

## MINUTES

Minutes of Annual General Meeting and Ordinary Meeting of Woodham Walter Parish Council.

Held at 8.00pm in Woodham Walter Women's Club, Top Road, Woodham Walter.

**Monday 14<sup>th</sup> May 2012**

### **Present:**

Cllr. James Bunn  
Cllr. Andrew Newland  
Cllr. Gill Orford  
Cllr. David Potter  
Cllr. Joanna Symons  
Cllr. Peter Warren  
Cllr. Mark Durham (in attendance from 9.45pm)

Others: Jacky Bannerman (Parish Clerk)

Public: 0

**680. Welcome** Cllr. James Bunn welcomed those present to the meeting and proposed a formal vote of thanks to Cllr. Mark Durham for his excellent service as the Chairman of the Parish Council over the last two years. All councillors present agreed.

**681. Apologies For Absence** Apologies were received and accepted from Cllr. Mark Durham (although he did attend meeting from 9.45pm)

**682. Election of Chairman** Nominations for Chairman were invited. Cllr. Peter Warren proposed Cllr. James Bunn and this was seconded by Cllr. Gill Orford. There were no further nominations and Cllr. James Bunn was unanimously elected to the position of Chairman for the year 2012/13.

**683. Election of Vice-Chairman** Nominations for Vice Chairman were invited. Cllr. James Bunn proposed Cllr. Peter Warren and this was seconded by Cllr. David Potter. There were no further nominations and Cllr. Peter Warren was unanimously elected to the position of Vice Chairman for the year 2012/13.

**684. Declarations of Acceptance of Office** All councillors present filled in and signed the forms as is the requirement every year at the AGM. Cllr. Mark Durham had previously submitted his form to the Clerk. Clerk countersigned forms and filed.

**685. Register of Members Interests** Cllr's Andrew Newland, Gill Orford, David Potter, Joanna Symons and Peter Warren returned and signed their copies of the Register of Member Interests, Clerk countersigned and filed. Cllr. David Potter proposed and Cllr. Andrew Newland seconded a resolution to agree that those councillors who have not submitted their Register of Member Interests can do so at the next meeting on 11<sup>th</sup> June. All councillor's present agreed. It was noted that there are to be some legislative changes introduced by the Localism Act 2011 (Legal Topic Note 80). The changes are expected to take effect on 1 July 2012. Clerk to forward information to councillors as it becomes available and act as per any requirements.

**686. Reviews & Adoptions** Cllr. Bunn and Cllr. Newland reported that they had met with the clerk to begin the process of producing a formal Review and Adoption document containing a comprehensive list of procedures and policies of the council. There is still some work to do collating information which is available from a number of sources and will be adapted to relate to Woodham Walter Parish Council. Once completed the document will be made available to all councillors and relevant sections will appear on the parish council website. It is intended that much of the work will be completed by the next parish council meeting on 11<sup>th</sup> June.

686.1 Standing Orders - Cllr. David Potter proposed and Cllr. Gill Orford seconded that the Standing Orders be adopted. All councillor's present were in agreement. The document was duly adopted for the year 2012/13.

686.2 Financial Regulations. To be reviewed further as per minute ref: 686

686.3 Inventory of land and assets. Clerk has prepared this information as part of the audit process and it has been included in the Audit 2011/12. To be reviewed further as per minute ref: 686

686.4 Confirmation of arrangements for insurance cover. It is recommended that the existing policy is renewed. This is the second of a three year Long Term Agreement with Aon Limited. Clerk will submit Employers Reference Numbers to comply with Employers Liability Insurance. Cllr. David Potter proposed and Cllr. Gill Orford seconded that the insurance should be renewed. Cllr. James Bunn will review the insurance cover further as per minute ref: 686

686.5 Council's complaints procedure. Cllr David Potter proposed and Cllr. James Bunn seconded that complaints need to be addressed to the council in writing for consideration and investigation and the Parish Council will follow the guidelines issues by the NALC (National Assoc. of Local Councils). All councillors present agreed.

686.6 Council's Freedom of Information procedure. Cllr. David Potter proposed and Cllr. James Bunn seconded the re-adoption of the Freedom of Information Model Publication Scheme. Details of how to access information is available on the notice board. All councillors present agreed.

