

**WOODHAM WALTER PARISH COUNCIL**  
**NOTICE OF ORDINARY PARISH COUNCIL MEETING**

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Dear Sir/Madam

I give notice that there will be a meeting of Woodham Walter Parish Council to be held at Woodham Walter Women's Club, Top Road on Monday 8<sup>th</sup> November 2021 at 8.00pm. All councillors are hereby summoned to attend. Members of the public and press are cordially invited to attend.

Due to the council's risk assessment, as we come out of COVID-19 restrictions, the Council continues to limit 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](mailto:parishclerk@woodhamwalterpc.org) All requests will be considered on a first-come, first-served basis up to the limits prescribed by the council. 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

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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. **To report, approve and record 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). To consider any applications for dispensations.
4. **To approve minutes of Ordinary Parish Council held on Monday 11<sup>th</sup> October 2021.**
5. **Matters Arising - Progress report (not for resolution)**  
To note the new Progress Report compiled by the Clerk. Matters arising are contained within the agenda.
6. **Public Forum**
7. **Planning – APPLICATIONS RECEIVED (for consideration or report)**
  - 7.1 FUL/MAL/21/01057 Albany Orchards, Old London Road  
Conversion of first floor of cart lodge building to create annexe.
  - 7.2 To take note of any other applications received.
8. **Planning – DECISIONS (for consideration or report)**
  - 8.1 21/00856/FUL The Cottage, Bassetts Lane **APPROVE (Delegated)**  
Change of use from highway verge to residential garden land.
  - 8.2 To take note of any other decisions for report.
9. **Other Planning Matters (for consideration or report)**
  - 9.1 Enforcement – To advise on any updates.
  - 9.2 Village Design Statement Working Group – to agree Terms of Reference for the committee.
  - 9.3 Appeals – Decisions and applications (for consideration or report)
    - 9.3.(a) FUL/MAL/20/01230 Oak Farm, Oak Farm Road **APPEAL IN PROGRESS**  
New three bedroom dwelling in accordance with Planning Permission ref: 65/00293/FUL with slight increase in footprint.  
  
Further information has now been received from the Planning Inspectorate. The appeal will be determined on the basis of written representation. To consider if the council wishes to make comments or modify/withdraw previous representations. Deadline 11<sup>th</sup> November.
    - 9.3 (b) 29.99519/FUL Warren Golf Club, Old London Road **APPEAL IN PROGRESS**  
Await further information from the Planning Inspectorate.
10. **To receive reports of the County and District Councillor's.**

## **11. Financial Matters (for consideration or report)**

- 11.1 To receive the Summary of Accounts to date.
- 11.2 To agree the payments as listed in the payment schedule for November.
- 11.3 Review of Bank Statements, Credit Card Statements and Account sheets for September.
- 11.4 Quarterly Budget Review – to discuss and accept the review
- 11.5 Chairman to report on 6-month review of accounts
- 11.6 2022/23 Budget – To begin considerations for the next year's budget.

## **12. Other Council Matters (for consideration or report)**

- 12.1 Community Engagement Team (CET)
  - 12.1.(a) To note the October Report.
  - 12.1.(b) To note that the hours of attendance were reduced in October due to the road closure and half term holiday.
- 12.2 Woodham Walter Common – Essex Wildlife Trust (EWT)
  - 12.2.(a) Countryside Stewardship Agreement – await further information from EWT.
  - 12.2.(b) Service Level Agreement – await further information from EWT.
  - 12.2.(c) Rides – update from Cllr. Rushton
  - 12.2.(d) Request for permission to install bench.
- 12.3 Memorial Garden.
  - 12.3. (a) To update on progress regarding the wayleave agreement and Land Registry application.

The Clerk has received some useful information and statements regarding the Memorial Garden. This matter is on-going. Research has been carried out at Essex Records Office.

12.3.(b) Memorial Garden Signage. Cllr. Brown to report.

- 12.4 Annual Staff Review – to note that the Staffing Committee are due to meet
- 12.5 Remembrance Day
  - 12.5 (a) The Risk Assessment has been updated.
  - 12.5 (b) Cllr. Rushton will clear up the War Memorial Shelter.
  - 12.5 (c) Cllr. Brown will attend the War Memorial Shelter on Remembrance Sunday to lay the wreath on behalf of the Parish Council.
  - 12.5 (d) To resolve that expenditure for the wreath will be authorised under S137 of the Local Government Act 1972 (enables local councils to spend a limited amount of money (2021/22 £8.41 per elector) 467 for purposes for which they have no other specific statutory expenditure).

## **13. Highways & Infrastructure (for consideration or report)**

- 13.1 Various matters on-going as detailed in the Highways log.
- 13.2 Tom Tit Lane/Woodham Mortimer Road
- 13.3 Hoe Mill Bridge Update
- 13.4 London Stansted Airport – Future Airspace Programme. This report indicates that some viable route options for arriving aircraft could take aircraft close to our area. Cllr. Brown to report on investigations.
- 13.5 Broadband Update – to consider any updates or information regarding Broadband infrastructure.
- 13.6 Double Yellow Line application at Top Road junction. Enquiry made, await response from SEPP.

## **14. Local Issues (for consideration or report)**

- 14.1 Bell Meadow & Memorial Garden
  - 14.1.(a) Football Goals – Cllr. Bunn to provide progress report regarding: The second set of anchors. The welder is due to attend to make repairs.
  - 14.1.(b) Playground (See minute ref: 14.5)
  - 14.1.(c) Councillors are reminded to update excel document in OneDrive and report any issues to the Parish Clerk.

14.2 Footpaths Report.

14.3 School Report.

14.4 Litter. No issues to report.

14.5 New Playground

14.5. (a) Inspections Schedule

14.5. (b) Parish Council Inspections

14.5. (c) Snagging Issues - To note that all issues have been resolved by Caloo.

14.5 (d) Bin - To note the bin has been received and awaits installation.

14.5. (e) Grasslok mat - To note the grasslok mat has been received and awaits installation.

14.5 (f) Bulbs - To note that Tadpoles nursery have planted bulbs.

14.5 (g) Playground Working Party - To note the Working Party are due to meet to dissolve the committee and celebrate the achievement.

14.6 Crime Reports/Neighbourhood Watch Report. No issues to report. Reminder that with the darker nights Essex Police are advising taking extra care.

14.7 Parish news Magazine – It has been reported that a new editor has been found.

14.8 Bell Meadow Village Association. An AGM is planned for Tuesday 8<sup>th</sup> November. They are seeking a Secretary and Treasurer for the committee in order for the organisation and event to continue.

**15. Correspondence** – Various items of correspondence have been received and shared with Councillors and where appropriate the public via the website and village emails. There were no matters for resolution.

**16. Points of Information/Items for future agenda**

**17. Date of Next Parish Council Meeting:**

Next scheduled date of Ordinary Parish Council meeting on Monday 13<sup>th</sup> December at 8pm at Woodham Walter Women's Club.

**18. Chair to Close Meeting**

Dated: 2<sup>nd</sup> November 2021

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