MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 16 MAY 2016 AT 8.30 PM AT THE VILLAGE HALL

Present: Chairman Cllr. J C Gregan.
Cllrs. Mrs C Adams, C L Atkinson, R L Bass, A J Gable, Mrs A V Heaviside, and B S Marshall.

Apologies for absence were received from Cllrs. F A Delderfield and J V Keyes.

059.16 ELECTION OF CHAIRMAN
Councillor Mrs Adams in the Chair. The Chairman asked for nominations for Chairman and Cllr R L Bass proposed that Cllr. Mrs C Adams be re-elected but she declined, advising that she would like a break from the Chair. Cllr. Mrs Adams then proposed Cllr. J C Gregan as Chairman for the following year and this was seconded by Cllr. C L Atkinson. There were no other nominations and by a show of hands Cllr. J C Gregan was elected as Chairman for the following year.

060.16 CHAIRMAN'S STATUTORY DECLARATION
Cllr J C Gregan made a Statutory Declaration of Acceptance of Office and took the Chair. He thanked Cllr. Mrs Adams for all her excellent work as Chairman over the last three years.

061.16 APPOINTMENT OF VICE-CHAIRMAN.
It was proposed by the Cllr Mrs C Adams and seconded by Cllr Mrs A V Heaviside that Cllr F A Delderfield be appointed Vice-Chairman. There being no other nominations Cllr Delderfield was duly appointed in his absence.

062.16 APPOINTMENT OF MEMBERS TO COMMITTEES
It was agreed that the Committees will comprise the following Members:

Amenities Committee: Cllrs. Mrs C Adams, C L Atkinson (Chairman), F A Delderfield, Mrs A V Heaviside and J C Gregan (ex-officio).

Planning Committee: All members of the Council

Working Groups: Members form Finance Working Groups to advise the Council, usually when drawing up the estimates and finalising the accounts. Other Working Groups are formed when required.

APPOINTMENT OF CONTACTS AND LEAD MEMBERS:
Community Speedwatch Co-ordinator: Cllr C L Atkinson.
Essex County Council - Public Rights of Way Contact: Cllr. Mrs A V Heaviside
Essex County Council - Public Transport Contact: Cllr. Mrs A V Heaviside.
Essex County Council - Winter Salt-bag Organiser: Cllr J C Gregan.
Maldon District Council - Emergency Planning: Cllrs. Mrs C Adams and A J Gable

Parish Council Representative on Great Totham Village Hall Council: Cllr. Mrs C Adams

A list of Members' responsibilities, as required by the Transparency Code, and contact details is appended to these minutes.

063.16 MINUTES OF THE PREVIOUS MEETING
The minutes of the Meeting of the Council held on 18 April 2016 were confirmed and signed.

064.16 DISCLOSURES OF INTEREST
The Chairman reminded Members that, in common with other local authorities, this item is placed high on the agenda to give Members the earliest opportunity to declare known interests in items set out for later discussion; notwithstanding that they should also declare interests as soon as they become aware should the need arise throughout the meeting.

Cllr B S Marshall declared an interest in planning application MAL/16/00440 below.

065.16 PUBLIC QUESTIONS (Adjournment)
The meeting then adjourned to invite questions from members of the public of which eight were present. There were questions about the progress of the proposed lay-by in Walden House Road near Bull Green, which is scheduled to start in July; a planning application in Hall Road; and the proposed location of the entrance shown in a planning application for development in Goat Lodge Road.

066.16 CHAIRMAN'S ANNOUNCEMENTS, REPORTS OF OTHER BODIES AND GENERAL CORRESPONDENCE.
The Chairman referred to a letter reporting a successful Flower and Music Festival at St Peter's Church over the bank holiday weekend; a letter about the Centenary Field Programme; and Information about the Willie Almshouses Charitable Trust and a vacancy for a trustee on the governing body. The Chairman explained that this meeting had started an hour later to allow representation on a planning application before the North-West Area Planning Committee at 7.30 for land North of Colchester Road (MAL/16/00229). The Chairman thanked Cllr. R L Bass for representing the Council and the Committee supported its officer's recommendations in refusing it.