686.7 Setting the dates, times & place of ordinary meetings of the full council for the year ahead. Cllr. David Potter proposed and Cllr. James Bunn seconded that the dates should be set as the second Monday of the month at 8pm, usually in the Women's Club room, Top Road. There is one alteration to this schedule; the date

of the meeting in April 2013 will be confirmed at a later date and will be held at Woodham Walter Village Hall. Clerk to include list of dates on notice board and website.

686.8 Employee Annual Review. It was agreed that Cllr. Bunn will conduct an annual review alongside developing an HR policy as per minute ref: 686.

**687. Register of Declared Interests** There were no interests declared and the book was duly signed.

**688. Public Forum** There were no members of the public present.

**689. To approve the Minutes Of Parish Council Meeting Held On 10<sup>th</sup> April 2012** The minutes were approved as a true record of the meeting on duly signed.

**690. Matters Arising**

690.1 Village Footpath Map (443.1) Cllr. Bunn reported that he has now received a draft map and will review with Cllr. Warren to highlight any alterations that are required.

**691. Planning – APPLICATIONS**

691.1 HOUSE/MAL/12/00273 9 Church Corner, Herbage Park Road  
Two storey side and single storey rear extension.

Councillors object to the application. It is considered that as the application proposes to fill the width of the plot it would be detrimental to the adjacent property with an overbearing impact and a view of a flank wall immediately adjacent to the boundary. There was concern expressed that if all the properties in the row of semi-detached dwellings were to be allowed similar extensions this would result in an apparent “terrace” of houses which would detrimentally alter the dynamics of the street scene and architectural integrity of the group of houses and be out of character. Councillor Orford will carry out a neighbour consultation and report findings to the clerk. Clerk to enquire if Moat Housing would have been notified as statutory consultees, if not clerk to contact Moat. Clerk to write to MDC accordingly.

**692. Planning - DECISIONS**

692.1 LDP/MAL/12/00115 Whitegates Cottage, Herbage Park Road **APPROVE (DEL)**  
Claim for Lawful Development Certificate for single storey domestic side extension and two storey extension to rear.

Councillors ask clerk to write to MDC and ask for an explanation of the decision.

692.2 NMA/MAL/12/00270 Albany Orchards, Old London Road **APPROVE (DEL)**

Application for non-material amendment following grant of planning permission for swimming pool and accommodation for pool use (FUL/MAL/08/01265) – Amendment to footprint of building and elevations.

**693. Other Planning Matters**

693.1 FUL/MAL/11/00953 - Herbage Park. Update from MDC that no work is being done on the S106 due to the administration of the businesses. Until the agreement is made and signed the official permission will not be granted. After 6 months if the S106 has not be submitted, the item will be returned to relevant committee.

693.2 MDC Town/Parish Council Workshop. Cllr. Durham had attended workshop and reported that he does not think a Neighbourhood plan is suitable for Woodham Walter.

693.3 RCCE (Rural Community Council of Essex) representative will attend our next meeting to discuss Neighbourhood Plans, Village Design Statements etc.

693.4 Oval Park, Langford. Application for 147 dwellings. Invitation to attend extraordinary meeting of Parish Council re: FUL/MAL/12/00313. Councillors concluded that due to the location of the proposed development there would be a negligible impact on Woodham Walter and therefore they have no observations to make.

**694. Payments** The following payments were authorised and cheques duly signed.

694.1 e-on –Monthly DD

694.2 A&J Lighting Solutions – Monthly DD

694.3 Douglas Tonks Ltd - Monthly DD: Mrs J Bannerman – re: Clerks Salary/Monthly Allowance/HMRC and Douglas Tonks Ltd re: Payroll services

694.4 Mrs J Bannerman Expenses

694.5 Aon Insurance £315.30

694.6 Mrs J Symons Expenses (Diamond Jubilee)

694.7 K&K Dunstan Printing (Diamond Jubilee)

694.8 DW Maintenance (Grass Cutting)

694.9 EALC (FOI/DATA course)

**695. Other Financial Matters**

695.1 End of financial year accounts to 31-3-2012.

Internal Audit – It was noted that Mr Derek Turner has carried out the internal audit and approved the internal control objectives. Councillors are very grateful for his time in this matter.

