

## **MINUTES**

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

Held at 8.00pm at Woodham Walter Women's Club.

**Monday 11<sup>th</sup> October 2021**

### **Present:**

Cllr. James Rushton (Chairman)  
Cllr. John Brown  
Cllr. James Bunn  
Cllr. Jenny Hughes  
Cllr. Joanna Symons  
Cllr. John Tompkins  
Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)  
Mr Geoff Hicks (Woodham Walter Primary School) In attendance until 9pm  
Mrs Sue Dodd (Woodham Walter Primary School) In attendance until 9pm  
Mr Phil Brown (Woodham Walter Primary School) In attendance until 9pm  
County Councillor Jane Fleming – In attendance from 8.45pm until 9.20pm

Public: None

**2579. Welcome** Cllr. Rushton welcomed those present to the meeting.

### **2580 Apologies For Absence**

RESOLVED to accept apologies received from District Cllr. Karl Jarvis.

**2581. 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).

As previously reported re: Warren Estate, Cllr. James Rushton has declared a non-pecuniary interest as his wife is a member at Warren Active and Cllr. Joanna Symons has declared non-pecuniary interest in the Warren Estate as she is a member at Warren Active. There were no other interests declared.

### **2582. To approve minutes of Ordinary Parish Council held on Monday 13<sup>th</sup> September 2021.**

RESOLVED: that the minutes of the Parish Council meeting held on Monday 13<sup>th</sup> September 2021 be approved and signed as a true record.

### **2583. Matters Arising - Progress report (not for resolution)**

The Progress Report compiled by the Clerk was noted. Matters arising are contained within the agenda.

### **2584. Public Forum**

There were no members of the public present. Two written comments had been received and were read by the Clerk.

Comment 1: Received from planning applicant who expressed dissatisfaction at the recommendation of the Parish Council.

Councillors noted the comment. Clerk had written back and explained the procedure.

Comment 2: Received from resident who expressed dissatisfaction that Maldon District Council's Green Waste collections are to be suspended for two weeks from 11-21 October. They have complained to MDC and copied comments to Parish Council.

Councillors noted the comment. Clerk advised resident to forward comment to District Councillors.

**2585. Woodham Walter Primary School** – Councillor James Rushton welcomed representatives from the management team of Woodham Walter Primary School. To consider various discussion points including the new management structure, the bus, future strategy and building strong links.

Mr Geoff Hicks, Chairman of the Governors thanked the Council for the invitation to attend and explained how the new structure at the school has been established to enable Mrs Sue Dodd to work part time on operational duties as Head Teacher and Mr Phil Brown has been appointed part time as the Executive Head to address strategic responsibilities and operational duties when Mrs Dodd is off. Mr Brown is also the Head Teacher at All Saints in Maldon which is part of the 7 Spires group of schools. This management model may become more common in other schools over time. It is important that the unique identity of Woodham Walter Primary School is maintained.

The school has developed greatly over the years and now has a yearly entry figure of 17. Numbers continue to progress and there are now 115 on the school roll. Ofsted has judged that the school is a Good School with some Outstanding features. Over the years the facilities have developed from the original school building with additions of the demountable buildings, the School Hall and Early Years classroom. But there is now insufficient space for the children (further highlighted by the need for bubbles during COVID restrictions) and with growing demand for places the school strives to be sustainable. If a school is not viable it could face closure or be academised.

Woodham Walter is part of the 7 Spires Partnership which enables collaboration between the schools to share resources and best practice.

Mrs Sue Dodd explained that she has worked with Mr Brown through the 7 Spires Partnership for several years, so they already had an established working relationship. Mrs Dodd explained the school development plan which includes 5 main focuses

- Secure high standards for all pupils across the curriculum
- Deliver effective strategies for supporting the wellbeing of all stakeholders
- Create a culture of sustainability across the whole school community
- Work towards a plan for bringing about improved facilities
- Continue to develop the distinctly Christian character of the school

Mr Phil Brown explained that he is working on a 5-year plan which has been driven by a Governor Strategy Day and the vision for the school. Woodham Walter and All Saints are aligned, they are both child centred. He wants to maintain the distinctiveness of Woodham Walter .e.g. closeness to nature/forest school. They will continue to develop an engaging and innovative curriculum with support from 21<sup>st</sup> Century technology. They will have a focus on the well being of all stakeholders. This includes pastoral care to help get back into routine and provide support after Covid so that children can learn effectively. This includes children, staff and the whole school community.

Some of the facilities at the school are great and some need attention, for example, they are very short of teaching space. They want to look at expansion and are currently exploring how this can be achieved with the possibility of adding an additional classroom and break-out spaces. They hope to achieve an environmentally friendly development. The demountable classrooms were meant to be a stop gap and now they have been in place for many years and children are spending 4 years of their education in them so this is certainly one area of development that they would like to pursue.

