

NOTICE OF ANNUAL GENERAL MEETING AND 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 4th May 2021 at 7.00pm. 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 01245 373686

Signed*Jacky Benneman*.....
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. **Election of Chairman**
3. **Declarations of Acceptance of Office**
4. **Apologies For Absence**
5. **Election of Vice-Chairman**
6. **Register of Members Interests** Councillors are reminded they need to complete their disclosed interests on the Maldon District Council on-line form if they have not already done so. Clerk reminds councillors that this should be updated whenever Councillors have an update at any time of the year but needs updating at least on an annual basis (usually in May) in order to confirm that all details are up to date.
7. **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).

To confirm the Dispensation as detailed in the report be granted and will remain in place until May 2023.

8. **Enforcement Discussion and Update with Michael Johnson, Lead Specialist**
Development Management, Service Delivery Directorate, Maldon District Council
9. **Public Forum**
10. **To adopt the Maldon District Council Local Code of Conduct**
11. **Reviews & Adoptions**
 - 11.1 To consider adopting the following policies, procedures and protocols.
 - (a) Standing Orders
 - (b) Council's complaints procedure
 - (c) Equal Opportunities Policy
 - (d) Media Policy
 - (e) Tree Policy
 - (f) Staff Appraisal Policy & Staffing Committee & Staffing Sub Committee Terms of Reference.
 - (g) Council's Freedom of Information procedure.
 - (h) Councillor's consent to email service – Councillors to confirm that the existing consent list is up to date and confirm arrangements.
 - (i) Inventory of land and assets.
 - (j) Financial Regulations & Annual Investment Strategy & Financial Risk Assessment
 - (k) Direct Debits and regular payments
 - (l) Community Engagement Strategy
 - (m) Risk Management Policy

- (n) Action Plan
- (o) Business Continuity Plan
- (p) Data Breach Process / Data Protection Policy
- (q) GDPR Privacy Notice and Policies
- (r) Annual Contributions to Local Organisations and Grants Policy
- (s) Safeguarding Policy
- (t) Grievance Policy
- (u) Neighbour Consultations Policy
- (v) Virtual Meeting Protocols

11.2 To consider the following policies which are subject to further review.

- (a) Confirmation of arrangements for insurance cover. To receive the report of the Clerk – currently awaiting quotations.
- (b) Risk Assessments – Clerk to arrange for these to be updated regularly
- (c) Setting the dates, times & place of ordinary meetings of the full council for the year ahead. To be confirmed that the dates of the Parish Council meetings will be on the 2nd Monday of the month at 8pm in Woodham Walter Women’s Club. To note that under the current COVID guidelines meetings may take place virtually (assuming Legislation allows for this), or in the Woodham Walter Village Hall. Any changes to these arrangements will be duly notified. With the noted exception of the August meeting which will only take place if there is urgent business or planning applications to discuss and the date will be duly notified.

11.3 To agree that the following are appointed to Working Parties and as representatives on Committees and as Councillors with special responsibilities.

- (a) Bell Meadow Playground Working Party: Cllr. Joanna Symons (Chairman) and Cllr. John Tompkins, Jacky Bannerman, Graham Bannerman, Pam Seear, Nigel Cornwell, Bob Jones, Carolyn Filmer.
- (b) Woodham Walter Primary School Governing Body: Cllr. Joanna Symons
- (c) Woodham Walter Allotment Association: Cllr. James Rushton
- (d) Bell Meadow Village Association: Cllr. Jenny Hughes
- (e) Village Design Statement: Cllr. John Tompkins and Mr David Beattie
- (f) Footpaths Officer – Cllr. Peter Warren
- (g) Tree Officer – Cllr. Peter Warren
- (h) Broadband – Cllr. John Brown
- (i) Defibrillator – Cllr. John Tompkins

12. To approve the minutes of Virtual Ordinary Parish Council meeting held on Monday 12th April 2021.

13. Matters Arising

14. Planning – APPLICATIONS

14.1 To consider any applications received.

15. Planning – DECISIONS

15.1 To note any decisions received.

16. Other Planning Matters

16.1 Enforcement – To advise on any updates.

16.2 Model Design Code – Cllr. Tompkins full report has been shared with Councillors and recommends that given the report, combined with experience of other recent planning issues, there is merit in considering reconvening or forming a new VDS Committee. The remit would be to integrate recent planning application experience and emerging legislation into the VDS enabling it to be maintained as current, become more of a design handbook and become more useful in the pallet of tools available to the Council and the LPA when dealing with planning applications. To consider recommendation.