067.16 MATTERS ARISING FROM THE MINUTES
Parking Standards: Cllr Mrs C Adams has responded to a consultation by the Government on Parking Design standards. Insufficient parking on planning proposals should be highlighted when commenting on applications.
Planning Application at Maypole Road: Wickham Bishops Parish Council had expressed concern about an appeal decision respect of land near the boundary of this Parish in Maypole Road. Cllr Mrs C Adams had a attended a meeting at Wickham Bishops when it was concluded that no action can be taken.
Essex Village of the Year: The Chairman confirmed that he had prepared an entry for the 2016 Essex Village of the Year Competition.

068.16 PLANNING POLICY AND STRATEGY:
To receive new forms and other information to use when commenting on planning applications (enclosed) (also circulated by e-mail on 28 April).

Representations on Planning Applications Following concerns raised at a Parish and Town Council training session last year, the District Council has revised the response period by Parish and Town Councils from 21 days to 28 days.

The pro-forma for responses on planning applications has also changed will need to be used on all occasions and if the officer recommendation is contrary to the views in sections 1 (recommend granting) or 2 (recommend refusal) then this will invoke the 'Parish Trigger' whereby the application will be considered by the appropriate Area

Planning Committee. This is providing that the comments are made within the 28 day period. In the event that the form is not used and/or the comments are made after the 28 days, if the application remains undetermined by the Council, the comments will still be taken into account. However, this will not invoke the 'Parish Trigger'. As discussed at an earlier meeting the new system also allows for the response of no comment where a council is disinterested; and a section where no objection is raised but a comment is appropriate.

Recommendations need to be supported by material planning considerations and lists of material and non-material reasons were also supplied and this will be replace by a manual currently under preparation. Copies of the list and form were circulated to Members by e-mail and in hard copy and a copy of the form, with this Council's name added, is appended to these minutes.

A training event on the new system is planned for 27 June and the Clerk has booked a place and will add the Chairman.

Community Led Planning: Cllr. Mrs C Adams has contacted the RCCE to ask for advice on proceeding and hopes a meeting can be set up for 9 June. Members were asked to let Cllr Mrs Adams know their availability.

069.16 PLANNING APPLICATIONS

Planning Decisions: The Clerk reported on the latest planning decisions of the District Council.

Latest Applications: Comments on planning applications received up to week ending 13 May 2016 were as follows:

For Information: LDP/MAL/16/00268 Claim for Lawful Development Certificate for a proposed development: Proposed rear dormer. 4 St Peters Walk – The Council notes the claim.

For Information: LDP/MAL/16/00370 Claim for Lawful Development Certificate for a proposed development: New outbuilding in garden to create gym, home office and playroom ancillary to main dwelling. Lodge Cottage Goat Lodge Road – The Council notes the claim.

OUT/MAL/16/00289 Residential development. Land Opposite 34 Hall Road – The Council objects to the application. The proposed development would have an intrusive visual impact upon the area and its surroundings resulting in a material detrimental effect on the character and appearance of the wider countryside and landscape which defines the character of this area. The proposal would introduce unwelcome domestic activity to the site presenting an inappropriate and insensitive urbanising effect having a damaging impact upon the character and appearance of this edge of settlement.. As such the proposal is contrary to policies S2, H1, CC6, CC7 and BE1 of the adopted Maldon District Replacement Local Plan, the guidance and provisions of the National Planning Policy Framework and policies S8 and D1 of the Maldon District Submitted Local Development Plan. These reasons for refusal have been tested and found to be material and sound at a planning appeal in June 2015 which dismissed an application for development on the same site. There would also be concerns of the effect of additional traffic generation and road safety and the effect on the habitat present wildlife including slow worms, grass snakes and lizards.

The application also fails on all four points of the submitted Maldon District Local Development Plan (LDP) objective to *focus future development in sustainable locations, within settlement boundaries, garden suburbs and strategic allocations.* The LDP, currently under examination, robustly sets out the future housing land supply in the District according to the Governments predicted requirements. Although examination of the plan is still in progress, the housing land supply is not in question and the identification of a five year housing supply has been demonstrated and tested successfully in at least five appeals in the Maldon District. This proposal clearly tries to pre-empt the outcome of the housing supply position.

