

# Woodham Mortimer With Hazeleigh Parish Council

## ORDINARY MONTHLY PARISH COUNCIL MEETING

### **MINUTES - TUESDAY 13 OCTOBER 2015**

convened at Woodham Mortimer Village Hall 7.30pm

#### **In attendance**

Parish Councillors: Pauline McDonald (Vice Chair, chairing the meeting (PM)), Kim McDonald (KM) Stephen Pemberton (SP), Ian Spurr (IS), Kim Broadhurst (KB)

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

2 members of the public attended

#### **119.15 APOLOGIES OF ABSENCE**

Parish Cllrs Simon Brady (SB) illness recovery, Andrew Macmorland (AM) on holiday.  
District Cllr Henry Bass – previous engagement.

#### **120.15 DECLARATIONS OF INTEREST**

Cllr SP declared a pecuniary interest in Planning item (123.125) FUL/MAL/15/00776 - Barn A Brookhead Farm Maldon Road Woodham Mortimer, being the applicant of the proposal.

#### **121.15 OPEN MEETING TO THE PUBLIC**

Members of public attending the meeting wished to express their severe concerns regarding hazardous conditions being endured along Fambridge Road with respect to speeding vehicles. Letters and emails sent to various organisations and public bodies have been ignored. AR advised that earlier in the year the Council had communication with the Essex Police Casualty Reduction Unit following the concerns from a letter received and discussions at the 14/04/2015 Parish Council meeting. At the time it was reported some enforcement activity had taken place but no further feed back had been received regarding any actions following the speed monitoring activity. It was suggested the residents contacted the Casualty Unit directly, their member of parliament Priti Patel, Essex County Council and Maldon District Council members. The Parish Council would also contact Essex Police Casualty Reduction Unit in order to seek their conclusions from the speed monitoring conducted in May/June this year.

**The meeting was then closed for public speaking.**

**Actions** AR to follow up previous correspondence with the CRU

The 2 members of the public optionally left the meeting.

#### **122.15 PREVIOUS MINUTES**

AM proposed and SP seconded that the minutes of the Council Meeting held on 08 September 2015 were a true record of events, this was agreed by all cllrs present at that meeting and duly signed by the Chairman.

#### **123.15 PLANNING**

**LAND OPPOSITE MILL COTTAGE** – information received from the Forestry Commission stated an appeal hearing was due on 26/11/2015.

**OUT/MAL/14/01103 – LAND SOUTH OF WYCKE HILL AND LIMBROOK 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, including footway link from Royal Oak PH and provision of Public Rights of Way linking Maldon to Purleigh.* **DECISION TBA FROM PLANNING AUTHORITY**

**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/15/00318 – SOUTHWOODS, HAZELEIGH HALL LANE, HAZELEIGH** – *Erection of 2 agricultural buildings – reception building/staff facilities and agricultural store.* **APPROVED**

**HOUSE/MAL/15/00672 & LBC/MAL/15/00673 – HILL PLACE RECTORY LANE WOODHAM MORTIMER** – *Extension to listed building.* **APPROVED**

**HOUSE/MAL/15/00692 – LAND ADJACENT THE GRANGE SOUTHEND ROAD WOODHAM MORTIMER** – *Conversion of barn to residential annexe, demolition of outbuilding with replacement outbuilding to serve the dwelling and annexe.* **DECISION TBA FROM PLANNING AUTHORITY**

**HOUSE/MAL/15/00753 – OROTAVA POST OFFICE ROAD WOODHAM MORTIMER** – *Part single, part two storey rear extensions.* **APPROVED**

**AGR/MAL/15/00048 – SOUTHLANDS BRYANTS LANE WOODHAM MORTIMER** – *Agricultural barn for the storage of arable crops and associated machinery.* **APPEAL WITH THE PLANNING INSPECTORATE**

**FUL/MAL/15/00819 – LYNFIELD POST OFFICE ROAD WOODHAM MORTIMER** – *Variation of condition 2 of approved planning permission FUL/MAL/15/00338. Variation: addition of a garden room to the rear of each dwelling.* **DECISION TBA FROM PLANNING AUTHORITY**

**FUL/MAL/15/00909 – 21 CONDUIT LANE WOODHAM MORTIMER** – *Conversion of existing dwelling to former use as two dwellings with additional two storey rear extension to the east unit.* Councillors SUPPORT this application which appears to facilitate the inclusion of affordable housing in the village for younger families, providing parking allowance is appropriate.

