

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 9<sup>th</sup> November 2020 at 8.00pm. 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 12<sup>th</sup> October 2020.**

**6. Matters Arising**

6.1 Min Ref: 2382.2 Duke of Edinburgh Award volunteer. Clerk has met with volunteer and agreed tasks to be completed on a weekly basis (usually on a Saturday). (Watering trees, litter picking Bell Meadow, reporting on position of goal posts and checking bins are not overfull). A Risk Assessment had been completed and shared with the volunteer and parent/guardian. An excel document has been shared in the dropbox for reporting attendance and any issues. Assuming that this is a successful appointment, Councillors could consider seeking further volunteers to continue these tasks – especially as we are due to receive hedging plants in the spring.

**7. Planning – APPLICATIONS**

7.1 20/01056/COUPA Barn at West Bowers Farm, West Bowers Road  
Change of use of agricultural buildings to dwelling houses (Class C3) and for building operations reasonably necessary for the conversion.

**8. Planning – DECISIONS**

8.1 TPO 06/20 The Warren Golf Course including Bunsay Downs and Badgers  
The order was formally confirmed on 21<sup>st</sup> October 2020 without modification.  
If at any time in the future any surgery works or felling is required in respect of trees detailed in the order, a formal application must be made to MDC.

**9. Other Planning Matters**

9.1 Warren Golf Club Application 20/00519 Noted that the Parish Council supplementary submission has not so far been uploaded onto the website. Chairman/Clerk will liaise on response to be sent.

- 9.2 Enforcement – To advise on any updates
- i. Oak Farm
  - ii. Warren Estate
  - iii. Cllr. Jarvis will pursue the rules regarding commenting on enforcement cases and ask if the Parish Council could be updated confidentially in a closed session.
- 9.3 Double Decker Bus – parked on western boundary of school. Await outcome of enquiry with school.

9.4 Appeal APP/X1545/W/20/3257542 Grove Manor, Herbage Park Road  
Conversion and extension of existing detached outbuilding into annexe and construction of 3 bay cart lodge building.  
Appeal will be determined on basis of written representations. All previous representations will be considered by the Inspector but if the Council wishes to withdraw any representations this request can be made to the Planning Inspectorate.

Relevant planning decisions to note regarding this site.  
FUL/MAL/20/00531 - 3 bay cart lodge – APPROVED by MDC  
FUL/MAL/20/00679 - Proposed conversion and extension of existing detached outbuilding to form an annexe ancillary to the main dwelling house – REFUSED by MDC

In the application the Parish Council did not raise objections but commented: Councillors are concerned that the conversion could lead to a separate dwelling and suggest a suitable condition be attached to any permission.

9.5 NMA/MAL/20/01027 Ladram, 3 Brook Close  
Application for non-material amendment following grant of Planning Permission 18/01402/HOUSE (Proposed double garage and all associated works) Amendment sought: Roof shape changed to double pitched to the front and flat roof to the rear.  
Cllr. John Tompkins, Cllr. Jenny Hughes and Cllr. James Rushton all declared interests on receipt of application. Clerk liaised with remaining councillors outside of the meeting due to timescale and responded under delegated powers: The Parish Council request that the Non Material amendment is reviewed in line with the adopted Woodham Water Village Design Statement.

## 10. Reports Of the District/County Councillor's

### 11. Financial Matters

#### 11.1 Summary of Accounts to date. (Estimate)

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
12-Oct-20	Balance			42985.09
09-Nov-20	Transferred to Community Account		1600.00	41385.09
<b>Community A/C</b>				
12-Oct-20	Balance			758.65
30-Oct-20	Donation (Playground)	100.00		858.65
09-Nov-20	Transfer from Business Reserve	1600.00		2458.65
09-Nov-20	November Debits		1903.48	555.17

11.2 Review of Bank Statements and Account sheets. Councillor to confirm that they have reviewed the Bank and Credit Card Statements and Account sheets for October and found them to be reconciled correctly.

