

WOODHAM WALTER PARISH COUNCIL

NOTICE OF ANNUAL GENERAL MEETING AND ORDINARY VIRTUAL MEETING

Dear Sir/Madam

I give notice that there will be a meeting of Woodham Walter Parish Council to be held at Woodham Walter Village Hall, Rectory Road on Tuesday 8th June 2021 at 7.00pm. All councillors are hereby summoned to attend.

Due to current social distancing restrictions the Council is limited on the number of physical attendees in a meeting. Please register your request to attend in person to speak under Public Participation rules at a Council meeting by email to: parishclerk@woodhamwalterpc.org All requests will be considered on a first-come, first-served basis up to the limits prescribed by the venue and Government Restrictions on Social Distancing. In the event that there is no room you may submit your comment or question in writing to be read out at the meeting.

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. **Declarations of Acceptance of Office**
3. **Apologies For Absence**
4. **Register of Members Interests**
5. **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).
6. **To approve the minutes of Virtual Ordinary Parish Council with AGM held on Tuesday 4th May 2021.**
7. **Matters Arising** Matters arising are contained within the Agenda.
8. **Reviews & Adoptions (Carried over from AGM)**
 - 8.1 To consider the following items which were subject to further review.
 - (a) Confirmation of arrangements for insurance cover. As per Clerks Insurance Report, it was confirmed that the policy was renewed with Zurich Municipal. Additional cover for the Playground will be arranged as per quotation received, when required.
 - (b) Risk Assessments – Clerk continues to update regularly. Including additional RA's for Hedge planting and Meeting face to face.
 - (c) Tree Policy - Clerk and Cllr. Warren have reviewed and completed tree survey.
 - (d) Councillor's consent to email service – Clerk to confirm the document has been updated.
 - (e) Emergency Plan – to be reviewed
 - (f) Banking Policy (No changes just forgot to put it on agenda for AGM)
 - (g) Reserves Policy (No changes just forgot to put it on agenda for AGM)
 - (h) Annual Investment Report – to be reviewed
9. **Planning – APPLICATIONS**
 - 9.1 21/00483/FUL The Warren Golf Club
Installation of water storage tank.
 - 9.2 21/00459/TCA Brookside, The Street
G1 Leylandii/conifers - Reduce by 8m. T1 Leylandii - Reduce by 8m. T2 & T3 Leylandii - Reduce by 10m. T 4 Poplar - Re-pollard
 - 9.3 To note any other applications received.

10. Planning – DECISIONS

10.1 LDP/MAL/21/00350 Woodham Walter CofE Primary School **APPROVE**
Claim for lawful development certificate for the proposed stationing of a double decker bus within the school grounds for incidental teaching purposes.

Having regard to this assessment, the proposed development as described within the application, supporting statement and other supporting information provided, with no other site works, and for use as additional teaching space in accordance with the existing use of the site for educational purposes, would not amount to development as defined within section 55 of the Town and Country Planning Act (1990) as amended and, as such would not require formal planning permission.

10.2 HOUSE/MAL/21/00257 Spring Elms Farm, Spring Elms Lane **APPROVE**
Rear pitched roof single storey extension, relocating existing bay window with additional side windows and French doors, all to match existing materials.

10.3 WTPO/MAL/21/00272 The Shrubbery, Curling Tye Lane **APPROVE**
T2 – Reduce exposed limb on north side of crown by 4m, selectively reduce canopy by 3m. T3 – Reduce canopy by 3m and reshape. T4, T11 & T21 – Remove deadwood. T6, T7, T10, T15, T16, T17 & T19- Remove deadwood. Crown lift canopy over road to 4.5m. T2 – Reduce lower side branch by 3m. T9 – Reduce to leave 5m pollard stem, remove western branch over road. T2 – Reduce low leaning main stem back to main union. T13, T14, T22, T23, T24, G25, T26 & T28 – Clear weedy competition around base and mulching under canopy. T18 – Reduce end weight of declining canopy by 3m, remove deadwood, crown lift to 4.5m. T20 – Fell and grind.

10.4 FUL/MAL/21/00362 Bell Meadow, Church Hill **APPROVE**
Development of land on Bell Meadow to reinstate public playground facility (amendments to previously approved scheme 19/00187/FUL).