17. Reports Of the County/District Councillor's

18. Financial Matters

18.1 Summary of Accounts to date (Estimate)

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
12-Apr-21	Balance			44687.34
26-Apr-21	MDC Precept	24035.00		68722.34
04-May-21	Transferred to Community Account		800.00	67922.34
Community Account				
12-Apr-21	Balance			549.14
26-Apr-21	Donation - Playground	2000.00		2549.14
04-May-21	Transfer from Business Reserve	800.00		3349.14
04-May-21	May Debits		2826.96	522.18

18.2 Review of Bank Statements and Account sheets.

18.3 End of Financial Year – works are being completed for the Audit. The Chairman to confirm that he has reviewed the 2020-21 Accounts File.

19. Payments The payments as listed in the payment schedule to be approved.

Ref:	Payee	Method	Gross	VAT	Net
19.1	E-on (Estimate)	DD	31.73	1.51	30.22
19.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
19.3	Mrs J Bannerman (Salary & Allowance)	BACS	624.00	0.00	624.00
19.4	Barclaycard (Ring Central,Zoom,PO,MSFT365,TSOHost)	DD	306.83	45.45	261.38
19.5	MDC - Community Engagement Team	BACS	205.20	34.20	171.00
19.6	Skippers Ground Maintenance (Await Invoice)	BACS	360.00	60.00	300.00
19.7	Annual Grant: Woodham Walter Women's Club	BACS	210.00	0.00	210.00
19.8	Annual Grant: Woodham Walter Village Hall	BACS	281.00	0.00	281.00
19.9	Annual Grant: Essex Wildlife Trust	BACS	275.00	0.00	275.00
19.10	Insurance (Await confirmation/invoice Estimate)	BACS	400.00	0.00	400.00
19.11	EALC (Training - Safeguarding) (Await invoice)	BACS	108.00	18.00	90.00

20. Other Council Matters

20.1 Clerks Update.

20.2 Community Engagement Team (CET) – to note March report and April report awaited.

20.3 Woodham Walter Common – No information to date.

20.4 Dates of Meetings – Await High Court decision which is expected by the end of the month. To discuss future meeting dates and locations dependant on the legislation regarding virtual meetings. To consider response to consultation that we have asked to participate in whereby views can be expressed on whether the option to hold virtual meetings should or should not be standardised into the future, and, if so, in what circumstances meetings may be held virtually. The deadline is in June.

20.5 Annual Parish Meeting & Report – To note the draft minutes. To discuss any matters arising from the Annual Parish Meeting held on Monday 19th April 2021.

20.6 Little Baddow Annual Parish Meeting – Cllr. Brown to attend and report as relevant.

20.7 Party Tents – Storage considerations on-going.

20.8 MDC Website and Contacting – Cllr. Bunn to comment on recent interactions with MDC.

21. Highways & Infrastructure

- 21.1 Faded 30mph sign on The Street – works being scheduled.
- 21.2 Curling Tye/Blue Mill Flooding – on-going.
- 21.3 Little Baddow Road crack – on-going.
- 21.4 Common Lane – Street sign missing. Reported to MDC. Await replacement.
- 21.5 Village Hedges – hedges were cut.
- 21.6 Holly Tree on boundary of Rectory Road/Mead Pastures junction. Clerk liaising.

22. Local Issues

- 22.1 Bell Meadow a) Football Goals – ongoing. Cllr. Bunn to report. b) Water Trees, Councillors are reminded to water the trees. c) DofE Volunteer – no applications to date. d) Rotten gate catch post – Skippers have replaced. e) Trees/Hedges due to be delivered at end of April - awaiting. f) Councillors are reminded to update excel document now in OneDrive and report any issues to the Parish Clerk.
- 22.2 Footpaths Report. Cllr. Warren to report.
- 22.3 School Report. Cllr.Symons to report.
- 22.4 Litter – Fly Tip along Stivvy’s Road, Manor Road, Hop Garden Lane and West Bowers reported and promptly cleared by MDC.
- 22.5 Dog Bin and Litter Bin Requests – on-going.
- 22.6 New Playground Report. Await Planning decision. Generous donation received from local resident. Successful application with Essex Community Foundation - £1500 from Middlewick Wind Farm Community Benefit Fund and £1000 from Crix Charitable Fund. We now have full funding for the playground and the landscaping works.
- 22.7 Memorial Garden Signage – on going.
- 22.8 Crime Reports/Neighbourhood Watch Report. None to date.
- 22.9 Hoe Mill/Canal - ongoing
- 22.10 Broadband – Cllr Brown to update.
- 22.11 Stolen Post Box. Await response from Royal Mail.

23. Correspondence – Various items in the OneDrive.

24. Points of Information

25. Date of Next Parish Council Meeting:

Next scheduled date of Ordinary Parish Council meeting is to be confirmed. Parish Clerk to monitor developments and guidelines as they are issued.

Dated: 27th April 2021