

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD ON MONDAY 21 OCTOBER 2019 AT 7.30 PM AT THE VILLAGE HALL

Vice-Chairman: Cllr Mrs C Adams in the Chair.

Councillors: A J Gable, J C Gegan, Mrs A V Heaviside and J V Keyes.

Apologies for absence were received from Cllrs. C L Atkinson, R L Bass, F A Delderfield (Chairman), B S Marshall and Maldon District Cllr R H Siddall.

117.19 MINUTES OF THE PREVIOUS MEETING

The minutes of a meeting of the Council held on 23 September 2019 were confirmed and signed.

118.19 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. There were no disclosures.

Members were also reminded to review and update their interests recorded in the Register of Interests and which they are required to declare under the Localism Act 2011 and the Council's Code of Conduct.

119.19 ADJOURNMENT FOR THE PUBLIC TO SPEAK

No members of the public were present.

[The meeting adjourned for approximately ten minutes to move to the back room as people were arriving in the Hall for another meeting.]

120.19 CHAIRMAN'S ANNOUNCEMENTS, REPORTS OF OTHER BODIES AND GENERAL CORRESPONDENCE.

Notice of a review of polling stations; a bulletin and legal update from the Essex Association of Local Councils; Notice of the Beacon Hill Sports Association; a programme of Maldon District Heritage Winter Talks and details the Thomas Plume Library's Annual Lecture were received. A report on a public right of way matter is recorded under minute 126.19 below.

121.19 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

122.19 PLANNING POLICY AND STRATEGY:

Neighbourhood Plan Steering Group: The report of the meeting on 8 October 2019 was received and noted and a copy is appended to these minutes. A grant application for £2580 for carrying out the household survey (by the RCCE) has been agreed; Two members of the Steering Group will attend a Training Session at a cost of £20 each to be funded from grant monies.

Revocation of Supplementary Planning Documents: The Maldon District Council is revoking certain supplementary planning documents linked to the former Replacement local Plan which are now redundant or non-compliant.

123.19 PLANNING APPLICATIONS

Asset of Community Value Application: Some residents at Great Totham North are, in conjunction with local The Campaign for Real Ale (CAMRA), are preparing an Asset of Community Value Application as a community group in respect of a The Compasses public house. The Clerk has been approached by the group seeking support for the application and this was agreed.

Lands Tribunal Application: A local resident, Mr Boorman, has e-mailed concerning an application to the Land Tribunal made by a landowner in respect of a refusal by the Maldon District Council to determine an application to part relinquish a Section 52 Agreement made in 1984 relating to land in Hall Road. Cllr Mrs A V Heaviside had received a copy and had responded to Mr Boorman.

Tree Preservation Order: A Tree preservation order has been made in respect of trees at 10a Totham Hill Green.

Planning Appeals: Planning Appeals have been made in respect of applications at 10 Seagers, Land adjacent to 24 Catchpole Lane and Land at junction of Captains Wood and Maypole Roads.

Planning Appeal Decisions: Notice was received of appeal decisions in respect of MAL/19/00160, 6 Walden House Wood Road. The appeal was allowed.

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

Latest Applications: Comments on planning applications received up to week ending 18 October 2019 were as follows:

FOR INFORMATION ONLY: LDP/MAL/19/00998 Claim for lawful development certificate for a proposed single storey rear extension and the installation of a door and window to the side elevation. Maiden Browns 1 Goat Lodge Road – Noted.

WTPO/MAL/19/00947 T1 Holmes Oak - 4 metre height reduction. T2 Holmes Oak - 8 metre height reduction and 6 metre width reduction. Brick Hall 38 Colchester Road – The Council supports the comments of the Tree Officer.

HOUSE/MAL/19/01033 Proposed single storey rear extension with balcony balustrading above. Willowcroft Kelvedon Road – No comment.

HOUSE/MAL/19/00068 Variation of condition 2 on approved planning permission HOUSE/MAL/10/00342 (Two storey side extension and single storey rear extension). 1 Spring Lane Road – No comment.

HOUSE/MAL/19/01034 Construction of new orangery extension with associated driveway alterations. Beacon Hill House Beacon Hill Road – No comment.