11. Other Planning Matters

- 11.1 Enforcement – To advise on any updates.
11.2 VDS Update – Cllr. Tompkins to update.
11.3 Longfield Solar Farm Consultation: a statutory consultation on proposals for a new solar energy farm, co-located with battery storage, north east of Chelmsford and north of the A12 between Boreham and Hatfield Peverel from 1 June to 13 July 2021.

12. Reports Of the County/District Councillor's

To note that Cllr. Channer did not stand for re-election and Cllr. Jane Fleming was duly elected to the position of County Councillor for the Maldon Division. Cllr. Fleming has been duly invited to the meeting. To consider a letter of thanks to Cllr. Channer.

13. Financial Matters

13.1 Summary of Accounts to date (Estimate)

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
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Business Reserve A/C

04-May-21	Balance			70222.34
08-Jun-21	Transferred to Community Account		8500.00	61722.34

Community Account

04-May-21	Balance			1215.20
13-May-21	HMRC VAT Refund from 2020/2021	1494.43		2709.63
26-May-21	Easyfundrasing - Playground	27.92		2737.55
08-Jun-21	Transfer from Business Reserve	8500.00		11237.55
08-Jun-21	June Debits		10781.92	455.63

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

13.3 End of Financial Year 2020/2021

- i. To note that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors.
- ii. The Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings
- iii. Relevant financial information is available on the Woodham Walter Parish Council website as per the Transparency Code dictates.
- iv. Internal Auditor has completed the AGAR and her final report has been shared with councillors. To consider recommendations.
- v. The Clerk/RFO to confirm that the AGAR form has been duly completed. Councillors to note the explanation of variances documents have been completed and shared with Councillors.
- vi. End of Year Accounts – Annual Return for the financial year ended 31 March 2020. Councillors to confirm the answers to the questions in Section 1 - Annual Governance Statement 2020/2021 in the Annual Return for the year ended 31 March 2021.
- vii. End of Year Accounts – Accounting Statements for the financial year ended 31 March 2021. To confirm Section 2 to approve the Accounting Statements.

Clerk to arrange to send the accounts to the auditor. Clerk to arrange to display the relevant information on the noticeboard and the website as per the rules and Transparency Code dictates.

13.4 Village Hall

- i. to consider awarding funding to the Woodham Walter Village Hall Association for updating their Trust Deed document. Funding of up to £400.00 was approved at the Parish Council meeting held on Monday 13th January 2020 minute ref: 2413.2 however, given the time delay, up to date details have been requested.
- ii. To consider donation towards a Memorial Bench to be positioned outside the Village Hall in memory of Ken Rennie.

14. Payments The payments as listed in the payment schedule to be approved. The Clerk will set up the payments and these will then be authorised by a signatory.

Ref:	Payee	Method	Gross	VAT	Net
14.1	E-on	DD	31.73	1.51	30.22
14.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
14.3	Mrs J Bannerman (Salary & Allowance)	BACS	920.93	0.00	920.93
14.4 *	Barclaycard (Zoom,MSFT365)	DD	85.66	14.28	71.38
14.5	MDC - Annual Play Site Inspection	BACS	72.00	12.00	60.00
14.6	CPRE Annual Membership Renewal	BACS	36.00	0.00	36.00
14.7	Nancy Powell Davies (Internal Auditor)	BACS	150.00	0.00	150.00
14.8	Skippers Ground Maintenance	BACS	396.00	66.00	330.00
14.9	HMRC ¼ly Payment	BACS	713.40	0.00	713.40
14.10	Woodham Walter Village Hall (Grants tbc)	BACS	500.00	0.00	500.00
14.11	EALC (Training - Law & Procedures/CiLCA) tbc	BACS	1000.00	0.00	1000.00
14.12	Danbury Fencing Ltd (Playground) tbc	BACS	6720.00	1120.00	5600.00
14.13	Woodham Walter Village Hall (Hire of Hall)	BACS	35.00	0.00	35.00
14.14	K & B Tatam (Welding) (Estimate)	BACS	96.00	16.00	80.00

*14.4 Barclaycard payments:

