

Woodham Mortimer and Hazeleigh Parish Council

ORDINARY PARISH COUNCIL MEETING

MINUTES – TUESDAY 13 JUNE 2023

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

In attendance: Parish Cllrs: Simon Brady (SB), Kim McDonald (KM), Pauline McDonald (PM), Richard Britton (RB), Stephen Pemberton (SP). District Cllr Simon Morgan (SM), County Cllr Jane Flemming (JF). Andrew Ritchings Clerk to the Council recording proceedings

72.23 APOLOGIES OF ABSENCE

Parish Cllr Graham Harle sent apologies as he is away on business.

73.23 CO-OPTION OF COUNCILLOR TO REPRESENT WOODHAM MORTIMER

Councillors were pleased to be informed that interest has been shown from a parishioner to fill the current vacancy and it is intended to Co-opt the prospective Councillor at the next meeting of the Council.

74.23 DECLARATIONS OF INTERESTS

RB declared a pecuniary registrable interest in planning item Barn at Old Mill House being the applicant and landowner of the application. SB declared a pecuniary interest of land over which part of Public Footpath 15 Woodham Mortimer aligns.

75.23 PUBLIC FORUM

There were no members of public in attendance.

76.23 PREVIOUS MINUTES

Minutes of Annual Parish Council Meeting 09 May 2023 as proposed by SP and seconded by RB were agreed as a true record of events by all Cllrs.

77.23 APPOINTMENT OF CHURCH LIAISON REPRESENTATIVE

Parishioner Sarah Macmorland confirmed to the Clerk by email that she was willing to accept the role of Church Liaison Representative.

78.23 UPDATE OF COUNCILS ASSET LIST

AR had contacted the Councils insurance provider who updated the Councils policy schedule to include the Projector and Screen, the Councils Asset List was updated to reflect the insured values and agreed by all Cllrs present.

79.23 PLANNING

22/01256/RESM - LAND SOUTH OF WYCKE HILL AND LIMEBROOK WAY MALDON –

Reserved matters application for the approval of appearance, landscaping, layout and scale of Phase 3 of the Western Parcel (comprising 78 residential dwellings (Use Class C3), new public open space and car parking) of approved planning application 22/00393/VARM (Variation of condition 35 (details of employment land) on approved planning permission 20/00074/FUL (Variation of condition 10 (speed review strategy) and 20 (pedestrian/cycle crossing of Limebrook Way) on approved application 19/01134/FUL (Removal of condition 11 (details of 'Access Link Strategy') on approved planning application FUL/MAL/18/00071 (Variation of conditions 5,13,21,25,43,53,55,61,63,67, 68,69,74,81,84 on approved application OUT/MAL/14/01103 (Outline application for up to 1000 dwellings, an employment area of 3.4 hectares (Use Classes B1, B2 and B8 uses), a local centre (Use Classes A1-A5, B1a, C2, C3, D1 and D2 uses), a primary school, two early years and childcare facilities, general amenity areas and formal open space including allotments, sports playing fields, landscaping, sustainable drainage measures including

landscaped storage basins and SuDs features, vehicle accesses onto the existing highway network and associated infrastructure.)) **LPA Deadline 10/04/2023 LPA TO DECIDE**

22/00344 – LAND ON SOUTH SIDE MALDON ROAD WOODHAM MORTIMER – Change of use of land for 2 Gypsy/Traveller pitches comprising the siting of 1 mobile home, 1 touring caravan per pitch, alongside the formation of permeable hardstanding. APPEAL NO. APP/X1545/W/22/33080465. **TO BE DETERMINED BY THE PLANNING INSPECTORATE Appeal Hearing date 21/06/2023** at MDC Offices.

23/00190/RESM- LAND SOUTH OF WYCKE HILL AND LIMEBROOK WAY MALDON ESSEX Reserved matters application for the approval of appearance, landscaping, layout and scale of Phase 3 of the Western Parcel (comprising 77 residential dwellings (Use Class C3), new public open space and car parking) of approved planning application 22/00393/VARM (Variation of condition 35 (details of employment land) on approved planning permission 20/00074/FUL (Variation of condition 10 (speed review strategy) and 20 (pedestrian/cycle crossing of Limebrook Way) on approved application 19/01134/FUL (Removal of condition 11 (details of 'Access Link Strategy') on approved planning application FUL/MAL/18/00071 (Variation of conditions 5,13,21,25,43,53,55,61,63,67,68,69,74,81,84 on approved application OUT/MAL/14/01103 (Outline application for up to 1000 dwellings, an employment area of 3.4 hectares (Use Classes B1, B2 and B8 uses), a local centre (Use Classes A1-A5, B1a, C2, C3, D1 and D2 uses), a primary school, two early years and childcare facilities, general amenity areas and formal open space including allotments, sports playing fields, landscaping, sustainable drainage measures including landscaped storage basins and SuDs features, vehicle accesses onto the existing highway network and associated infrastructure.)) **LPA Deadline 13/06/2023 LPA TO DECIDE**