The Parish Council, in considering its views on this application, is mindful of a household survey of the parish carried out in September and October 2015, in connection with rural site allocations, which concluded that electors do not want any large scale development in the Parish. It believes that decisions for the scale of development contained in this application should rest on the LDP rather than being developer led.

A further material and relevant planning reason for refusal is that on 10 October 1984 the owners of the land which is now subject to this application entered into an agreement with the Maldon District Council under section 52 of the Town and Country Planning Act 1971 and the provisions of Section 33 of the Local Government (Miscellaneous) Provisions) Act 1982. Paragraph 6, Clause 1 of the agreement states that *The owners hereby agree declare covenant and undertake with the Council not to erect, or permit to be erected,* ***or apply for planning permission to erect****, any permanent buildings or structure at any time on the land edged green on the aforesaid plan annexed hereto save for such as may be permitted by Order of the Secretary of State for agricultural purposes.* The “land edged green” includes the land subject to the current application.

HOUSE/MAL/16/00405 Rear single storey extension, garage conversion, removal of existing rear conservatory and removal of existing flat and polycarbonate roofs with replacement tiled pitched roofs. Ashcroft Kelvedon Road – The Council supports the application which has no discernible effect or detrimental impact on the surroundings and accords with saved policy BE 6 of the Maldon District Local Replacement Plan.

HOUSE/MAL/16/00473 Two storey side extension to dwelling. 32 Broad Street Green Road – No comment.

FUL/MAL/16/00440 Construction of an agricultural storage building to serve farm holding utilising existing farm access to Sheepcoates Lane. Land Rear Of Krallis Tan Sheepcoates Lane –

The Council objects to the application. The application does not appear to be linked to any farm holding with agricultural activity taking place such as would justify such a barn and there is no information given to clearly demonstrate the need for it on this land. Also, there is no information submitted about noise, the type and number of plant / machinery stored and the hours of operation.

The development would therefore represent unjustified new development within a rural location contrary to policies BE1 and CC6 of the adopted Maldon District Replacement Local Plan, Policies D1 and H4 of the Maldon District Local Development Plan and Government advice as contained within the National Planning Policy Framework.

The proposed barn as a result of its scale, bulk and siting within this open rural and visually prominent location would materially harm the character of the rural area contrary to with Policies BE1 and CC6 of the adopted Maldon District Replacement Local Plan, Policies D1 and H4 of the Maldon District Local Development Plan and Government advice as contained within the National Planning Policy Framework. It would also result in a material loss of residential amenity to the neighbouring residential properties contrary to Policies BE1 and CON5 of the adopted Maldon District Replacement Local Plan.

(Cllr B S Marshall left the meeting during the discussion on this application.)

HOUSE/MAL/16/00434 New brickwork wall and pillars with automatic vehicular entrance gates set back from public highway, to improve security into the site. Little Hill Goat Lodge Road – The Council supports the application as it will improve the access in safety and appearance in accordance with saved policy D1 and submitted LDP policy T2 as well as enhancing security.

HOUSE/MAL/16/00447 Construction of a 3 bay cartlodge. Chasefield Farm 64 Walden House Road – No comment

FUL/MAL/16/00460 Erection of nine dwellings, creation of new accesses to Goat Lodge Road and Staplers Heath, estate roads, garages and car spaces, foul and surface water drainage and landscaping. Land At Goat Lodge Road - The Council objects to the application for the following reasons:

The proposed development would have a detrimental effect on the character and appearance of this wooded location which defines the character of this area. The proposal would introduce unwelcome domestic activity to the site and, by extending the built-up area, present an inappropriate and insensitive urbanising effect having a damaging impact upon the character and appearance of this edge of settlement. As such the proposal is contrary to policies S2, H1, CC6, CC7 and BE1 of the adopted Maldon District Replacement Local Plan, the guidance and provisions of the National Planning Policy Framework and policies S8 and D1 of the Maldon District Submitted Local Development Plan.

The application fails on all four points of the submitted Maldon District Local Development Plan (LDP) objective to *focus future development in sustainable locations, within settlement boundaries, garden suburbs and strategic allocations.* The proposed development is not sustainable and is premature and, if allowed, could lead to incremental development, pre-empting the outcome of the LDP. There is concern expressed by residents about the proposed location of a new access onto Goat Lodge Road.

