

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 14<sup>th</sup> December 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 9<sup>th</sup> November 2020.**

**6. Matters Arising**

- 6.1 Min Ref: 2394.2 The Clerk updated the anomaly and Cllr. Brown duly signed the accounts sheets and bank statements for October.
- 6.2 Min Ref: 2371.1 No update from the Village Hall regarding the bench.
- 6.3 Min Ref: 2382.1 Recognition of service awards – The Bell Grocery Service and the Village Lunch were both shortlisted. The Announcement of winners is on

**7. Planning – APPLICATIONS**

- 7.1 20/01099/HOUSE 1 Lodge Farm Cottages, Old London Road  
Single storey rear/side extensions. Two storey side extension. Changes to fenestration including new dormer window to rear. (including revised plans showing existing outbuilding)
- 7.2 20/01190/FUL Hillcrest, Bassetts Lane  
Single storey rear/side extension. Juliet balcony. Changes to fenestration of dwelling. Relocate conservatory to rear/side of detached outbuilding. Changes to fenestration of outbuilding.

**8. Planning – DECISIONS**

- 8.1 NMA/MAL/20/01027 Ladram, 3 Brook Close REFUSED  
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.

**9. Other Planning Matters**

- 9.1 Warren Golf Club Application 20/00519  
i. Response received from Matt Leigh (Lead Specialist, Place at MDC) regarding uploading of documents to the website.

- ii. It is thought that the application will be discussed at the virtual NW Area Planning committee meeting on Wednesday 16<sup>th</sup> December at 6pm (await confirmation and officers report). Cllr.Tompkins will make representations at the meeting if necessary.
- 9.2 Enforcement – To advise on any updates
- i. Oak Farm – No further updates or works noted since Temporary Stop Notice was issued.
  - ii. Warren Estate – no further updates received from MDC. No response to letter regarding lockdown.
- 9.3 Double Decker Bus at school – no update

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

To note that Cllr. Channer has submitted various documents and updates which are shared with Councillors and via village emails as appropriate.

## 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>				
09-Nov-20	Balance			41385.09
07-Dec-20	Interest Received	1.07		41386.16
14-Dec-20	Transferred to Community Account		2000.00	39386.16
<b>Community A/C</b>				
09-Nov-20	Balance			880.15
14-Dec-20	Transfer from Business Reserve	2000.00		2880.15
14-Dec-20	December Debits		2221.60	658.55

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

11.3 Min Ref: 2376.4 Barclaycard Direct Debits has been accepted and will take affect with our next statement. Therefore BACS payment has been set up for this month.

11.4 Min Ref: 2376.5 Banking Mandates. An anomaly had been found by the bank and the forms have been re-sent. Await confirmation of changes.

11.5 Asset Register/Inspection

11.6 Budget 2021/22. The Tax Base has been provisionally set for the Parish at 275.2 Clerk has notified MDC that the Precept Request form will be submitted on Tuesday 12<sup>th</sup> January in order that the Budget/Precept request can be ratified at the meeting on Monday 11<sup>th</sup> January. To consider the draft budget document.

## 12. Payments

Councillors to approve that the payments in the schedule be approved. Councillor Signatories will authorise BACS payments.

Ref:	Payee	Method	Gross	VAT	Net
12.1	E-on	DD	30.71	1.46	29.25
12.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
12.3	Mrs J Bannerman (Salary & Allowance)	BACS	1091.88	0.00	1091.88
12.4	Barclaycard (Zoom, Microsoft 365, Newspaper Advert re Playground Tender)	BACS	97.61	13.74	83.87
12.5	SLCC (Membership renewal)	BACS	130.00	0.00	130.00
12.6	A&J Lighting Solutions (Rectory Rd/West Bowers Rd)	BACS	157.14	26.19	130.95
12.7	Information Commissioners Office	DD	35.00	0.00	35.00
12.8	HMRC ¼ly payment	BACS	354.06	0.00	354.06
12.9	Skippers Ground Maintenance (Estimate – await invoice)	BACS	300.00	60.00	240.00

## 13. Other Council Matters to note

### 13.1 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. These emails will continue.
- ii. Local Tier 2 Restrictions – the Maldon CVS (COVID response) has re-established and Clerk continues to be included in regular updates.

### 13.2 Community Engagement Team (CET) – November report:

Parish / Town Council	Month	Total Number of Hours
Woodham Walter	Nov-20	04:00
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
3	1.5	1
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
0	0	1
ASB Issues		VMO (Vehicle Moved On)
0		4
Any Other Details		

13.3 Woodham Walter Common

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 – To confirm arrangements

### 14. Highways & Infrastructure

14.1 Hoe Mill Bridge – resident has raised concerns about the width after having an accident with one of the bollards in a Ford Kuga. His research with the lock keeper has found that at least once a week a recovery truck is required following accidents and there are of course numerous occasions where vehicles collide with the bollards – you only need to stand down there for ½ hour to witness this. I advised that the resident should make a complaint to ECC Highways and that I would draw this to your attention.

14.2 Moss on path at Mead Pastures – await works

14.3 Faded 30mph sign on The Street has been reported. (Does not meet requirements for work)

14.4 Slippery road surface at West Bowers Road. Updated received via Cllr. Channer

*Given the issues that have been identified, the Asset Management team are looking to undertake carriageway ‘retexturing’ treatment. This is a process whereby high pressure water is applied to effectively remove the excess binder so reintroduce the stone and texture. The Delivery teams are currently engaging with specialist contractors for their views on the suitability of their products and to also obtain prices.*

14.5 Curling Tye/Blue Mill Flooding – concern re: flooding issues in various locations (Reported by local resident – clerk to investigate)

14.6 Blue Mill Lane – over grown Hedge (reported by local resident – clerk to investigate)

### 15. Local Issues

15.1 Bell Meadow a) Football Goals – To consider the Safety Inspection b) Water Trees, Councillors are reminded to water the trees. d) DofE Volunteer – to note report e) 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 – Rubbish near stream at Blue Mill has been collected.

15.5 New Playground Report – Cllr. Symons to update on progress

- Minutes of playground meeting to be adopted by Councillors.
- Recommendation of the playground committee to instruct Caloo to be ratified.
- Planning Application – amendments to be submitted
- Consideration for funding of Planning fees, Litter Bin/s and signage

15.6 Memorial Garden Signage – on going.

15.7 Neighbourhood Watch/Crime Reports. NHW Coordinator reports: Thankfully a quiet month from a neighbourhood watch point of view. I have taken note of your e-mail about a parish councillor nearly being scammed regarding the Amazon voucher. It will be impossible to warn everybody of potential scams before they happen as there are so many and they keep being invented. My tact has always been to give everyone the tools to spot a potential scam and if they think they have found one what to do about it.

In that vein I will do some research over the next couple of weeks and produce an article for the parish magazine. I appreciate it is impossible to change every password they have however there are some passwords that are much more important than others and the article will inform of my findings. The theory is by updating the passwords with the biggest risk will reduce the potential for scamming.

### 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 11<sup>th</sup> January 2021 and this will be held virtually by Zoom. Parish Clerk to monitor developments and guidelines as they are issued.

Dated: 8<sup>th</sup> December 2020