**HOUSE/MAL/15/00797 – THE MAPLES BRYANTS LANE WOODHAM MORTIMER** – *Single storey rear extension & alterations.* Councillors believed the proposal to be proportional to the existing dwelling and SUPPORT the application.

**FUL/MAL/15/00776 – WOODHAM MORTIMER PRE-SCHOOL BARN A BROOKHEAD FARM MALDON ROAD WOODHAM MORTIMER** – *Change of use of agricultural building to B1 light industrial.* Having a pecuniary interest in this application Cllr SP left the meeting for this item. The remaining Cllrs resolved to SUPPORT the application and requested AR inform the Planning Authority the application has no association with Woodham Mortimer Pre-School contrary to the location details as noted in the consultation letter.

**MDC DEVELOPMENT PLAN DOCUMENT CONSULTATION FOR RURAL HOUSING ALLOCATIONS, RURAL EMPLOYMENT ALLOCATIONS, AND DISTRICT TRAVELLERS ALLOCATIONS** – The consultation and questionnaire received from MDC was discussed and Cllrs resolved that no appropriate development areas could be identified in either village. The questionnaire would be completed by the Chairman and returned to MDC.

**Actions** AR to forward responses for 21 Conduit Lane, The Maples and Brookhead Farm  
SB to receive MDC rural development questionnaire for completion and return

## **124.15 NEIGHBOURHOOD PLANNING SCHEME**

Councillor Kim McDonald gave a brief appraisal of the details of neighbourhood planning schemes indicating the structure of these schemes involve much discussion within communities with a view to setting out future village development and protection areas. Other neighbouring parishes have begun assessing their own strategies. It was concluded that further information was required from the Planning Authority before the Council could decide if the efforts of a potential scheme within its own villages was worth pursuing. KM to continue the project.

**Actions** KM to contact MDC for further information

## 125.15 DISTRICT COUNCILLORS REPORT

There were no District Councillors in attendance – a report received from County Councillor Penny Channer 'ESSEX COUNTY COUNCIL (ECC) UPDATE FOR PARISHES had been forwarded by email to Cllrs on 12/10/2015

## 126.15 HIGHWAY MATTERS

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

**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 updates

**Footpath 11 Hazeleigh** - flooding issues southern side of nature reserve reported by local resident **Enquiry 2391077** (reported 12/03/2015 assessed 03/07/2015) – to be monitored through winter weather.

**B1010 Oak Corner** - missing signage - **Enquiry 2324291** (reported 28/01/2015) repair scheduled (28/01/2015). – no further updates

**Lodge Road** - excess surface water issues. Following a complaint of persistent running water at the junction with Hazeleigh Hall Lane Councillor Macmorland has continued to correspond with the water authority who have eventually identified a leaking pipe situated under the salt bin and affected a repair. It is still noted that running water persists from a ditch further down Lodge Road and additional investigations would follow.

**Rectory Lane** (Hill Farm Bridge No.2151) extension of closure to 21/04/2017

The following 2 defects had been reported on the ECC Highways website and would be investigated within 28 days:

**Footpath 13 Hazeleigh** – missing fingerpost - **Enquiry 2426505** (reported 06/10/2015)

**Footpath 22 WM** – missing fingerpost - **Enquiry 2426504** (reported 06/10/2015)

## 127.15 CORRESPONDENCE

**For Circulation:** The following items were put into circulation for Cllrs perusal:

MDC T&CPA 1990 lists w/ending 11, 18, 25 September 09 October 2015; Skippers - ground maintenance flyer; Wicksteed – outdoor gyms flyer; ECC – Bus Service review consultation; FJP - Outdoor Play Solutions flyer

**For Discussion:**

**Fambridge Road** – residents' letter was covered in the above item 121.15 Open Meeting to the public.

**DHGPC – Annual Quiz** (18/11/2015) – AR and KM expressed an interest in gathering a team for the annual quiz but other cllrs were unable to attend.