070.16 FINANCE:
Confirmation of cheques: Cheques were confirmed for:

Amount (£)	Payee	Service
20.15	Essex and Suffolk Water	Water charge for changing rooms 1 April to 30 September 2016
100.00	St Peter's Church	Donation for tea for Yeomen Awards
378.29	C R Potter (Staples) (Tesco) (Boots)	Salary/allowance £340.00 Paper for programmes £15.79 Batteries for Beacon music £8.50 Frames for Yeoman Awards £14.00
1022.40	Unipar Services LLP	Display Equipment for Speedwatch
10.00	Friends of Historic Essex	Annual Subscription
209.73	Saffron Insurance Services Ltd	Condor mower policy
59.78	F Wybrow	Flower arrangement at St Peter's Flower Festival

Annual Accounts and Annual Return:
Members examined the draft accounts for 2015/16 (copy attached to the signed copy of these minutes) and the Clerk explained how they had been arrived at. The Council had examined the Annual Return at the last meeting and completed and signed Section 1, the Annual Governance Statement, and now turned to Section 2, the Accounting Statements, which mirror the annual accounts front page and is signed by the Clerk. It was **resolved** to:

1. Approve the Council's Annual accounts for 2015/16.

2. Approve the Accounting Statements for 2015/16 shown at Section 2 of the Annual Return.

The Chairman then signed the Annual Accounts and signed and dated the Accounting Statements in the Annual Return. (Note: The Annual Return sent for External Audit will also include a report completed by the internal auditor and will be accompanied by the bank reconciliation, explanation of variances and confirmation of exercise of public rights dates).)

071.16 AMENITIES
Report of the Chairman of the Committee: Cllr C L Atkinson reported that work to the zip-wire at the Jubilee Recreation Ground is complete and the contractors reported that the original installation was not to standard. The Clerk will take this up again with the suppliers when the invoice arrives. The replacement cushionfall is due to arrive soon and Mr Clark will be asked to place it. If the 1 tonne bags cannot be off

load near the site Cllr B S Marshall offered to help with shifting the bags. The ground covering may also need replacing. The report was received and adopted.
Jubilee Recreation Ground: Cllr F A Delderfield met with Mr Banham from the Football Club and sent the attached note for this meeting and since Cllr. Delderfield's meeting Mr Banham has sent a detailed note which is also attached to these minutes.

Members had an initial discussion and were pleased that the hut will be completed and mindful to come to an agreement on leasing the ground area for the hut. There are some points in Mr Banning's e-mail which need further discussion, for example, whilst the Council may be able to agree the main use of the pitch it is unlikely to give sole use to the Club. The Club will be invited to discuss the matter further and the Council will suggest 7.00 pm before the next Council meeting.

Cricket Ground: The Cricket Club is to remove the container and a pile of earth from the Pavilion area adjacent to the Cricket ground and the Trustees of the Village Hall are seeking permission to temporarily remove two section of the front fence for access so that damage to the Village Hall car park is avoided. This request was agreed.

072.16 HIGHWAYS AND TRANSPORTATION
Rangers Scheme: Cllr Mrs A V Heaviside reported a dislodged sign in Hall Road where the concrete base is creating a hazard. Cllr R L Bass agreed to take this up.
Highways Panel: The latest update report and plan was received and noted from the Local Highways Panel.
Road Closures: Notice of a temporary prohibition of traffic order in several place over the District were received.
Public Rights of Way: Cllr Mrs A V Heaviside has investigated an obstruction to the PROW at Captains Wood and found it is due to nearby drainage works by the riparian owner. The Chairman asked her to look at the Bridleway off Plains Road which has become dangerous due to overhanging branches and ruts.

073.16 COMMUNITY POLICING
Speedwatch: Cllr C L Atkinson reported that further speed checks had been carried out and new equipment had been ordered.
Walden House Double Yellow Lines: Cllr Atkinson enquired about the progress of installing an extension to double yellow near the corner of Catchpole Lane which were agreed two or three months ago. Cllr R L Bass had no recollection of the scheme. Cllr Atkinson also noted parking continues at the corner near the Post Office.
Parish Safety Volunteers: A letter was received about a plan to introduce The Parish Safety Volunteer Scheme.
Rubbish Dumping: "Fly tipping" had been noticed at the Village Hall and in Sheepcoates Lane.