To approve the year end accounts and respond to the Annual governance statement. Copies of accounts and governance statement distributed to all councillors. Necessary paperwork has been displayed on Parish Council notice board in accordance with Audit rules in order that parishioners have an opportunity to view accounts if required. Clerk read each of the statements in the Annual Governance Statement and each response was approved. It was noted that Cllr. Durham had viewed the bank statements and accounts twice during the year in order to maintain an adequate system of internal control. This to be carried out by the Chairman of the Parish Council during the year 2012/13. Clerk informed that there are two sets of figures in this year’s accounts that have a significant variation of more than 15% on the previous year. This has been explained in a letter for audit commission as per the requirement.

The Accounts were then proposed for approval by Cllr. Andrew Newland and seconded by Cllr. Peter Warren. All councillors in agreement, the audit paperwork was duly signed by clerk and Chairman, Cllr Bunn. Clerk to return to Auditors by 11<sup>th</sup> June 2012.

695.2 Clerks Salary Review – councillors recognised the value of the clerks role and approved an annual incremental increase in salary. It was noted that as there had not been an increase last year due to a lack of formal review, that the scale will go up two points this year in order to get back on track of one annual incremental increase. This was proposed by Cllr. Orford, seconded by Cllr. Newland and approved by all councillors present. It was also agreed that there should be a formal annual review of the clerk's role which would be carried out by the Chairman.

695.3 Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	RUNNING TOTAL
<b>Business Reserve A/C</b>				
01-Apr-12	Balance	4,966.79		4966.79
10-Apr-12	Transfer to Community Account		1,300.00	3666.79
30-Apr-12	Maldon District Council - Parish Precept	8,882.00		12548.79
14-May-12	Transfer to Community Account		1,300.00	11248.79
<b>Community A/C</b>				
01-Apr-12	Balance	656.13		656.13
10-Apr-12	Transfer from Business Reserve	1,300.00		1956.13
10-Apr-12	April Debits		1,369.34	586.79
11-Apr-12	Loan Repayment from Allotment Association	250.00		836.79
20-Apr-12	Donation re: Diamond Jubilee Event	150.00		986.79
03-May-12	Party Tent Income	130.00		1116.79
14-May-12	Transfer from Business Reserve	1,300.00		2416.79
14-May-12	May Debits		965.89	1450.90

**696. Report Of The District Councillor** Cllr. Durham had submitted a report which was read out informing that there have been some changes to leadership and committee memberships. Cllr. Durham now sits on NW Planning Committee as Vice Chairman, The Overview and Scrutiny Committee and The Community Services Committee as Vice Chairman. The planning department has been working hard to progress the Local Development Plan which will come out to the parishes for a 6 week consultation period. The new waste contract after some initial problems is now improving.

#### **697. Highways**

697.1 Ref: 1634088 Footpath, Rectory Road. Clerk reported Cllr. Durham's findings. The footpath is the responsibility of Moat Housing. Clerk has written to Moat to enquire about maintenance.

697.2 Ref: 62151-1R-SB – Footpath, Mead Pastures. It was noted that the path has now been cleaned.

697.3 Ref: E-1639609-1R Vehicle Activated Sign. Clerk continues to chase.

697.4 Reported missing/damaged road signs – Ref: 63327 Curling Tye Green jct Manor Road. Also, Curling Tye Lane jct. London Road and Manor Road jct. Cut-a-Twart Lane.

697.5 Little Baddow Road – footpath adjacent to White House – leaking tar. This has been attended to.

697.6 Road flooding – to discuss floods at Hoe Lock with particular reference to the vehicles which got stuck. Are the marker posts effective? Positioned correctly? Located at the deepest point?

It was acknowledged that motorists need to take responsibility for proceeding through flooded water however clerk to write to Highways and ask them to look at the marker posts and ensure they are positioned correctly.