Cllr. Rushton thanked the team for the informative presentations and stated what an important and significant asset the school is to the village. The Parish Council encourages working together.

Cllr. Tompkins commented on the planning aspects of any development and encouraged the school to work with the Parish Council to enable support including observing the VDS document and Conservation Area. It will be important to maintain the character of the village. The Council would be keen to work with the school at scheme level. He queried how they can achieve a carbon neutral school.

Cllr. Brown commented that he would be glad to see suitably designed permanent buildings rather than demountables.

Cllr. Rushon commented about the Double Decker Bus and the on-going discussions regarding the location of the bus and consent which have previously been outlined.

Mr Brown reiterated the need for additional space and that if the bus is to be incorporated into the school facilities, it will need to be done properly and with sensitivity to the environment, ideally hidden from the village street scene. They are currently looking at the possibility of positioning it next to the Early Years Classroom. They are still costing various considerations and will keep the Parish Council updated.

Mr Brown welcomed the remarks and commented that it is an exciting time in terms of the 7 Spires Partnership and education practices at Woodham Walter Primary School. An invitation has been extended to Cllr. Rushton to visit the school for a tour and engagement with the School Council.

The Management team then left the meeting room at 9pm.

#### **2586. To receive reports Of the County and District Councillor's**

County Cllr. Jane Fleming had arrived in the meeting room towards the end of the previous discussion. The Chairman agreed to move the agenda item up so that Cllr. Fleming could provide her report.

The report will be shared with Councillors electronically and included information on the Tour of Britain Women's Road Race; Essex Highways User Survey; Mental Health Support Survey; Love Essex Champions; Essex Lottery; Business Adaptation Grant Scheme; Grants for Electric Vehicle Charging; Essex Forest Initiative; Essex Library of things; Fiver Fest; Changes to Garden Waste Collections; Bags of Taste; Limebrook Walk Shared Ownership; Maldon Citizens Advice; Suez Job Vacancies;

It was noted that no District Councillors were present and that no reports had been received although Cllr. Fleming's report had included Maldon related information. The Clerk will share the information within the report via the Village Email.

Cllr. Fleming commented on Highways issues as reported under Minute ref: 2592.2 and 2592.3

Cllr. Fleming then left the meeting room at 9.20pm

#### **2587. Planning – APPLICATIONS RECEIVED (for consideration or report)**

There were no applications received.

#### **2588. Planning – DECISIONS (for consideration or report)**

There were no decisions to report.

#### **2589. Other Planning Matters (for consideration or report)**

2589.1 Enforcement – To advise on any updates.

2589.1.(a) Michael Johnson, Lead Specialist Development Management at MDC. It was noted that a formal complaint had been sent and a response is awaited.

2589.1. (b) Warren Premises Licence. The Clerk is to arrange a meeting with Damian Ghela from MDC.

2589.1. (c) Warren Lodges – The Clerk reported that a case has been opened by MDC regarding potential breach of condition

2589.1 (d) Grove Manor – an update had been received from MDC regarding the Tree House enforcement case. It is considered that there is a breach of planning control and an Enforcement Notice was issued on 6 October 2021 to remedy the identified breach of planning control on the site. The Notice will come into effect on the 5 November 2021 unless an appeal has been lodged against it beforehand.

2589.2 VDS Update. Cllr. Tompkins reported that works continue.

RESOLVED to review a Terms of Reference document for adoption at the next meeting.

2589.3 Appeals – Decisions and applications (for consideration or report)

2589.3.(a)20/01284/PIP Land south of WW Primary School **APPEAL IN PROGRESS**  
Up to 9 discounted market dwellings.

To note that information from the Planning Inspectorate has now been received. To consider if any further response should be submitted to the Planning Inspectorate.

RESOLVED to write to the Planning Inspectorate to re-emphasise the view of the Parish Council and Support MDC's reasons for refusal.

2589.3.(b)20/00519/FUL Warren Golf Club, Old London Road **APPEAL IN PROGRESS**  
Additional tourism and interrelated leisure development, comprising 70 holiday lodges with associated change of use of the land within two areas of the site, alterations to existing Bunsay clubhouse, extension of Bunsay car park and new golf academy.

It was noted that further information has not yet been received from the Planning Inspectorate. Once information is received consideration will be given to any response required.

2589.3.(c)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.

It was noted that further information has not yet been received from the Planning Inspectorate. Once information is received consideration will be given to any response required.

2589.4 Conditions re: approval at Land at Oak Farm 21/00261/HOUSE. To consider if response should be sent to MDC regarding conditions set for the Oak Farm barn conversion.

RESOLVED that no response is required.

2589.5 Woodham Mortimer Crematorium Plans – councillors noted that there is to be a Public Exhibition on 12/13 October in Woodham Mortimer Village Hall.