23/00136/FUL – LAND AT KEEPERS COTTAGE HAZELEIGH HALL LANE HAZELEIGH – Demolish existing garage and replace with annex **REFUSED**

23/00278/HOUSE – KESTRELS COTTAGE LODGE ROAD WOODHAM MORTIMER – Single storey front/side extension, loft extension with addition of two front dormer windows and external alterations. **APPROVED**

23/00292/FUL – BARN AT OLD MILL HOUSE VINEYARD WOODHAM MORTIMER – Convert agricultural barn into vineyard manager's dwellinghouse with associated internal and external alterations, laying out of amenity area and planting of native hedgerows and trees. **LPA Deadline 19/06/2023. LPA TO DECIDE**

23/00275/OUT – LAND ADJACENT RICKERBY FAMBRIDGE ROAD HAZELEIGH – Outline application with all matters reserved for a single storey self-build dwelling. **REFUSED**

23/00322/VARM – THE MALDON GARDEN CENTRE LIMITED CLAREMONT GARDEN CENTRE BRYANTS LANE WOODHAM MORTIMER – Variation of conditions 7 (foul drainage scheme) and 10 (construction management plan) on approved planning permission 22/00643/FUL (Construction of a building to be used as a café, office and staff room, greenhouse, new walkway, extended car park, improved internal vehicle access, new substation, relocated polytunnel, and associated landscaping). **APPROVED**

23/00309/HOUSE – ANCILLARY ANNEXE AT ORCHARD VIEW GOAT HOUSE LANE HAZELEIGH – Proposed conversion of existing garage/store to playroom, creation of a first floor terrace area to existing annexe including access and enclosed log and bin store. **APPROVED**

23/00368/FULL – THE MALDON GARDEN CENTRE LIMITED CLAREMONT GARDEN CENTRE BRYANTS LANE WOODHAM MORTIMER – Part two/part single storey building to be used as a café, office and staff room, greenhouse, water storage tank, new walkway, extended car

park, improved vehicle access, new substation, polytunnel, solar panels and associated landscaping. **APPROVED**

23/00358/FUL – THE ELMS LODGE ROAD WOODHAM MORTIMER - *Erection of Agricultural Barn.* **APPROVED**

Having raised a complaint to the LPA via JF due to conflicting approval/refusal representations supposedly having been made by the Parish Council as shown on the Planning Portal, an apology was received from Maldon District Council, the error occurred due to a temporary staff appointment.

80.23 SOLAR FARM COMMUNITY BENEFIT PAYMENTS - POLICY DOCUMENT

RB's draft policy document for community benefit fund applications met with positive responses from Cllrs who will digest the details and make any respective suggested amendments in time for the next Council Meeting.

AR is still waiting for the legal agreement to arrive from Low Carbon.

AR to approach the Council's bankers seeking advice and feasibility of an additional account that can be set up specifically for Community Benefit projects as ear-marked reserves.

81.23 COUNTY/DISTRICT COUNCILLORS REPORTS

JF's June update was circulated to Councillors and included the following topics: Road surfacing update; Win £60 towards your food shop every month; Council services in Essex; The Essex Book Festival is back!; Volunteer for the summer reading challenge; Free Wetland Wonder Trails at Essex Country Parks; Go to school challenge; Celebrating the Essex Year of Reading; Coming soon – the Essex Year of Numbers; Free mental health training and workplace health support for Essex business; Recognising carers across Essex; Return to social care programme; Changes to recycling centre booking system; Wrap-around support for apprenticeships; Free mats support for your employees; New carbon cutting App launched; Innovation in Digitech event announced; Last chance to register for the Essex Green Skills Summit; Using design to tackle climate change; New environmental status awarded to The Council; Check out our brand new tree counter; £2 Digigo single fares extended; Record number of Essex residents sign up for solar panel group buying scheme; Essex continues to make significant progress in transitioning to renewable energy; Essex participates in EU funded South East New Energy Project.

