

# WALTHAM ST LAWRENCE PARISH COUNCIL

## **Minutes of the Annual Meeting of Waltham St Lawrence Parish Council on Tuesday 7 May 2013 in the Neville Hall at 7.00pm**

**Present:** Clive Scott-Hopkins (Chairman)  
John Birkett (Vice Chairman)  
Sandy Quinn  
Stuart Craig  
Jenny Baish  
Martin Hayes  
Sally Burtenshaw (Clerk)

*In attendance: Borough Councillor David Evans, RFO Hilda Holder + 16 members of the public*

### ACTION

#### *Public Question Time:*

*David Lee asked the Parish Council what they considered to be affordable housing – a mobile home? The Chairman advised that the Ward will be sending out a questionnaire relating to the Neighbourhood Plan and that they were fully aware that each Parish must try to set aside some land for this purpose.*

#### *Election of Officers:*

*The Clerk asked for nominations for Chairman. John Birkett nominated Clive Scott-Hopkins which was seconded by Stuart Craig and this was unanimously agreed. He accepted the position. There were no other nominations*

*The Chairman nominated John Birkett to be Vice Chairman which was seconded by Martin Hayes and this was unanimously agreed. He accepted the position.*

*The Chairman nominated John Birkett to be the Chairman of the NHCT. He accepted the position*

**FC 1/05/2013** *Apologies: Received from Katie Sarsfield, Borough Councillors Carwyn Cox & Maureen Hunt*

**FC 2/05/2013** *Minutes:  
The minutes of a meeting held on 9 April and the APM minutes held on 23 April were both approved by the Council and signed by the Chairman*

**FC 3/05/2013** *Matters Arising from the Minutes:*

- Responses had been received from three residents who live adjacent to the triangle in Halls Lane as to what they consider the Parish Council can do to alleviate the damage being caused to the grassed triangle adjacent to their houses. It was agreed that a sign should be placed at the end of Halls Lane at the Broadmoor Road intersection. This will hopefully stop the big lorries using the lane in the quest of finding Church Farm. Martin Hayes will speak to David Philp about this matter*

*The Clerk will write to Cllr Carwyn Cox to see if the refuse lorries can be stopped from driving over the triangle. The*

MARTIN HAYES

CLERK

Chairman said he would meet the owner of Farm End to discuss the situation

- Post Office – The Chairman of the NHCT John Birkett advised that the management committee are still trying to establish what would be required to have the Post Office at the Hall. It is proving difficult to locate the Post Office representative
- Vice Chairman confirmed that both dog poo bins have now been erected

FC 4/05/2013 Travellers update:  
The travellers have applied to the High Court for a judicial review as the RBWM have failed to find anywhere else for them to go. Also, a second application (30/4) as the RBWM declined to make a decision on the recent planning applications. Mrs Justice Lang must decide whether there is a case or not to take this matter any further. The Chairman gave thanks for the Borough Councillors Hunt, Evans & Cox for all they have done fighting our corner.

FC 5a/05/2013 Planning Applications:  
13/00973: Sill Bridge, Sill Bridge Lane, Waltham St Lawrence  
The Parish Council believe that GB4 is still relevant

13/00996: Burleigh, 8 Broadmoor Road, Waltham St Lawrence  
The Parish Council had no objection to this application

13/01028: Blueys Farm, Waltham St Lawrence  
The Parish Council made no comment as the applicant is a Parish Councillor

13/01029: Blueys Farm, Waltham St Lawrence  
The Parish Council made no comment as the applicant is a Parish Councillor

13/01067: Ashley View, Milley Road, Waltham St Lawrence  
The Parish Council support this application

13/00960: Darvills Mead, Milley Road, Waltham St Lawrence  
The Vice Chairman declared an interest and left the meeting  
The Parish Council support this application and requested Cllr David Evans to call this application to Panel if the RBWM are minded to refuse  
The Vice Chairman returned to the meeting

FC 5b/05/2013 Trees in a Conservation Area:  
13/00800: Foxwood, Halls Lane, Waltham St Lawrence  
The Parish Council had no objection subject to the approval of the Arboricultural Officer

FC 5c/05/2013 Plans that have arrived in the last couple of days:  
None received

- FC 5d/05/2013 **Other Planning Matters:**  
*Certificate of Lawfulness to determine whether the use of an existing outbuilding as an ancillary annex is lawful at Little Martins, Shurlock Road, Waltham St Lawrence*  
*The Parish Council made no comment as this is a legal matter*
- FC 5e/05/2013 **Enforcement Notices & Appeals:**  
*None received*
- FC 6/05/2013 **Finance:**  
*The balance sheet for year ended 31/03/2013 was approved and signed by the Chairman*
- FC 6a/05/2013 *The annual return for year ended 31 March 2013 was approved and signed by the Chairman*
- FC 6b/05/2013 *Jenny Baish was appointed as the Councillor responsible for liaising with the RFO on financial matters relating to the Parish Council*
- FC 6c/05/2013 *The Financial Regulations were adopted and approved by the Parish Council*
- FC 6d/05/2013 *The cheques issued in April were agreed and signed by the Chairman*
- FC 6e/05/2013 *The Standing orders were adopted by resolution of the Parish Council*
- FC 6f/05/2013 *The Risk Assessment Register was adopted by the Parish Council*
- FC 6g/05/2013 *The Asset Register will be updated and approved at the June meeting* ALL
- FC 6h/05/2013 *The Parish reserves will be discussed at the June meeting. The Clerk will ascertain what the replacement value of the War Memorial would be* ALL CLERK
- FC 7/05/2013 **Neighbourhood Plan update:**  
*Nothing to report*
- FC 8/05/2013 **Reports from Representatives:**
  - *The burial charges were reviewed and it was unanimously agreed that the charges would remain at the same level for 2013/2014*
  - *The allotment charges were reviewed and it was unanimously agreed that the charges would remain at the same level for 2013/2014.*
  - *There is one allotment currently vacant as the existing*

*holder has not responded*

- *Sandy Quinn advised that she was still waiting to hear from RBWM as to when the wooden fencing will be replaced or warning signs erected close to the entrance of Mire Lane.*
- *Stuart Craig advised that one of the local contractors has purchased a ditch clearing machine. He has arranged to meet with him to discuss which ditches should be cleared out as high priority*
- *It was a unanimous decision not to purchase a SID for the Parish on grounds of cost and familiarity*

*FC 9/05/2013 Date of Next Site Visits:  
Saturday 8 June at 9:30am venue TBC but Snug at Bell provisionally. Apologies received from Katie Sarsfield & Vice Chairman*

*FC 10/05/2013 Correspondence:  
• E mails received from William Hewland, Rob McCulloch & Roger Twyman relating to the Halls Lane triangle. This was dealt with in matters arising (FC 3/05/2013)*

*FC 11/05/2013 A.O.B.  
Nothing to report*

*FC 12/05/2013 Next meeting: 11 June 2010 at 7.00pm in the Neville Hall  
The meeting closed at 21:15 & the Confidential meeting commenced*

*Sus - Ndh  
11-6-13*