**Monument opposite Woodham Mortimer Hall** – A member of the public contacted the Council seeking information about the monument adjacent to the A414 opposite Woodham Mortimer Hall and whether the Council has considered any future activities with respect to maintenance or otherwise to the monument. The Council has no responsibility for the monument and no plans to conduct any activities associated with maintenance or otherwise. AR to advise the member of public contact The Coopers Lodge Company for their comments as it is understood they are the owners of the structure.

**Dog waste bins** – following further correspondence with MDC regarding an additional bin to be located at the junction of Footpath 15 and Post Office Road MDC officer Mike Dun advised that a permanent waste manager will be in post as of the beginning of November and he would appraise them of the Councils request.

**EALC Smaller Councils Transparency briefing** – Recent legislation 'The Local Audit and Accountability Act 2014, sets out a new audit framework for local public authorities which are currently covered by the audit regime. Under this new regime, smaller authorities with an annual turnover of less than £25,000 will be exempt from external audit. These authorities will now be subject to transparency requirements set out in the Transparency Code where specific information needs to be published on a website. The Government believes that publication of the items set out in the code will provide the electorate with a clear picture of Parish Council activities. The Essex Association of Local Councils of which

the Parish Council is a member will shortly be providing briefing sessions and guidance for Councils. It was agreed the Clerk could attend a briefing when available.

#### **128.15 BALANCE OF ACCOUNTS & QUARTERLY BUDGET**

AR reported account balances of: Tailored Account: £1045.79 and Tailored Deposit Account £4408.41

AR presented the Council with 2<sup>nd</sup> quarter budget analysis and up to date bank statements for scrutiny, budgets appear as expected agreed by all Cllrs present and non-signatory Cllr KM approved the latest statements against current balances which were duly agreed and signed by the Vice Chair.

#### **129.15 AUTHOURISATION OF PAYMENTS**

A & J Lighting Solutions (SO) October	13.80	(11.50)
E.ON non-metred electricity (DD) October	13.90	(13.24)
Clerks salary, home expenses & HMR&C	613.74	(3 months)

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

#### **130.15 ANNUAL RETURN CERTIFICATION**

External auditors PKF Littlejohn LLP have confirmed on the basis of their review the information provided by the Council in their annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

#### **131.15 ANNUAL INSURANCE POLICY**

AR noted that the Councils annual insurance renewal would be due in November and advised that the internal auditor had noted the policy should be updated to reflect that only 2 waste bins are now evident in the villages rather than the four currently seen on the insurance schedule, Cllrs agreed only 2 bins were required and AR would advise the respective provider accordingly.

**Actions** AR to contact insurance provider to advise updated policy schedule

#### **132.15 PARISH COUNCIL EMAIL**

AR advised that Lodge Information Services had been notified of the required individual Cllr email addresses and Council domain name. LIS notified AR the domain name has been submitted to the Registry and once approved will be linked to the Council's EssexInfo website the email addresses will be created and the Council will be advised accordingly.

#### **133.15 PUBLICATION SCHEME**

Following discussions at the September meeting AR advised that prior to the adoption of the Publication Scheme further research had suggested there is some ambiguity with respect to the setting of charges for hard copy sheets when requested by members of the public, it is not clear if the Clerks' time is a chargeable item. AR contacted EALC who were unable to provide a definitive answer, however EALC supplied the Information Commissioners Office document '*charging for information in a publication scheme*' and relevant sections (15-20) were reviewed, Cllrs resolved that a charge would only be made in order to recover materials expended and in reference to costs associated with the printer used by the Clerk a fee of 20 pence per sheet was resolved. Proposed by SP and seconded by KM the Councils' Publication Scheme was adopted and duly signed by PM as the acting Chair.

**Actions** AR to upload Publication Scheme to the Council's website

#### **134.15 INFORMAITON ONLY**

There were no items to discuss.

**Date of next Meeting** Tuesday 10 November 2015 at 7:30pm.

..... *Simon Brady*..... (Simon Brady Chairman to the Council) - Tuesday 10 November 2015