification and the SB would make further enquiries

Date of next ordinary meeting 10 April 2018

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

10 April 2018