

Woodham Mortimer with Hazeleigh Parish Council

ORDINARY COUNCIL MEETING

MINUTES - TUESDAY 13 NOVEMBER 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), Kim Broadhurst (KB), Stephen Pemberton (SP), Andrew Macmorland (AM), County Councillor Penny Channer (PC)

3 members of public

Andrew Ritchings (AR) Clerk to the Council recording proceedings

145.18 APOLOGIES OF ABSENCE

Cllr Richard Britton advised he was unable to attend due to holiday arrangements.

146.18 DECLARATIONS OF INTEREST

AM declared a non-pecuniary interest to agenda item 159.18 INFORMATION ONLY, Tree Preservation Order No. 13/18 – Land to the north east of Old Mill House Lodge Road Woodham Mortimer, the declaration being business associations with some of the landowners subject to the locations of some of the trees.

147.18 PUBLIC FORUM

The owners of the land subject to a Tree Preservation Order which the following Application refers were in attendance expressing their concerns - *18/01284/WTPO AUTUMN HOUSE POST OFFICE ROAD WOODHAM MORTIMER - Copper Beech (T1) Remove the lowest main limb on the south side to raise the crown and balance the south side of the crown with the north side. This will also raise the crown to be in line with the ground clearance of the second beech adjacent to it.* During development of two new properties completed in 2017 a Tree Preservation Order was applied to the tree under discussion and an application made at that time (No. 17/01215) to cut various limbs was part approved and part refused by the Local Planning Authority (LPA). The limb subject to this 2018 application (above) is the same limb that the LPA refused permission to cut in 2017. The LPA's comments to the 2017 Application noted that the proposed crown lift and removal of the limb was considered excessive and would negatively affect the health and amenity value of the tree, resulting in a loss of amenity that would be materially harmful to character and appearance of the area. The owners believe the tree to be a significant amenity in their garden which has been enjoyed for many years and do not want to see any further cutting of limbs or branches, as the Parish Council recommended refusal to the 2017 application they seek support that the Council again recommend refusal.

A representative appearing on behalf of the applicant presented the Chairman with a letter from the applicant providing reasons for wishing the tree to be cut which was read to all in attendance by the Chairman. A summary of those reasons being; over 50% of the tree overhangs into the applicants property, branches proposed for pruning regularly drop into the applicants garden posing safety concerns, lower limbs are at a dangerous low height, the Council has a duty of care in respect to the aforementioned concerns, the tree has little or no amenity value to the village, reference was made to an independent tree expert recommending the lower limb be removed with limited impact to the size, scale and shape. The representative of the applicant commented that the tree also impacts on their own property and the limb is close to interfering with a boundary fence.

Following the discussions as mentioned above the Council resolved to make a representation to the LPA as provided in Agenda item 149.18 below.

148.18 PREVIOUS MINUTES

The minutes of the Ordinary Council Meeting held on 09 October 2018 proposed by KB and seconded by KM were agreed as a true record of events by Cllrs at that meeting and duly signed by SB

149.18 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 LPA**

WOODHAM MORTIMER PLACE – *Reported development (27/02/2017)* – no updates to report

FAIRVIEWS (FORMERLY LAND ADJ TO COLTS PIGHTLE), POST OFFICE ROAD – *Conditions compliance (25/06/2018)* - no updates to report

18/00871 ST MARGARETS RECTORY MALDON ROAD WOODHAM MORTIMER – *To provide a 13 space car park, construction of a new entrance, removing some hawthorn hedging, gravelled parking area, cycle parking, kerb edging and closed boarded fencing to enclose car park.* AR advised that an updated application has been received which is noted in agenda item 159.18 INFORMATION ONLY.