074.16 HM THE QUEEN'S 90TH BIRTHDAY
The Chairman reported a successful lighting of the Beacon and Yeomanry presentations at the St Peter's Flower Festival. Cllr B S Marshall was thanked for providing the mini-bus service to the Beacon. Cllr Mrs C Adams thanked the Clerk for providing the music and producing a programme for the beacon lighting and for organising the Yeomanry Awards at the end of the Flower Festival for which the involvement and support of those at St Peter's was invaluable.

075.16 ANY URGENT BUSINESS AND FUTURE AGENDA ITEMS
There was no other urgent business.

The revised code of conduct and the review of the Clerk's salary should be reviewed annually and it was decided to carry this out at the next meeting.

The meeting closed at 10.32 pm.

GREAT TOTHAM PARISH COUNCIL

C R Potter, Clerk to the Council
19 Mill Road, Great Totham, Maldon, Essex, CM9 8DH

Telephone: Maldon (01621) 891474 **Email: greattothamparishcouncil@btinternet.com**
Website www.essexinfo.net/great-totham-parish-council

Members of the Council and Committees 2016/17

The full Council comprises the nine elected members shown below.
Councillor J C Gregan is Chairman and Councillor F A Delderfield is Vice Chairman

Members of the Council-Contact Details

Cllr. Chris Adams 6 Maldon Road, Great Totham, Maldon, Essex CM9 8NH Tel: 01621 892474 E-mail: Anthony.adams7@btopenworld.com	**Cllr. Colin Atkinson** Adobenda, Walden House Road, Great Totham, Maldon, Essex CM9 8PL Tel: 01621 891846 E-mail: c.atkinson483@btinternet.com
Cllr. Rodney Bass Five Corners, Maypole Road, Wickham Bishops, Witham, Essex. CM8 3NW Tel: 01621 891343 E-mail: Cllr.Rodney.Bass@essex.gov.uk	**Cllr. Frank Delderfield BEM** 22 Eaton Way, Great Totham, Maldon, Essex. CM9 8EE Tel: 01621 892347 E-mail: frank759@btinternet.com
Cllr Albert Gable 43 Mill Road, Great Totham, Maldon, Essex. CM9 8DH Tel: 01621 893258 E-mail: albert@gable.org.uk	**Cllr. Jim Gregan** Winwoof Lodge, Totham Hill Green, Great Totham, Maldon, Essex. CM9 8DX Tel 01621 890824 E-mail: member@tomsfarm.fsnet.co.uk
Cllr. Vicki Heaviside 12 Totham Hill Green, Great Totham, Maldon, Essex. CM9 8DX Tel 01621 893067 E-mail: AngelaHeaviside@aol.com	**Cllr. John Keyes** Brick Kiln Farm, Rookery Lane, Great Totham, Maldon, Essex. CM9 8DF Tel: 01621 891388 E-mail: Cllr.john.keyes@maldon.gov.uk
Cllr. Brian Marshall Godfreys Farm Bungalow, Sheepcoates Lane, Great Totham, Maldon, Essex. CM9 8NT Tel: 01621 788328 E-mail: brian@arrowtaxi.co.uk	

Amenities Committee: Cllrs. Chris Adams, Colin Atkinson (Chairman), Frank Delderfield, Vicki Heaviside, Jim Gregan (ex-officio).

Planning Committee: All members of the Council

Contacts and Lead Members:
Essex Police - Community Speedwatch Co-ordinator: Cllr Colin Atkinson.
Essex County Council - Public Rights of Way Contact: Cllr. Mrs Vicki Heaviside
Essex County Council - Public Transport Contact: Cllr. Mrs Vicki Heaviside.
Essex County Council - Winter Salt-bag Organiser: Cllr Jim Gregan.
Maldon District Council - Emergency Planning: Cllrs. Mrs Chris Adams and Albert Gable

Parish Council Representative on Gt Totham Village Hall Council: Cllr. Mrs Chris Adams

Response to Planning Applications to be determined by Maldon District Council.