11.3 Banking Policy and Reserves Policy to be reviewed by Councillors and adopted at the meeting.

11.4 Budget 2021/22 Begin considerations.

11.5 Parish Council Grant applications – no applications received for 2020/2021

### 12. Payments

The payments in the schedule to be approved. Councillor Signatories will authorise BACS payments.

Ref:	Payee	Gross	VAT	Net
12.1	E-on (Estimate)	30.71	1.46	29.25
12.2	A&J Lighting Solutions	25.20	4.20	21.00
12.3	Mrs J Bannerman (Salary & Allowance)	549.42	0.00	549.42
12.4	Barclaycard (Zoom, Microsoft 365)	25.67	1.88	23.79
12.5	MDC (Community Engagement Team)	492.48	82.08	410.40
12.6	Skippers Ground Maintenance (Estimate inc.fence/tree)	750.00	125.00	625.00
12.7	The Poppy Appeal (to agree donation)	30.00	0.00	30.00

### **13. Other Council Matters to note**

#### **2378.1 COVID-19 Clerks Update.**

- i. 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.
- ii. National lockdown – the Maldon CVS (COVID response) will re-establish and Clerk continues to be included in regular updates.
- iii. The Clerk continues to be included in virtual CVS monthly updates and regular Parish Clerks forums.

13.2 Community Engagement Team (CET) – October report awaited. Questionnaire in dropbox for approval.

13.3 Woodham Walter Common – to note report received regarding motorcycles/quadbikes.

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.

13.5 Clerks Annual Review – Staffing Committee (Chairman, Vice-Chairman & former Chairman) To approve the report (due to the confidential nature of this agenda item, this will be held in closed session).

13.6 Remembrance Wreath – Cllr. Tompkins will lay the Parish Council wreath at the War Memorial.

### **14. Highways & Infrastructure**

14.1 Hoe Mill Bridge – No updates.

14.2 Moss on path at Mead Pastures – Parish Clerk and County Councillor have been chasing this up after local resident had a slip and received head injury.

### **15. Local Issues**

15.1 Bell Meadow a) Rotten Fence/Tree Works – works completed. b) Football Goals – repositioned by Cllr. Hughes and have remained in place to date. c) Water Trees, Councillors are reminded to water the trees. d) Hedging – Woodland Trust application has been successful – expected delivery next Spring. e) Bell Meadow Hedge – await cut by Skippers f) DofE Volunteer – to note report f) Councillors are reminded to update excel document in the dropbox and report any issues to the Parish Clerk.

15.2 Footpaths Report.

15.3 School Report.

15.4 Litter

15.5 New Playground Report.

- Minutes of playground meeting to be accepted.
- To note that the application to the Community Initiatives Fund has been successful enabling the playground project to commence. To confirm that the offer of the grant is to be accepted on the terms and conditions stipulated on the CIF application decision letter.
- To note successful application to the County Councillor Locality Fund enabling the purchase of picnic benches. To confirm the offer of the grant is to be accepted on the terms and conditions stipulated in the Locality Fund documents.

15.6 Memorial Garden Signage – on going.

15.7 Neighbourhood Watch/Crime Reports. NHW Coordinator reports:

- Smashed window of car - 2<sup>nd</sup> instance in 2 months in the centre of village
- Quad and trail bikes – situation being monitored and communication with Essex Wildlife re their use – looks more like anti social behaviour.
- Article in parish magazine regarding fraud – NBW not able to inform of every potential fraud as they are so far and wide but tried to give residents the information to identify a potential fraud. Have given the NBW e-mail address for any residents concerned of a fraud to contact me as a support. Please note I will not be giving opinions but rather suggesting ways that they can identify if the potential fraud is genuine or not.

15.8 Top Road resident asked for help with communicating with Moat housing regarding a problem with her boiler. The residents had been without heating for a significant period. Clerk raised with MOAT contact who took that matter further. This has been an on-going issue and has still not been resolved. Clerk continues to liaise with resident and will again chase up with Moat if required.

### **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> December 2020 and this will be held virtually by Zoom. Parish Clerk to monitor developments and guidelines as they are issued.

Dated: 3<sup>rd</sup> November 2020