18/01082 MILL HOUSE BURNHAM ROAD HAZELEIGH – *Detached garden room in rear garden.* This application has been **WITHDRAWN**

18/01066 LAND SOUTH OF WYCKE HILL AND LIMEBROOK WAY – *Advertisements attached to hoardings, no more than 100m in length in total, to promote Maldon as a great place to live and work and announce the creation of the South Maldon Garden Suburb.* AR advised the Council has been notified that his application is due to be resolved at the Central Area Planning Committee Meeting on 14/11/2108

18/01086/HOUSE ROSEMARY COTTAGE 15 CONDUIT LANE WOODHAM MORTIMER – *Single storey rear and two-storey side extension with a lean roof over* - Cllrs thought the application was quite similar to previous application 18/00549 which was supported by the council and **RECOMMENDING GRANTING**

18/01063/FUL LITTLE GRANGE FARM MARLPITS ROAD WOODHAM MORTIMER – *Convert 2 No. redundant agricultural barns to a live/work unit with an extension. Convert 2 No. smaller outbuildings to formal live/work. Demolish 1 No. barn and lean to extension. New build 1 No. cart lodge and 1 No. cart lodge with office above* – Concerns were raised by Cllrs with respect to the lack of information provided for the disposal of any hazardous substances during the development construction and that there is no information provided in terms of the effect on Public Footpath 12 Woodham Mortimer which does not appear to be shown on the location plan. The general feeling considered the site being remote from other properties would not provide a negative impact on the area with the beneficial utilisation of redundant agricultural buildings. There was a difference of opinion between Cllrs to support the application and a vote was taken with 4 votes to 1 in favour of **RECOMMENDING GRANTING**.

18/01309/HOUSE 3 MEARD POST OFFICE ROAD WOODHAM MORTIMER – *vary condition 3 of approved application 18/00626 (single storey rear extension): Render stipulated is not best finish on wooden structure* – Following the approval of the architectural render finish practical construction application recommends a different type of finish to which the aforementioned application seeks to modify, it appears to Cllrs the change in finish will not have any detrimental effect to the development already approved and the Council **RECOMMENDING GRANTING**.

18/01284/WTPO AUTUMN HOUSE POST OFFICE ROAD WOODHAM MORTIMER – *Copper Beech (T1) Remove the lowest main limb on the south side to raise the crown and balance the south side of the crown with the north side. This will also raise the crown to be in line with the ground clearance of the second beech adjacent to it.* During the debate regarding this application as noted in the above PUBLIC FORUM item it was suggested by the Chairman whether a site meeting would be beneficial, however having given consideration to the Council's 2017 recommendations and the LPA's reasons for refusal Cllrs did not feel a site meeting necessary and resolved to refer to their previous

recommendation that the reason a Tree Preservation Order had been applied initially was for its protection and any cutting would be detrimental to the appearance of the tree and result in the loss of amenity to the garden character, for that reason all Cllrs were in agreement to RECOMMEND REFUSAL.

Actions AR to submit recommendations to the LPA for; Rosemary Cottage, Little Grange Farm, 3 Meard and Autumn House

150.18 DISTRICT/COUNTY COUNCILLORS REPORT

County Cllr Channer had recently sent a monthly report to the Council briefly outlining the following topics: Superfast Essex and Girlguiding Anglia have launched a challenge badge which aims to inspire young people to help older relatives and friends do more online and be more confident with digital tasks and applications: Essex Record Office December Talks: The history of the Port of London (Speaker Peter Stone): Essex Libraries News: Theory Test Pro: Sensory Walls: Family History: Crafty Christmas Preparations: Essex Trading Standards (ETS): Allergens: Rogue Trader Warning!: Celebrating our county's diversity: Join an Essex Inter Faith event near you.