697.7 Parking Adjacent to School – Matter arising from Annual Parish Meeting – Mrs June Chandler asked the Parish Council if they are able to help with the parking situation adjacent to the school. Vehicles are parking on the zig zag lines opposite her driveway making it dangerous for her to access/exit, the school have erected additional signs but this had not so far alleviated the problem. The zig zag lines are only valid during certain times and the Highways signs are positioned too high. The withdrawal of the walking bus has made a significant difference to the parking near the school and she asks if the Parish Council could write to the school and ask for it to be reinstated. Councillors approve that clerk should write to the school.

697.8 Traffic Regulation Order re: Restricting HGV traffic – Matter Arising from Annual Parish Meeting - Mr Paul Clark asked if the Parish Council would consider requesting a Traffic Regulation Order preventing HGV traffic through the village. He suggests narrowing the bridge at Hoe Lock to 8 feet with a locking device for farm traffic. Councillors do not support the suggestion for narrowing the bridge. The result of a vehicle having to reverse back up the road would be dangerous and likely to result in damage of verges and hedges. The Parish Council does support the view that HGV traffic should be deterred from travelling through the village unnecessarily and note that Sat Nav systems are partly responsible. Councillors ask Clerk to write to Essex County Council to enquire if there are any further measures that can be taken with regards to signage and also ask for an update on the Sat Nav working group findings/contact details for relevant Sat Nav companies.

697.9 Bassetts Lane re: condition of road adjacent to Elwy Cottages. Clerk to report.

## 698. Local Issues

Cllr. Mark Durham arrived in the meeting room at 9.45pm to end of meeting.

698.1 **Bell Meadow/Playground.** The inspection book was duly signed. There was one reported incident; a youth on a motorbike was witnessed riding around Bell Meadow, to be monitored.

Councillor's discussed the trees on Bell Meadow adjacent to Brooklands following request for them to be maintained. It was acknowledged that the grass has become difficult to cut in this location. The lower branches need to be removed to a height of about 8' in order that the grass cutting machine can access grass. Also the trees adjacent to the bottom entrance need looking at. Clerk to check the curtilage of Bell Meadow and ask Colin Warner for advice about the trees.

It was noted that the padlock for the gate has gone missing, clerk to purchase a combination security lock.

698.2 **Footpath Officer Report** Cllr Warren reported 1) WW Common – missing waymark post replaced on BR31 (with assistance from Chris Wheadon), also some waymark discs replaced (FP38 and BR31). 2) Two paths obstructed by fallen trees have been cleared - FP12 (thanks to Mark Durham) and FP22. 3) The handrail for the bridge over the stream on FP14 has been repaired by ECC. 4) A date for a tour of WW Common has been set for 18<sup>th</sup> October.

A question was raised regarding Permissive Path signs which have recently been erected on the footpath which runs adjacent to Willow Hall Cottages. It is understood that the owner has applied for the route of the path to be moved. Councillors are very concerned to note that we have not been informed of this and ask clerk to write to Nicky Coleman, the ECC PROW Officer to enquire if an application has been received and reassure us that we will be consulted and ask what are the rights of footpath users?

698.3 **One Place On Wheels - Woodham Walter.** It was noted that the next visit including mobile police vehicle – Friday 15<sup>th</sup> June 1pm-2pm.

698.4 **School Report** The school newsletter has been forwarded to councillors.

698.5 **Allotments Report** Cllr. Orford reported that there is one new tenant.

698.6 **Queen's Diamond Jubilee** Cllr. Symons reported that plans are progressing well for the event and that already 100 tickets have been issued. There has now been a more positive response to calls for help. The final planning meeting takes place at 8pm in Women's Club on Monday 21<sup>st</sup> May.

It was resolved that the Minutes of the meeting of the Queen's Diamond Jubilee Event Committee meetings held on 5<sup>th</sup> March 2012 (Appendix 1) and 18<sup>th</sup> April 2012 (Appendix 2) be received.

698.7 **Diamond Jubilee Village History Project** – Cllr. Durham to arrange.

Cllr. Gill Orford left the meeting room at 10.10pm

698.8 **Community Speed Watch** No information to report.

698.9 **Litter** AF47982 27/4/12 and AF48858 14/5/12 - reported rubbish Cut-a-Twart Lane.