124.19 FINANCE:

Confirmation of Payments: Payments were confirmed for:

Amount (£)	Payee	Service
583.92	Maldon District Council	Community Protection Team Services, Jul, Aug, Sept 2019
240.00	PKF Littlejohn LLP	External Audit for 2018/19
40.00	British Legion	Donation for Poppy Wreath
342.00	R & G Mann	Hedge Cutting
752.31	C R Potter	Salary/allowance £570.00 Broadband 27 Sep – 26 Dec £199.47

External Audit Report: The report of the External Audit for 2018/19 was received and noted and is being advertised. The report is set out below:

External auditor report 2018/19

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review: Information received from the smaller authority indicates that the refund of part of a grant received amounting to £4,992 has been included as expenditure in Section 2, Box 6. This item should have been netted off from the relevant income in Box 3 rather than shown as expenditure. Section 2, Boxes 3 and 6 for the current year should therefore read £3,745 and £14,543 respectively. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR

Other matters not affecting our opinion which we draw to the attention of the authority: In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

Finance Report: The finance report for the 2nd quarter was received and noted. A copy is appended to these minutes.

125.19 AMENITIES

Report of the Chairman of the Amenities Committee: In the absence of Cllr C L Atkinson there was no report.

Display of Notice: A request was received from the Great Totham Nursery to display a temporary banner on the Cricket Ground fence for a sort period at the start of each term. It was agreed for one week each term.

126.19 HIGHWAYS AND TRANSPORTATION

Localism Rangers Work: No further work was identified.

Highways Panel: Cllr. R Siddall sent a copy of correspondence about issues along Loamy Hill Road. The Clerk reported that the completion of the walkable verge along Maldon Road will be considered when the Panel determines its programme.

Public Rights of Way: Cllr Mrs AV Heaviside reported on some problems with trees in the area of the Chase, which includes a small section of a public right of way. She will take the matter up with the County Councils Public Rights of Way Officer.

127.19 COMMUNITY POLICING, SAFETY AND REGULATION

Community Protection Team Report: The September report was received and noted. The Patrols have been made aware that mountain bike can be used in the old gravel pit.

Litter Picking Volunteer: The voluntary litter picking work carried out by Mr Terry Atkinson was noted by a resident and has asked if his work can be recognised. Cllr Mrs A V Heaviside will include an item in the Parish Magazine.

128.19 ANY OTHER URGENT BUSINESS AND FUTURE AGENDA ITEMS

Arrangements for the Remembrance Day Service at St Peter's Church on Sunday 10th November at 10.50 am were agreed. Cllrs Mrs C Adams and J V Keyes will read lessons and the Clerk will read out the names of those who died in the two World Wars. The Chairman will lay a poppy wreath on behalf of the Council.

Next Meeting: Council 18 November

The meeting closed at 8.58 pm

GREAT TOTHAM NEIGHBOURHOOD PLAN STEERING GROUP

Meeting held on 8 October at the Honywood School on 8 October 2019

1. Present: Mike Powell, Andy Boorman, Martin Flook, Kevin Bennett (chair), Bob Tarpey, Roy McPherson and Paul Mutton
2. Apologies were received from: Frank Delderfield, Nikki Smith, Graham Thorne, Albert Gable, Andy Dyer, Chris Adams, Paul Firman and Vicky Heaviside.
3. Kevin welcomed everyone to the meeting by offering our best wishes for Graham's speedy recovery. He had spoken to some of the working group leads and it was pleasing to note that good progress was being maintained in producing the reports.
4. Parish Matters: Nothing to report.
5. Finance report:
 - a) Following on from the previous meeting Clive had confirmed that we had incurred a slight overspend on the budget for open weekend.
 - b) The good news was that our grant bid for £2580 for the Housing Needs Survey (HNS) had been approved and the money would be paid into the Parish Council account in the next few days. Our initial application had been turned down due to an error in the submission but Locality had contacted Paul and invited him to re-submit. Although the second bid was accepted, Locality had called Paul whilst on holiday and asked him to substantiate various elements of the grant. Locality were concerned that we were conducting a HNS without allocating sites and also writing our own Village Design Statement. Paul's responses were received with a bit of scepticism but they agreed to forward them to the authorising committee on our behalf.
6. Housing Needs Survey: 1200 questionnaires had been delivered to Paul. We needed to sort them out and envelope them ready for delivery in the next week or so as the survey would close on 6th December. We had received 6 additional offers of help with delivery at the open weekend. We might get a few more if we publicise on facebook.
ACTION: Kevin to recover the delivery list from Graham (Completed)
ACTION: Paul and Kevin to adjust delivery rounds as appropriate.
7. Meeting with Leonie Alpin from MDC: Kevin, Andy B and Paul had met with Leonie earlier in the day. The meeting had gone very well and Leonie had offered some sound advice on the content of our reports. We had also visited all the sites highlighted in Andy's maps – the viewpoints, Strategic green spaces, internal green spaces and discussed the wildlife corridors. Key points:
 - a) Everything we choose to protect must be substantiated and backed up with evidence.
Leonie had provided a useful check list.
 - b) Be selective and pick the sites and views that really, really matter.

