

WOODHAM WALTER PARISH COUNCIL
NOTICE OF ORDINARY VIRTUAL MEETING

Dear Sir/Madam

I give notice that there will be a virtual meeting of Woodham Walter Parish Council to be held by scheduled Zoom Meeting on Monday 8th June 2020 at 7pm. All councillors are hereby summoned to attend.

This Virtual Meeting is open to the public. For joining instructions please contact the Parish Clerk: parishclerk@woodhamwalterpc.org 01245 373686

Signed*Jasly Bannerman*.....
CLERK TO THE PARISH COUNCIL

To Councillors and Members of the Public

BUSINESS TO BE TRANSACTED

Members are reminded that they should declare an interest with regard to items on the agenda when appropriate. There will be a session at the meeting when parishioners can discuss items on the agenda or other village matters.

1. **Welcome**
2. **Apologies For Absence**
3. **Disclosure of Interests/Consideration of Dispensations** To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6-10 inclusive of the Code of Conduct for Members. (Members are reminded they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

4. **Public Forum**

Please note: due to the current HM Government's measures for Covid-19, the Parish Council will meet virtually via Zoom. If any members of the public wish to attend and make a statement or raise a question at the meeting they may do so by following the joining instructions which are available from the Parish Clerk. They will first enter a waiting room and the host will then allow them into the meeting. Members of the public will only be allowed to speak during the Public Forum. Please see website for more information.

5. **To approve the minutes of Virtual Ordinary Parish Council meeting held on Monday 11th May 2020.**

6. **Matters Arising** – To discuss any matters arising

7. **Planning – APPLICATIONS**

7.1 20/00475/WTPO Thornberry, Rectory Road

T1 Ash – Crown lift around 10m, crown reduction and crown thinning 1.5m

8. **Planning – DECISIONS**

8.1 20/00307/LDP Penrith, Little Baddow Road

APPROVE

Claim for Lawful Development Certificate for a proposed pitched roof dormer, rooflight and side window.

9. **Other Planning Matters to note**

9.1 Enforcement Update

9.2 Bradwell B Stage 1 Consultation. To confirm that the Parish Council response has been submitted.

9.3 Palm Tree at Almshouses – Clerk has written to Clerk to the Almshouses to enquire if approval was sought from the Conservation Officer for the removal of the palm tree.

9.4 Works at Queen Victoria – Clerk/Cllr. Warren had advised Landlord that the Conservation Officer should be notified to ensure that permission was not required for the works which have taken place.

9.5 To note the Braintree District Council has now received the Inspections letter regarding Local Plan.

10. **Reports Of the District/County Councillor**

11. **Payments**

The following payments to be authorised. Clerk to arrange for cheques to be duly signed.

Ref:	Payee	Gross	VAT	Net
11.1	E-on (Estimate)	31.73	1.51	30.22
11.2	A&J Lighting Solutions	25.20	4.20	21.00
11.3	Mrs J Bannerman (Salary & Allowance)	716.25	0.00	716.25
11.4	Mrs J Bannerman (Expenses - Zoom)	14.39	0.00	14.39
11.5	Mrs J Bannerman (Expenses - Stationery/Stamps)	75.93	10.96	64.97
11.6	Skippers Ground Maintenance	144.00	24.00	120.00
11.7	MDC Grounds Maintenance (2019 Season)	468.29	78.05	390.24
11.8	HMRC 1/4ly payment	346.46	0.00	346.46
11.9	Nancy Powell Davis (Internal Auditor) (Await invoice)	150.00	0.00	150.00

12. Other Financial Matters

12.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
11-May-20	Balance			50267.71
02-Jun-20	Transferred to Community Account		1500.00	48767.71
Community Account				
11-May-20	Balance			1089.66
02-Jun-20	Transfer from Business Reserve	1500.00		2589.66
08-Jun-20	June Debits		1972.25	617.41

12.2 Chairman's Inspection of Accounts: To be completed when COVID-19 restrictions have been eased.

12.3 It is noted that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors. The Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings Relevant financial information is available on the Woodham Walter Parish Council website as per the Transparency Code dictates.

12.4 To note the Internal Auditor's Report and discuss any recommendations. (Documents are currently with the Internal Auditor and Report is awaited)

12.5 End of Year Accounts – Annual Return for the financial year ended 31 March 2020. Councillor's to confirm the answers to the questions in the Annual Governance Statement 2019/20 in the Annual Return for the year ended 31 March 2020.

12.6 End of Year Accounts – Accounting Statements for the financial year ended 31 March 2020. Accounting Statements be approved by this smaller authority, this to be agreed by all councillors present and the annual return form to be duly signed by the clerk and Chairman. Clerk to arrange to send the accounts to the auditor. Clerk to arrange to display the relevant information on the noticeboard and the website as per the rules and Transparency Code dictates.

12.7 Precept Overpayment. No response to query from MDC.

12.8 To note that the Insurance has been renewed with Zurich as per Clerks Report which was circulated and agreed with Councillors.

12.9 Review of Bank Statements and Account sheets for May.

13. Other Council Matters to note

13.1 COVID-19 Parish Response

13.2 Community Engagement Team – the team have now resumed TRUCAM activities. Await report.

13.3 Councillors to confirm the decision of the Parish Council under minute reference 2272 remains extant during the current period. That Parish Council has delegated power to the Clerk to make decisions using the LGA 1972 section 101.

13.4 Councillors Register of Interests – Councillors are reminded that they should update their records whenever they have any alterations but that an annual review is advised. See link in email.

13.5 Acceptance of Office – following the election at the last meeting of Cllr. Rushton to the position of Vice Chairman, he will need to sign a Declaration of Acceptance of Office.

14. Highways & Infrastructure

14.1 Hoe Mill Bridge – Update. Cllr. Durham/Cllr Channer and Clerk have worked hard to hopefully achieve an emergency solution to the parking problems at Hoe Mill Bridge. This will be Double Yellow Lines and enforcement activities which should be installed by SEPP/Highways as a matter of urgency.

14.2 Water leak – Blue Mill Lane – has been fixed.

14.3 Water leak – boundary of Chelmer. Reported to ESW who have previously investigated and found it to be an issue from within the property. The owner informs clerk that they are aware and await works.

15. Local Issues

15.1 Bell Meadow i) Rotten Fence replacement ii) overflowing bin – reported iii) goal posts maintenance iv) consider safe parks guidance v) water trees vi) Councillors to continue inspections and update excel document in the dropbox and report any issues to the Parish Clerk.

15.2 Footpaths Report – Cllr Warren to report.

15.3 Crime/Neighbourhood Watch – await signage.

15.4 School Report – Cllr. Symons to report

15.5 Litter – reports of litter at Hoe Mill and Rushes Lock. Overflowing litter bin at Bell Meadow reported.

15.6 Women's Club – along with the Village Hall they also received a £10k Government Grant.

16. Correspondence – Various items in the dropbox.

17. Points of Information

18. Date of Next Parish Council Meeting:

Next scheduled date of Ordinary Parish Council meeting is Monday 13th July 2020 and this will be held virtually by Zoom. Parish Clerk to monitor developments and guidelines as they are issued.

Dated: 2nd June 2020