

**WOODHAM WALTER PARISH COUNCIL**  
**NOTICE OF ORDINARY VIRTUAL MEETING**

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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 13<sup>th</sup> July 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](mailto:parishclerk@woodhamwalterpc.org) 01245 373686

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

To Councillors and Members of the Public

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**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 8<sup>th</sup> June 2020.**

**6. Matters Arising**

**7. Planning – APPLICATIONS**

- 7.1 20/00531/FUL Grove Manor, Herbage Park Road  
3 bay cart lodge building.

**8. Planning – DECISIONS**

- 8.1 To note any decisions received.

**9. Other Planning Matters to note**

- 9.1 Enforcement Update – await updates.  
9.2 CIL (Community Infrastructure Levy) Engagement Meeting

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

**11. Payments**

To approve the payments listed in the Payment Schedule. To note that annual grants to be paid to local organisations are as per the budget agreed for 2020/21. All future grants will be awarded following a formal application process, details of which will be sent to beneficiaries with this year's grant cheque and application documents will be available on the website.

Ref:	Payee	Gross	VAT	Net
11.1	Nancy Powell Davis (Internal Auditor) (From June)	150.00	0.00	150.00
11.2	E-on	30.71	1.46	29.25
11.3	A&J Lighting Solutions	25.20	4.20	21.00
11.4	Mrs J Bannerman (Salary & Allowance)	626.05	0.00	626.05
11.5	Mrs J Bannerman (Expenses - Zoom)	14.39	0.00	14.39
11.6	Mrs J Bannerman (Expenses - Microsoft 365)	11.28	1.88	9.40
11.7	Skippers Ground Maintenance (May & June)	852.00	142.00	710.00

11.8	Mr G Orford (Neighbourhood Watch Signs)	42.00	0.00	42.00
11.9	Royal Mail Group Ltd (PO Box Renewal)	352.50	58.75	293.75
11.10	EALC (Chairman Training - Cllr. Rushton)	48.00	8.00	40.00
11.11	RCCE (Membership Renewal)	52.80	8.80	44.00
11.12	Grant: Woodham Walter Women's Club	198.00	0.00	198.00
11.13	Grant: Woodham Walter Village Hall	269.00	0.00	269.00
11.14	Grant: Essex Wildlife Trust	262.00	0.00	262.00

## 12. Other Financial Matters

### 12.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
08-Jun-20	Balance			48778.46
13-Jul-20	Transferred to Community Account		2600.00	46178.46
<b>Community Account</b>				
08-Jun-20	Balance			699.89
13-Jul-20	Transfer from Business Reserve	2600.00		3299.89
13-Jul-20	July Debits		2783.93	515.96

12.2 Review of Bank Statements and Account sheets. Councillor Brown to confirm that he has reviewed the Bank Statements and Account sheets for June and found them to be reconciled correctly

12.3 Chairman's Inspection of Accounts: To be completed by Chairman.

12.4 Internal Auditor Report. To accept the report and consider the recommendations. Clerk has uploaded the report to the website. To consider Clerk's report regarding payment methods.

12.5 End of Year Accounts – Annual Return for the financial year ended 31 March 2020. Clerk confirms that the accounts have been submitted for Audit. Information has been placed on the noticeboard outside Tadpoles and on the website as per transparency rules.

12.6 Annual Investment Report – to approve the Clerks Annual Investment Report.

12.7 August Payments: To agree that payments be made outside of an August Meeting with the approval of the Chairman/Vice Chairman and cheques signed by two signatories.

Expected expenditure: E-on DD; A&J Lighting Solutions DD; Mrs J Bannerman (Clerks Salary/Holiday Pay/Allowance and Expenses; Skippers Ground Maintenance; MDC (Community Engagement Team);

### 13. Other Council Matters to note

13.1 COVID-19 Parish Clerk Update.

- i. Regular village emails are sent by the Clerk with relevant updates for residents. Information is also put on the website on a regular basis.
- ii. Grow Your Own project – seeking support to access additional funding for this project.
- iii. 1<sup>st</sup> August - Food parcels/shielding to be lifted. CVS Covid Response will be wound down.
- iv. Winter contingency plans

13.2 Community Engagement Team – Await June 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.

### 14. Highways & Infrastructure

14.1 Hoe Mill Bridge. The existing width restriction blocks are to be replaced with a more resilient measure. Await timescale.

14.2 Roadworks sign with diversion which remained in place (at Warren entrance) despite the road re-opening has been reported.

### 15. Local Issues

15.1 Bell Meadow i) Rotten Fence/Tree Works – Clerk has sent notification to MDC (due to Conservation Area) of planned works and await response. ii) goal nets maintenance – Cllr. Brown to cable tie nets. iv) Water Trees, Councillors are reminded to water the trees, v) Gate at top which was left open by ESW has now been locked by Clerk. vi) Councillors are reminded to update excel document in the dropbox and report any issues to the Parish Clerk.

15.2 Footpaths Report – Cllr Warren to report.

15.3 School Report – Cllr. Symons to report.

15.4 Litter – litter (mainly beer cans) noted along Little Baddow Road since the re-opening of the golf club. Local resident has done a litter pick and drawn to the attention of the Bunsay Downs management.

15.5 New Playground – Cllr. Symons to report.

15.6 Recycling Collections – to note the contract says that they have to collect cardboard boxes, but only if they are folded flat. However, it is much easier if they can be put into a sack wherever possible which will help alleviate the problems we have seen last week. (Where excess quantities of rubbish across the district has resulted in delayed collections).

15.7 Traveller Sites Meeting – report on meeting with Cllr Sue Barker and Adrian Coggins, Head of Wellbeing and Public Health to discuss Traveller Sites

15.8 Memorial Garden Signage – as per budget set we should consider if we are going to purchase and install any No Parking Signs/barriers/chain fencing. Clerk will do some initial research to get the conversation going.

15.9 Neighbourhood Watch – signs have now been installed around the village.

**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 14<sup>th</sup> September 2020 and this will be held virtually by Zoom. Please note: We do not usually meeting during August We will only meet if there is urgent business or planning applications to consider, the date will be advertised on the website and on the noticeboard. Parish Clerk to monitor developments and guidelines as they are issued. Dated: 7<sup>th</sup> July 2020

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Mrs Jacky Bannerman (Clerk to the Parish Council)  
PO Box 12797, Woodham Walter, Maldon CM9 9FG  
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