151.18 HIGHWAY MATTERS

A414 and B1010 proposals:

1. **Proposed extension of the 30mph limit currently imposed on the A414 Chelmsford Road from Oak Corner Roundabout along Maldon Road to Rectory Lane**
2. **To introduce a 40mph limit on Maldon Road from Rectory Lane to Lodge Road** - PC has now met with the appointed Essex Highways Relationship Manager and was able to express the Council's and her own concerns and will continue to seek a positive outcome.
3. **To extend the current 40mph limit on the B1418 Southend Road from The Grange to Oak Corner Roundabout** (this would reflect the same limits applied through Bicknacre and Woodham Ferrers) - Automatic Traffic devices have been installed
4. **To introduce a 40mph limit along the B1010 Burnham Road from Oak Corner Roundabout to the crossroads at Lodge Road Goat House Lane** (this would reflect the same limits applied along the Fambridge Road Hazeleigh) - Automatic Traffic devices have been installed.
5. **To introduce 2 crossing points on the A414 in Woodham Mortimer;**
 - 1) to access the footways near Post Office Road and the bus stop opposite
 - 2) to access the footways adjacent to Bryants Lane and Conduit Lane – AR is waiting for the next LHP Schemes list to be circulated so that the aforementioned crossing points can be confirmed on the list of schemes to be reviewed for feasibility.

Lodge Road – (adjacent to Old Mill House) (enquiry No. 2525149 logged 15/07/2017) rotten verge reflector posts - No activity

Lodge Road (junction with A414) – (enquiry No.s 20385657, 2502209,3146993) Continuous running water from ditch adjacent to storage compound – The eastern ditch has been cleared but the Highway Authority are unable to jet the culvert under the road until the western ditch has been cleared. It is understood the landowner will be clearing the ditch imminently.

Fambridge Road – vehicle speeding issues and proposed footway. Following advice from the Community Protection Team suggesting revised times of attendance with the speed guns KB would liaise directly with the officers in order to agree a suitable schedule.

Tom Tit Lane – heavy goods vehicle signage (22/06/2018) – 'unsuitable for HGV' sign to replace weight limit sign – no activity

A414 Chelmsford Road – (enquiry No. 2574475) 30mph limit sign damage – The 30mph speed limit sign has now been repaired.

Conduit Lane – (enquiry No. 2582212) overhanging dead tree hazard (24/07/2018) – AR has been able to locate the issue on the EH website which states as follows: We have carried out an initial assessment of this issue, but we are working to gather further information to determine what action, if any, could be taken.

Conduit/Bryants Lane – *blocked drains causing flooding (02/09/2018)* - SB to follow up with Cabinet Member

Actions *KB to contact Community Protection Team re: Fambridge Rd speeding*
SB to contact Cabinet Member re: Conduit Lane drainage issues
AR to seek status of dangerous dead tree in Conduit Lane

152.18 PUBLIC RIGHTS OF WAY REPRESENTATIVE REPORT

AM had no matters to report. AR advised that the Footpath to the east of Rectory Road (FP16 Woodham Mortimer) is difficult to pass due to hedge and foliage growth, AM would report the issues on the Essex Highways website for clearance.

Actions *AM to report access difficulties to FP 16 WM*

153.18 PARISH COUNCIL INSURANCE

AR had contacted two other insurance companies in order to gain comparison quotations as advised in the Councils Standing Orders. An existing schedule of insurance was sent to the providers and quotations were returned as follows:

Came & Company (AXA) £344.73 for 1 year & £330.00 for a 3 year contract;
BHIB Insurance Brokers (Aviva) £423.10 for 1 year.

As the Councils current provider renewal schedule is invited at a cost of £319.15 Cllrs resolved to maintain its contract with the incumbent provider Zurich.

