

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 14th September 2020 at 7.30pm. 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*Jacky 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 13th July 2020; Virtual Public Meeting held on Monday 3rd August 2020 and Virtual Extra Ordinary Planning Meeting held on Wednesday 5th August 2020.

6. Matters Arising

7. Planning – APPLICATIONS

7.1 CC/MAL/98/20/PRE Hoe Mill Bridge, The Causeway (PRE-APPLICATION ADVICE REQUEST)

Proposed demolition and reconstruction of new bridge built off line from Hoe Mill Bridge.

The Parish Council has received a copy of the above pre-application advice request. Having checked the details on this we are advised that this is a very early stage consultation and is not at this stage a full public consultation. The full application is expected during the next financial year.

7.2 To note any other Planning Applications received.

8. Planning – DECISIONS

8.1 HOUSE/MAL/20/00660 Warren Grove, Common Lane **APPROVE**

Conversion of existing garage to cart lodge with home office on first floor.

8.2 FUL/MAL/20/00531 Grove Manor, Herbage Park Road **APPROVE**

3 bay cart lodge building.

8. To note any other decisions received.

9. Other Planning Matters to note

9.1 Enforcement – To advise on any updates

9.2 CIL (Community Infrastructure Levy). No response sent.

9.3 The Current Planning Policy consultation, deadline is 1st October.

<https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>

9.4 The Planning White Paper consultation, deadline is 29th October.

<https://www.gov.uk/government/consultations/planning-for-the-future>

9.5 Warren Golf Club Application 20/00519 To note that correspondence was copied to the Parish Council from 122 members of the public. To date there are still a number of responses which have not been uploaded onto the MDC website which currently has 130 responses showing (many of which were not copied to the Parish Council). Clerk has also been copied into correspondence from local resident who has had part of his letter redacted and he is enquiring why this has happened. We were also copied into several letters enquiring why Lisa Bone from ECC had endorsed the application.

10. Reports Of the District/County Councillor's

11. Other Financial Matters

11.1 Summary of Accounts to date. (Estimate)

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
13-Jul-20	Balance			46178.46
17-Aug-20	Transferred to Community Account		900.00	45278.46
07-Sep-20	Interest Received	6.63		45285.09
14-Sep-20	Transferred to Community Account		1600.00	43685.09

Community Account

13-Jul-20	Balance			515.96
14-Aug-20	Donation (Playground)	1000.00		1515.96
17-Aug-20	Transfer from Business Reserve	900.00		2415.96
17-Aug-20	August Debits		1842.32	573.64
14-Sep-20	Transfer from Business Reserve	1600.00		2173.64
14-Sep-20	September Debits		1667.58	506.06

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

11.3 On-line payments/Credit Card application. To consider the report of the clerk.

11.4 Direct Debit – to agree that a Direct Debit should be set up to pay the 1/4ly PAYE/NIC contributions.

11.5 Banking Mandate – To agree that Cllr. Joanna Symon should be removed from signatories and Cllr. James Rushton (Vice Chairman) be added.

11.6 End of Year Accounts – The Annual Governance and Accountability Return for the financial year ended 31 March 2020 has been received from the auditors and states: On the basis of Sections 1 and 2 of the 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. There were no other matters affecting the opinion. Clerk has duly prepared the "Notice of Conclusion of audit" which details the rights of inspection, in line with the statutory requirements. The notice has been published along with the certified AGAR (Sections 1,2 & 3) on the Parish Council noticeboard (outside Tadpoles) and on the Parish Council Website (www.woodhamwalterpc.org).

11.7 To note that NALC have agreed the National Salary Award and this has been duly applied to Clerks Salary (Backdated to 1 April 2020).

11.8 Grants for Local Organisations Policy – To approve

12. Payments

To approve the following payments.

Ref:	Payee	Gross	VAT	Net
12.1	E-on	31.73	1.51	31.73
12.2	A&J Lighting Solutions	25.20	4.20	21.00
12.3	Mrs J Bannerman (Salary, Back Pay, Holiday Pay & Allowance)	890.67	0.00	890.67
12.4	Mrs J Bannerman (Expenses - Zoom)	14.39	0.00	14.39
12.5	Mrs J Bannerman (Expenses - Microsoft 365)	11.28	1.88	9.40
12.6	HMRC 1/4ly payment	454.31	0.00	454.31
12.7	PKF Littlejohn LLP (Audit)	240.00	40.00	200.00

13. Other Council Matters to note

13.1 COVID-19 Clerks Update.

- Regular village emails continue to be sent by the Clerk with relevant updates for residents. Information is also put on the website on a regular basis.
- Winter contingency Plans – possible future lockdown. Vulnerable persons register. Building digital capacity. Fuel poverty. Food parcels.
- Health & Well Being –should any measures be considered for the village.
- COVID Grant – the Parish Council does not fit the criteria to apply for any government grants.