Response from: **GREAT TOTHAM PARISH COUNCIL**

Planning Application Reference:

Our views on the above application are: Please tick the appropriate box

1. We recommend the granting of planning permission, for the reasons listed below: ☐

*

or

2. We recommend the refusal of planning permission, for the reasons listed below ☐

*

or

3i. We have no comment ☐

3ii. We raise no objection but wish to make the following comment: ☐

***Reasons for response (Please include the relevant policy in the Submission version of the Local Development Plan)**

Signed: Clerk to the Council **Date**:

Version May 2016

From: Reg Banham
Sent: 11 May 2016 14:46
To: greattothamparishcouncil@btinternet.com
Cc: regb100@hotmail.com
Subject: Great Totham Football Hut.
For the attention of Clive Potter as Clerk to the Parish Council.

I am writing on behalf of Beacon Hill Rovers FC as Club President and the Representative seeking to progress the completion of the partially reconstructed Football Hut at The Jubilee Recreation Ground at Maldon Road, Great Totham. Following contact with yourself by my Colleague Merfyn Roberts we were referred to Frank Delderfield. I met with Frank acting on behalf of the Great Totham Parish Council on Monday 25th April.

The following points were raised during our discussion or are relevant to the present position and we have been advised to put matters in writing to yourself as Clerk to The Parish Council.

- Hut Ownership – Beacon Hill Rovers FC have been the Owners of the Hut and the Football Club utilising the facilities for a number of years following the approach by and amalgamation of the former Football Club (Mitre United), all as Minuted within Official Club documentation. And have since then provided both Electricity and Water Supplies plus a Temporary Toilet with Foul Water Drainage Outfall.

- Background – to assist The Parish Council the Beacon Hill Rovers Football Club has a long and sustained history having been founded in 1921 and is a thriving Club. It is registered with the Football Association as a Chartered Standard Club and now actively runs Mens, Boys, Ladies and Girls Teams within a number of Regional/County Leagues.

- Insurance Claim – we are advised that a few Hundred Pounds still remains from an Original Claim following the Fire that caused the loss of the Original Hut.

- Proposed Upgrade Works – a Shell to The Hut has been formed to date by the Football Club and a Design and Specification Exercise is being progressed to seek to bring the Facility up to modern standards and complete the Works.

- Tender Returns/Works – we have been somewhat taken aback by very recent Tender Returns and the potential cost of completing these Works (in excess of £35,000). We will continue to progress matters but on the reasonable understanding that the longer term position guaranteeing the Sole use of the Facilities and Pitch by Beacon Hill Rovers FC can be concluded in conjunction with a Lease with The Parish Council. On completion of the works we would intend to then transfer the Facility back to the Parish Council. Timing remains dependent upon successful Grant Claims plus the conclusion to the Lease.

- Proposed Lease – Beacon Hill Rovers FC wishes to secure early conclusion to a 50 Year Lease for the Sole Use of the Football Pitch on a Peppercorn Annual Rent basis. This on the understanding we would secure a Maintenance position regarding the Ground in conjunction with the Current Football Ground arrangements in Wickham Bishops.

We are aware that there are quite a number of matters to be considered and would happily send a couple of Representatives to sit down with Frank and Others to discuss and seek any Final Agreement subject to Formal Approval by The Parish Council.

In the interim an initial response as far as you are able in writing would be appreciated at the earliest opportunity.

Report to Great Totham Parish Council.

Jubilee Recreation Ground Changing Rooms.

I met Reg. Banham, the President of Beacon Hill Rovers Football Club (BHR) to discuss the future of the changing rooms.

BHR are keen to complete the works and want make applications for grants. In order to do this they need security of tenure. They would like a lease (they suggest 50 years). I explained that Great Totham Parish Council (GTPC) does not own the building and that it is currently uninsured. Any lease would therefore only be on the land that the building stands on. GTPC needs to decide if it is willing to grant a lease, at, I suggest, a peppercorn rent. During the discussion I said that when all the works are completed and the facility is being used, we will discuss an appropriate hire charge for the use of the pitch. I also said that any legal cost drawing up the lease were to be borne by BHR. I made him aware that GTPC has some money ring-fenced from the insurance claim for use on the replacement facility.

Meanwhile, Reg. Banham will write to The Clerk formally requesting The Council to consider their request

Cllr.F.A.Delderfield 26 April 2016