698.10 **Broadband** Awaiting repeater transmitter to be fitted which should bring further areas of the village under the coverage of Fibrewifi. It is hoped that there will be more information in the coming weeks.

698.11 **Emergency Planning** Cllr. Newland has been reviewing the file and reports that a working list of vulnerable people should be considered, clerk to check data protection issues. Cllr. Newland will continue to review policy and report at next meeting.

698.12 **Noticeboard** – the Parish notice board is in need of some maintenance, one of the posts is broken/wobbly. Cllr. Bunn will investigate.

## 699. Correspondence

Other than the usual items which have been included in circulation envelopes there were no further items of correspondence.

## 700. Points of Information

700.1 Cllr. Durham reported that the Albany Orchards application had been refused by the NW Area Planning Committee earlier in the evening. This went against the officer recommendation.

700.2 Cllr. Durham had been contacted regarding concern from a resident that an air pistol was being fired in the Blue Mills Lane area. Cllr. Durham advised that this was a matter for the police.

701. **Date of Next Parish Council Meeting:** Monday 11<sup>th</sup> June at 8pm, Women's Club Room, Top Road.

Signed

Dated

Meeting ended at 10.20pm



## MINUTES

Minutes of Meeting of

Woodham Walter Queen's Diamond Jubilee Committee

Held at 8pm in the Women's Club, Top Road, Woodham Walter

Monday March 5<sup>th</sup> 2012

### Present:

Cllr. Joanna Symons  
 Jacky Bannerman (Parish Clerk)  
 Jean Newton (Women's Club)  
 Sarah Merrick (Tadpoles)  
 Sue Dodd (Woodham Walter Primary School)  
 Lisa Carter (Villager)  
 Cathy Barber (Villager)  
 Angela Beighton (Women's Club or church?)  
 Paul Clark (Village Hall Committee)

13. **Welcome** Joanna Symons welcomed those present to the second planning meeting for the Queen's Jubilee celebrations.
14. **Road Closure:** Jacky Bannerman announced that Maldon DC have relaxed the rules on road closures for the Jubilee holiday period and there is a simple form online to complete, which has to be sent off 4-6 weeks before the event. Jacky intends to send our form off as soon as possible. The form asks for details of properties affected by the road closure (Nos 1-6 Top Road in this case). There also has to be space for emergency vehicles to attend any accidents, and stewards have to be available at all times. Diversion signs for traffic have to be put out on the day. Jacky will personally deliver letters to affected residents of Top Road, and she is already aware that the Queen Victoria publicans are happy about the road closure providing that their carpark is kept free. Jacky will also write formally to WW Women's Club informing them of the Street Party.
15. **Insurance:** As the event is deemed to be a Parish Council run event with relevant minutes of meetings and updates etc being sent to the Parish Council, then the Parish Council Insurance will cover the event. It was noted that our event will be a Street Party for parishioners only rather than a Public Event, and as such will not be publicized outside the village. Also as long as people are not charged for coming to the event, then a Public Licence is not required, as no selling of products/objects will be involved.
16. **Food:** As the Street Party food is not being sold, but donated by villagers, then we will not need to be covered by complicated external rules provided that a few simple precautions are adhered to. It was noted that Linda Hamilton, a caterer who lives in the village, has kindly offered to donate jellies, cakes or sandwiches for the event! After some discussion, it was decided to keep the food simple and to simply provide sandwiches, cakes, crisps, soft drinks and teas for the event rather than Ploughmans Lunches etc Sue Dodd helpfully pointed out that volunteers should be advised not to include any sandwich fillings that include nuts as some children suffer from nut allergies. Jugs of water will be available on tables and fruit drinks provided must not contain too many E numbers (Lisa Carter kindly mentioned that one of her friends could probably provide some organic fruit drinks). Tea and coffee will kindly be made by members of the Women's Club, and they have enough cups and saucers for this. Jacky Bannerman would be asking for donations of food in the April Parish magazine. It was decided to start sourcing prices of patriotic serviettes paper plates etc as these would be likely to run out nearer the time of the Jubilee.
17. **It was noted that a Risk Assessment of the event will have to be carried out.**
18. **First Aid:** Identifiable first aiders will have to be on hand throughout the event. Lisa Carter agreed to ask Dr Lach, a doctor living in the village, if she would be agreeable to act in this capacity on the day, but if not, we would have to pay for a First Aider from St John's Ambulance, or find out if any other villagers are first aid trained and willing to act as first aiders.
19. **Use of the School field and Hall:** Sue Dodd has agreed that we can use the School Field and Hall for no cost on the day. However she will need to check if we would be covered for any accidents by the school insurance, as the Parish Council insurance will not cover us for this. She will also try to find a School Governor, who would be able to open and close the school on the day, once it has been cleared up. It was decided that decisions would be made on the day as to whether the Street Party might need to be moved to the School Hall or Village Hall in the event of inclement weather.
20. **Evening Events in Village Hall:** It was decided to leave the Village Hall Committee to be entirely responsible for any further evening events.
21. **Public Houses involvement:** The Queen Vic will be open all day and are not yet sure how they intend to celebrate the Jubilee, and Wally from the Cats is happy to have his Cats' Organ playing near the event. It was decided that we would have to confirm whether any payment would be involved for this, and if not we would take up his offer, and ask it could be transported in front of the shop or school.