JF also advised of the soon to be launched Community Initiative Fund and the Locality Fund for local communities. Cllrs will be considering respective projects that could benefit from aforementioned funding.

SM updated the Council with the new political structure of the District Council following the May elections. SM has been appointed Chairperson of the Overview and Scrutiny Committee (meeting as the Crime and Disorder Committee).

82.23 HIGHWAY MATTERS

A414 Pedestrian Crossing – *measures to aid crossing the hazardous A414 Maldon Road.* Scheduled for early 2023 feasibility study. No activity.

Footway Defect A414 – *Foliage/soil restricting width of footway/pavement between Runsell Green Danbury and Woodham Mortimer Church. (First logged by Essex Highways at site meeting with SB 14/09/2018. Logged again by AR as a defect on 06/12/2022 Ref: 2808413).* JF advised she has requested this to be added to the Local Highways Panel of schemes and the newly launched Footway Clearance scheme.

Lodge Road – (adjacent to Old Mill House) (*enquiry Nos. 2525149 logged 15/07/2017) and 2705814 logged 01/03/2021*) rotten verge reflector posts. As this item has now been on the

agenda for nearly 5 years without action, Cllrs question why the posts were originally installed AR to contact Essex Highways.

Lodge Road (junction with A414 Maldon Road) – earth deposits on verge (ref No. 2710764 logged 29/03/2021).

Footpath 11 Hazeleigh – width restriction, loss of wildlife habitat. Following The Councils request last month seeking removal of the kissing gate and fencing it was reported these obstructions are still in situ and AR will contact Essex Highways for updates.

83.23 BUS SHELTERS/STOP SIGNS

The Council in conjunction with District Cllr Morgan arranged for litter/waste clearance around ECC owned village bus stops, and AR is waiting for a quotation to be submitted in order to clean and remove graffiti from Parish Council owned bus stops. Cllrs would like to thank those residents who clear litter voluntarily and for the resident who made the effort to clear foliage around bus stop signage. SB requested information be included in the Parish Magazine advising parishioners where to report fly tipping and waste clearance issues.

84.23 FINANCIAL INCLUDING ANNUAL RETURN

Annual Governance and Accountability Return Year ending March 2023

84.23.1 – Certification of exemption from a limited assurance review; Cllrs reviewed the criteria of exemption and certified the Council as exempt.

Internal auditor report; the internal audit report was considered by Cllrs, it was noted the auditor again advised that levels of general reserve funds are low and that the Council should adopt a Reserves Policy. Clerk to research and draft a policy over the coming months. SB requested the Clerk to submit additional expenses should extra hours be expended above contractual hours.

84.23.2 – Approval of Annual Governance Statement; Cllrs reviewed and completed the Governance Statement for year ending March 2023.

84.23.3 – Approval of Accounting Statements; having reviewed the accounting statements no matters of concern were raised and the Accounting Statements for year ending March 2023 were approved.

Balance of Accounts:

Unity Trust T1 Current Account	£368.32
Unity Trust Instant Access Savings Account	£8,827.39
Total funds on deposit	£9,195.71

Authorisation of payments:

Clerks quarterly emoluments:	
Nett Salary	£697.66
HMR&C PAYE	£174.20
Work from home allowances	£52.00
Internal Audit Fee	£130.00
Transfer from deposit to current account	£1,500.00

As proposed by KM and seconded by SP the AGAR for year ending March 2023 and all payments as noted above were agreed and approved by all Cllrs present and duly signed by SB and AR.

85.23 LOCALITY FUND

Cllrs will consider respective projects for discussion at the July meeting.

86.23 SALT BAG PARTNERSHIP

SP confirmed that no salt was required for the parishes this year.

87.23 INFORMATION ONLY

Date of next scheduled Ordinary Meeting 11/07/2023

FP15 Woodham Mortimer – A resident had written to the Council raising concern about the difficulty of accessing Footpath 15 Woodham Mortimer (between Rectory Lane and Post Office Road). AR advised he had provided the correspondent information how to report the issue on the Essex Highways website. SB would like to advise all parishioners that any Highway issues can be reported on the Essex Highways online Reporting Tool and encourage its use so that all issues can be logged and accounted.

..... *Simon Brady*..... (Chairman to the Council) 11/07/2023