2 May 21	Zoom	14.39
16 May 21	Microsoft 365 (Business)	11.28
18 May 21	Microsoft 365 (Personal)	59.99
TOTAL	(incl. £14.28 VAT)	85.66

15. Other Council Matters

15.1 Clerks Update.

15.2 Community Engagement Team (CET) – to note May report.

15.3 Woodham Walter Common –Tree Survey received. Await update on progress of the agreement.

15.4 Setting the dates, times & place of ordinary meetings of the full council for the year ahead. To be confirmed. – On-going depending on Government guidelines. The next meeting will be on Tuesday 13th July at 7pm at Woodham Walter Village Hall. We do not usually meet during August

unless there is urgent business. A decision will be taken regarding dates from September onwards dependent on Government Guidelines.

15.5 To consider the Parish Council response to Government review on Virtual Meetings. Cllr. Rushton to report.

15.5 Party Tents – Storage considerations on-going.

15.6 Training

- Clerk attended the Safeguarding Course and Basic DBS check has been completed.
- Clerk has attended a CiLCA Workshop and will begin the CiLCA course in the next few weeks – await final details. Clerk to attend the Law & Procedures course on 8th June as part of gaining up to date training on this area as part of the CiLCA learning.
- Cllr. Rushton to report on Health & Wellbeing Forum – Monday 7th June.

15.7 Contacting MDC – Cllr. Bunn to update.

15.8 Queen's Platinum Jubilee 2022 – to consider how the Parish Council will support this event.

16. Highways & Infrastructure

16.1 Faded 30mph sign on The Street – works being scheduled.

16.2 Curling Tye/Blue Mill Flooding – on-going.

16.3 Little Baddow Road crack – on-going.

16.4 Common Lane – Street sign missing. Due to be replaced.

16.5 Parking adjacent to Queen Victoria/Tadpoles. On-going

16.6 Herbage Park Road – pot hole adj The Grove has been repaired.

16.7 Potholes reported: Top Road, Herbage Park Road (near Warren), Bassetts Lane

17. Local Issues

17.1 Bell Meadow a) Football Goals – ongoing. Cllr. Bunn to report. b) Water Trees, Councillors are reminded to water the trees – this also includes the new hedging plants. c) DofE Volunteer – no applications to date. d) Trees survey – Cllr. Warren and clerk have completed a tree survey and found there to be a small number of minor works which are required. Conservation Area permission to be applied for. f) Councillors are reminded to update excel document in OneDrive

17.2 Footpaths Report. Cllr. Warren to report.

17.3 School Report. Cllr.Symons to report.

17.4 Litter – Fly Tip Curling Tye Lane and Stivvy's Road reported and promptly cleared by MDC.

17.5 Dog Bin and Litter Bin Requests – on-going.

17.6 New Playground Report. The order has been placed with Caloo and the estimated date for installation is week commencing 12th July. Awaiting updated quotation from Danbury Fencing.

Committee are due to meet to discuss Opening.

17.7 Memorial Garden Signage – on going. Chairman will investigate options.

17.8 Crime Reports/Neighbourhood Watch Report. Theft of lead from Church Roof. Theft of motor vehicle from drive – Bassetts Lane.

17.9 Hoe Mill/Canal – On-going

- Parking – Clerk has liaised with Adrian Rayner from SEPP who have visited on several occasions to carry out enforcement. They have also provided cones for Manor Road.

17.10 Broadband – To consider Parish Council viewpoint regarding proposed County Broadband installation. Although installation is out of the control of the Parish Council, Councillors to consider whether or not the Parish Council should offer support and if it is considered to be serving the best interests of the Parishioners. Openreach offers a choice of ISP and County Broadband is fixed to them. To note that BTOpenreach are currently installing fibre in the Blue Mills/Curling Tye/Manor Road area.

17.11 Stolen Post Box. Await response from Royal Mail. Update requested.

18. Correspondence – Various items in the OneDrive.

19. Points of Information

20 Date of Next Parish Council Meeting:

Next scheduled date of Ordinary Parish Council meeting on Tuesday 13th July at 7pm at Woodham Walter Village Hall. Parish Clerk to monitor developments and guidelines as they are issued.

Dated: 2nd June 2021