22. **Lollipop Person required!** It was decided to see if we could get an unofficial Lollipop person (or people) escorting people over the road from the shop. Lisa Carter kindly offered to make a Union Jack Lollipop!
23. **School Field Activity(after the Street Party):** It was decided not to have stalls in the field, but to offer some old fashioned sports day style races for young and old including the three legged race, the egg and spoon race, a skipping race, the sack race etc and people would be invited to take part on the day. It was hoped that the Parish Council Chairman could be persuaded to do some judging and present some prizes in the day. Red, white and blue rosettes could be presented to the winner, and the shop may be persuaded to donate some sweets as prizes. There was also discussion about a best decorated house competition, and a competition for the best red, white and blue plants displayed in wheelbarrows or watering cans. It was noted that bunting is available from the Village hall, which can be used for decorating the village. There was also discussions on activities for children including a crown making table and a Face Painting table, (Tadpoles have kindly offered to do this) , and a royal themed fancy dress or painting competition.
24. **Royal Exhibition:** Joanna Symons may be able to put on a small display of royal memorabilia in the school hall celebrating the Queen's reign.
25. **Tables and Tents:** It is hoped that the Village Hall, the Women's Club and the school will have enough tables and chairs between them to prevent us having to hire some from outside. Paul Clark kindly agreed to check on what the Village Hall can provide. It is hoped that Colin Warner can be persuaded to transport some of tables and chairs on his trailer from the Village Hall to Top Road on the day. The tents are stored at the Warren, and it was decided that it may be better to put these up whatever the weather – to shelter people from the cold or the sun!
26. **Parish Childrens' Jubilee Memento:** Jacky Bannerman agreed to include in the agenda of the next Parish Council Meeting, an item about how much we should spend on the children's memento. She calculated that there are about 120 children in the village. The merits of a mug as opposed to a coin was discussed with a final decision to be made nearer the time. The shop behind the Blue Boar was recommended as being reasonably priced for engravings.
27. **Memories Lunch:** Paul Clark explained his ideas for a Memories Lunch to be held on 2<sup>nd</sup> May where villagers were to be invited along to a simple lunch to share their memories of how previous royal occasions were celebrated in the village. June Chandler had offered to arrange any memorabilia gathered from this in an exhibition over the Jubilee period. It was decided that this was a complimentary, but separate event from the June 4<sup>th</sup> Village Jubilee Celebration.
28. **Date of next meeting: Originally Wednesday 11<sup>th</sup> April at 8pm in the Women's Club (but please note that this has been changed to Wednesday 18<sup>th</sup> April at 8pm in the Women's Club)**



## MINUTES

Minutes of meeting of Woodham Walter Queen's Diamond Jubilee Committee  
Held at 8pm in the Women's Club, Top Road, Woodham Walter  
**Wednesday 18<sup>th</sup> April, 2012**