13.2 Community Engagement Team (CET) – Await Report.

13.3 Woodham Walter Common – to note update received from volunteer Warden.

13.4 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.

- i. Parking on DYL – Clerk is aware of several visits and enforcement actions taken. Clerk to request up to date statistics.
- ii. The existing width restriction blocks are to be replaced with a more resilient measure. Await timescale.
- iii. To note correspondence received from local resident re: width of bridge restriction
- iv. To note correspondence received requesting extension of DYL down Manor Road (Clerk arranged for bollards to be placed to prevent parking and enable access for farm machinery).

14.2 County Councillor Pot Hole List has been submitted to Cllr. Channer detailing the pot holes at Herbage Park Road (adj Grove Manor) and at junction with Old London Road. Also road subsidence at Little Baddow Road reported. It is noted that several potholes have already recently been repaired (e.g. Brook Close, West Bowers Road, Old London Road).

14.3 To note: A12 Chelmsford to A120 Widening (junctions 23-25) Preferred route announcement.

The full route can be viewed at www.highwaysengland.co.uk/A12

Most local to Woodham Walter, Hatfield Peverel junctions 20a and Junction 20b will be removed and replaced with a new junction 21 to the east of Hatfield Peverel. Proposals provide access from Hatfield Peverel to the new junction 21. Junction 21 will become an 'all movements' junction serving traffic in all directions and replace the existing junction 21 as well as the existing junctions 20a and 20b. Proposals provide access for Hatfield Peverel and Witham.

Highways England will continue to engage with stakeholders, affected landowners and local community to help refine the designs and will then invite the public to submit further feedback during the statutory consultation in 2021. Timeline for start of works 2023-2024.

15. Local Issues

15.1 Bell Meadow a) Rotten Fence/Tree Works – approval received from MDC and Skippers have been instructed. b) Goal nets maintenance – Cllr. Brown to cable tie nets. c) Grass wear and tear over the summer has been extensive and the goals have been moved by others unknown on several occasions. They are then not attached to the anchors. Consider purchasing additional anchors so that the goals are able to be moved into alternative position d) Water Trees, Councillors are reminded to water the trees. To note thanks to Graham Bannerman who has been watering the trees on a regular basis, even so one tree still looks to be struggling e) Hedging – to consider gaps in hedge f) Bell Meadow Hedge – to consider if/when second cut is required g) Wild Flowers – Chris & Catriona Wheadon have reseeded for next year. h) 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 – Fly tip Stivvys Road/West Bowers Road junction reported to MDC. Fly tip also noted along Water pumping track.

15.5 New Playground – Councillors to confirm receipt of Minutes to Playground Meetings. Councillors to ratify decision to apply to the County Councillor's Locality Fund to purchase 2 x picnic benches. The committee have also applied to the CIF and await a decision.

15.6 Street Light – Annual Maintenance highlighted that the Top Road Street Light is in need of replacement.

15.7 Traveller Sites Meeting – No further information received.

15.8 Memorial Garden Signage – on going.

15.9 Neighbourhood Watch/Crime Reports – unfortunately there have been some reports of vehicle break-ins in the village and at Hoe Mill Lock (as well as at other locks, Danbury and Woodham Mortimer).

15.10 The Bell Grocery Service – disappointing to note that the Bell have decided to suspend the service for the current time. Clerk will write a formal letter of thanks. The Parish Council has also nominated The Bell for a Maldon Community Award which would be a fitting tribute to Ann, Sean, and team for the excellent service they have provided to the community during COVID-19. To consider if there should be any other acknowledgments.

2336. Correspondence – Various items in the dropbox.

2337. Points of Information

2338. Date of Next Parish Council Meeting:

Next scheduled date of Ordinary Parish Council meeting is Monday 12th October 2020 and this will be held virtually by Zoom. Parish Clerk to monitor developments and guidelines as they are issued.

Dated: 8th September 2020