154.18 EMAIL SERVICES

In conjunction with The Council's annual invoice from its current domain and email provider, the relevant company has recommended the Council move to the Office 365 system, indicating this would ensure greater GDPR compliance. It was not clear to Cllrs why Office 365 implies greater compliance and have been advised by the supplier that at present email data flows to and from servers in plain text and the Office 365 system would differ by the fact data would flow to and from Microsoft servers, data is retained securely in the cloud and only to a limited extent locally on the Councils personal computer. The cost of moving to Office 365 would incur an additional annual fee of £437.76 per year, this would also allow all Cllrs to access and use Microsoft Office products online including Word, Excel and Outlook software. At present, email services and domain name hosting cost the Council £78.00 per year, the additional sum has not been considered in the current financial year budget and therefore a prohibitive cost, though could be factored into the December meeting budget proposals for 2018/19 financial year. Cllrs considered that personal data handled by the Council is limited, AR advised apart from member of public enquiries the only data of a personal nature being transferred by email is the roll of Parishioner Electors which is password protected, the laptop computer owned by the Council also has password login protection. As AR is still undertaking the Councils Data Audit it was suggested it may be prudent to review the results of the audit to understand the implications of GDPR email compliance and the Council's own procedures. Cllrs resolved to continue with the current set up and cost and would review once the Data Audit is completed or should compliance issues arise otherwise.

155.18 FINANCIAL MATTERS

Balance of accounts – AR reported Unity Trust T1 Current account to 13/11/2018 of £376.65 and Unity Trust Instant Access Account of £3413.53. Other than the £3.00 monthly fee the Lloyds Debit Card balance is -£36.48

Authorisation of payments: - the following payments as proposed by KM and seconded by KB were approved and authorised by the Council:

£30.00 Lodge Information Services (one year email service fee)

£319.15 Zurich Insurance (Parish Council Insurance)

£30.98 Canon UK online store (printer ink)

£5.50 Morrisons (printer paper)

In consideration to the above payments and a potential cost of street lighting repairs a transfer of £1,000 from the Instance Access Account to the Current account was agreed.

156.18 CORRESPONDENCE

EALC Strategic Plan Questionnaire – No response to be made

DHGPC annual quiz 21/11/2018 Southminster Bowls Club 8:00pm – Cllrs are unavailable for quiz night

Rough sleeper survey – The Council are unaware of any rough sleepers in Woodham Mortimer and Hazeleigh

Invitation to read at St Margaret's Carol Service 23/12/18 – Cllrs regrettably were unable to commit to the date of the invitation

A member of the public contacted the Clerk to report a defective **Street light** at the corner of Post Office Road and Conduit Lane – AR has contacted A&J Lighting and would discuss instructing a repair with the Chairman following previous attendance and cost advise from the contractor.

Actions AR/SB to arrange street light repair
AR to respond to rough sleeper survey

157.18 STANDING ORDERS AMENDMENT

AR has compared the amendments to the previous version and will provide Cllrs with the updated version for review and adoption at the December meeting.

158.18 GENERAL DATA PROTECTION REGULATIONS

AR is now writing an action plan which will be circulated in due course though is likely to take significant time. Latest information in conjunction with Lodge Information Services; see item 154.18 above, refers. Information has also been gained from ECC who host the Councils' website in respect to 'cookie' compliance.

159.18 INFORMATION ONLY

The Council have been advised of the following TPO - **TREE PRESERVATION ORDER NO. 13/18 – LAND TO THE NORTH EAST OF OLD MILL HOUSE LODGE ROAD WOODHAM MORTIMER.**

The following planning applications were received after the November agenda had been published and the details will be circulated with Cllrs for resolution at the December meeting or sooner should the Chairman convene an extraordinary meeting in order to submit a representation prior to the LPA consultation expiry dates.

18/00871 ST MARGARETS RECTORY MALDON ROAD WOODHAM MORTIMER – *To provide a 10 space car park, construction of a new entrance, graveled parking area, cycle parking, kerb edging and closed boarded fencing to enclose car park.*

18/01298/FUL – LAND SOUTH WEST OF OAK ACRES MALDON ROAD WOODHAM MORTIMER – *removal of all buildings and hardstanding and construction of two detached dwellings and cartlodes*

AR advised the Council next month's meeting should discuss and agree budget proposals for the 2018/19 fiscal year so that the precept could be demanded from the District Council. December is also the annual review of staff salaries.

Date of next meeting 11 December 2018

..... *Simon Brady*..... (Chairman to the Council) 11 December 2018