Chaired by Cllr. Joanna Symons

Present

Cllr. Joanna Symons	Sue Dodd ( WW Primary School)
Jacky Bannerman (Parish Clerk)	Sue & Angus Neale
Hayley Lake	Ann Ballard
Viv Clark (Women's Club)	Sarah Merrick (Tadpoles)
Pam Seear (Tadpoles)	Lisa Carter
Jane Weedon	Cathy Barber
Angela Beighton (Women's Club)	Jean Newton (Women's Club)

**29. Welcome** Joanna welcomed everyone present, and especially those who had come to a meeting for the first time.

### **30. Responses to April Parish magazine Jubilee publicity**

Joanna reported that responses to the leaflet asking for help on the day, and for donations of food, had been slow and few had come in. However there seemed to be much anecdotal evidence since then that many villagers were interested and intended to come along, but were just rather slow in making a definite commitment. Thus it was decided to take a chance and to go ahead with arranging the event. Angela showed everyone some fascinating publicity from the Woodham Walter 1977 Street Party for the Queen's Silver Jubilee, and there were some surprising similarities to what we are planning for the Diamond Jubilee!

**31. Road Closure Form** for Maldon District Council has been completed and sent by Jacky and she has heard informally that there were unlikely to any problems with closing the road.

**32. First Aiders.** Three first aiders had come forward including one doctor, and the two Tadpoles representatives also said that they had first aid training and would be available and willing to help out if necessary.

**33. Insurance** The Parish Council Public and Employer Liability insurance covers volunteers working on behalf of the Parish Council. Both the Parish Council and the School insurances provides cover while we are on the school grounds, but the school still has to take responsibility for the school buildings.

**34. The Cats pub organ** Wally has agreed to play his fairground organ on the day and Joanna was going to confirm via Anne Maxwell, whether there would be charge, as if so, we would be unable to take up his offer. It is hoped that the organ will play between 1-4pm outside the Village Shop.

**35. Lollipop crossing** It was decided that we need several people on 'lollipop' duty on the day. Lisa has made a life size Yeoman Warder lollipop!

**36. Tables and chairs** There are 6 or 7 tables at the school seating 16 people each, and each table has a bench attached to it. There are also 6 additional tables seating approx 8 people available from the school. There are 30 chairs in the Women's Club and Paul is still to let us know how many trestle tables/square tables are available at the Village Hall. Angus suggested that we could use hay bales for seating, and is happy to arrange delivery of these.

**37. Sports Day Races** Sue and Angus kindly offered to take responsibility for organising and running the Sports Day Races. Jubilee medals have been ordered for the winners.

**38. Competitions** It is envisaged that the Street party will take place between 1pm and 2.30pm, and after that everyone will be encouraged to walk down to the school field where there will be the judging and presentations of prizes to competition winners at around 2.45pm. James Bunn, the new Chairman of WW Parish Council will judge the competitions. Jubilee mugs will also be given to Parish children after the judging. There will also be Face Painting and Crown Decorating on the field throughout the afternoon. Staff from Tadpoles will be organising these activities and will bring their own gazebo, and supply their own materials.

The Sports Day races will commence around 3-3.15pm, and will involve children and adults. Prizes will be awarded to the winners after each race.

Sue Neale has offered to open and close the school on the day.

39. **Parish Childrens' Jubilee Memento** Everyone at the meeting chose the mug with the photo of the Queen on it as the village memento. One big order will be made for these to enable us to get a discount, which will include 38 mugs for Tadpoles and 94 for the school, as well as mugs for each child under 11 in the Parish who have registered an interest.

40. **Street Party Food** It was agreed that WW Women's Club will be making all the sandwiches for the Street Party. People who had offered to donate sandwiches will be contacted and asked to bring cakes and crisps instead. Joanna will obtain some paper banqueting roll for the tables. Donations of ice cream and orange juice had been offered and gratefully accepted.

Jane Weedon kindly offered to make flower arrangements for the tables. A rota for setting up and taking down furniture for the Party will be drawn up nearer the time.

41. **Budget** Joanna and Jacky reported that in addition to the £500 donated by the Parish Council for the party, that another £150 had been received from an anonymous donor, which will be used for purchasing the rosettes and medals.

**Date of next meeting** The final meeting of the Diamond Jubilee Committee will take place on Monday 21<sup>st</sup> May at 8pm in the Women's Club, when all the final arrangements will be made.