- c) Submit two documents, the first to contain the policies and the second to be an evidence base that supports the policies. **We would probably need to discuss this with Navigus as they will be preparing the final document?**
- d) Use lots of maps and photos to support the evidence.
- e) It would be best if the views were aligned with footpaths and other access points used by the public.
- f) Land owned by the Parish Council is a given and only needs to be mentioned and highlighted in the text/mapping.
- g) The important thing is to win the war so only choose battles that you are likely to win.

8. Working group progress:

- a) Housing: Paul was yet to make a start. He had looked at other NP's and had some ideas on the structure but the supporting data would need to come from the HNS.
- b) Environment: A lot of good progress has been made but a fair bit of adjustment would be required following the meeting with Leonie Alpin. Andy had made enquiries for wildlife data.
- c) Transport: Bob had done more work and was looking at the feedback received from the open weekend. Also following feedback, he was considering whether to include material on Public Rights of Way (PROW) that we had removed from the first draft. He was also considering footpath options between the two settlements including following the line of Spickets Brook. Kevin advised that follow up on transport for the elderly to NHS facilities was continuing through Richard Siddall with Mark Durham of ECC.
- d) Village Design Statement: Much work has been done and we thought it was around 70% complete.
- e) Community: The team had written a draft report and Kevin had provided feedback on this. A key issue for the Community team is publicity and making the village aware of what is going on and where it is happening. See paragraph 9.

The meeting thought it might be worthwhile having ad hoc sessions with each group to ensure things remain on track.

Kevin stressed that if anyone encountered difficulties or was struggling with anything they were to get in touch ASAP.

We were quietly confident that we would complete drafts for each working group for our November meeting and the NP is still on track for the first quarter of 2020.

ACTION: All groups to report progress at the next meeting.

ACTION: Paul M to investigate historical maps to support the Environment team. (Completed but we will need to check with the Library of Scotland that it is ok to use them)

- 9. Publicity: Kevin and Paul had discussed this the previous day. We had talked about using facebook, the Parish Magazine, notice boards and various ideas to communicate with the village. Facebook works well for lots of things but has limitations on what can be uploaded. It also invites people to comment which isn't necessarily what is required.

We thought a Village website would be the best way forward. It could contain links to the various facebook pages, the Parish Magazine, a what's on diary, contact details, Parish Council information and records of meetings and the Neighbourhood Plan. We could post the walks and cycle rides that have been developed, bus timetables, useful contact numbers and the like. It would help if those responsible for say, the Cricket Club and other organisations could update their own content. We could perhaps invite sponsorship or local advertising to offset some of the costs.

Paul has contacted a local developer to get an idea of the costs involved with setting up and the ongoing running costs. If the idea received support we would need to obtain formal quotations from more suppliers.

ACTION: Paul to work up ideas for the look and feel of a home page.

10. Any other business.

- a. **Kevin requested that all teams please bring a summary of NP items that require help to deliver which are beyond the capability of the Steering Team**
- b. **We discussed the recent 1138 Countryside House approval and its implications for the NP as well as a possible source of funds**

11. Date and time of next meeting. 5 November, 7.30pm at the Honywood.