**2590. Financial Matters (for consideration or report)**

2590.1 The Summary of Accounts to date. This includes all transactions since the September meeting.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
13-Sep-21	Balance			63425.43
24-Sep-21	Transferred to Community Account		300.00	63125.43
11-Oct-21	Transferred to Community Account		1800.00	61325.43
12-Oct-21	Transferred to Community Account		500.00	60825.43
12-Oct-21	Transferred to Community Account		7860.00	52965.43
tb	Transferred to Community Account		28100.00	24865.43

<b>Community Account</b>				
13-Sep-21	Balance			238.62
14-Sep-21	Playground Donation	100.00		338.62
22-Sep-21	Party Tent Hire	50.00		388.62
24-Sep-21	Transfer from Business Reserve	300.00		688.62
05-Oct-21	Playground Donation	100.00		788.62
11-Oct-21	Transfer from Business Reserve	1800.00		2588.62
12-Oct-21	Transfer from Business Reserve	500.00		3088.62
12-Oct-21	Transfer from Business Reserve	7860.00		10948.62
11-Oct-21	October Debits		2591.39	8357.23
12-Oct-21	October Debits (Fencing)		7860.00	497.23
tbc	Transfer from Business Reserve	28100.00		28597.23
tbc	October Debits (Playground)		28095.34	501.89

RESOLVED to accept the Summary of Accounts to date.

2590.2 To agree the payments as listed in the payment schedule for October.

Outstanding invoices for June and September were shared with Councillors and authorised for payment on 27<sup>th</sup> September.

The invoice for the Playground Fencing was authorised after alternations to the gates had been completed. The Playground contractor is due to complete snagging list on Friday 15<sup>th</sup> October, subject to satisfactory completion this invoice can then be authorised for payment. If snagging list items are not completed there will be further consideration to payment terms.

The BACS payments for October will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 14<sup>th</sup> October 2021. The items shown as estimates will be drawn up for payment after receipt of invoice and authorisation.

<b>OUTSTANDING PAYMENTS FROM JUNE AND SEPTEMBER - PART 2</b>					
Min Ref:	Payee	Method	Gross	VAT	Net
2536.10	Woodham Walter Village Hall (Memorial Bench)	BACS	200.00	0.00	200.00
2571.2.12	Skippers Ground Maintenance	BACS	708.00	118.00	590.00
2571.2.15	Zurich Municipal (additional premium re: playground)	BACS	78.58	0.00	78.58
<b>OUTSTANDING PAYMENTS FOR SEPTEMBER PART 3</b>					
2571.2.16	Caloo Ltd (Playground)	BACS	28095.34	4682.56	23412.78
2571.2.17	Skippers Ground Maintenance (Playground Fence)	BACS	7860.00	1310.00	6550.00

<b>OCTOBER PAYMENTS</b>					
Ref:	Payee	Method	Gross	VAT	Net
2590.2.1	E-on	DD	35.30	1.68	33.62
2590.2.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2590.2.3	Mrs J Bannerman (Salary & Allowance)	BACS	991.91	0.00	991.91
2590.2.4	Barclaycard (Anchors/Bin/Grass Seed) *	BACS	394.12	62.41	331.71
2590.2.5	Skippers Ground Maintenance (Estimate)	BACS	336.00	56.00	280.00
2590.2.6	EALC (Routine Playground Inspection)	BACS	204.00	34.00	170.00
2590.2.7	K & B Tatam (Welding) (Estimate)	BACS	100.00	20.00	80.00
2590.2.8	MDC – Community Engagement Team	BACS	504.86	84.14	420.72

\* Barclaycard payments:

17/09/21	Amazon (Goal Ground Anchors)	46.65
17/09/21	Glasdon (Bin)	327.67
19/09/21	Maldon Gdn Centre (Grass Seed)	19.80
TOTAL	(incl. £62.41 VAT)	394.12

The following Barclaycard payments are scheduled for October were noted.

Fasthosts (.gov registration) (£130.80), Signage for new playground (£60.74), Bungee Cords for Party Tents (£20.57) Cups for Playground (£20.98), Stationery (23.99)

RESOLVED the payments as listed in the payment schedule be approved.

RESOLVED that the transfer of funds and payment of invoice for the Playground to be completed once snagging items have been satisfactorily completed.

2590.3 Review of Bank Statements, Credit Card Statements and Account sheets for September.

RESOLVED Councillor Brown will complete the review and electronically sign the documents.

2590.4 It was noted that the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2021 has been published on the noticeboard outside Tadpoles and on the Parish Council website.

2590.5 Quarterly Budget Review – It was noted that a new spreadsheet had been created for comment and review prior to approval at the next meeting.

RESOLVED that Councillors will review the new document.

2590.6 Chairman to carry out 6-month review of accounts

RESOLVED that the Clerk will deliver relevant documents to the Chairman for review.

## **2591. Other Council Matters (for consideration or report)**

2591.1 Community Engagement Team (CET)

2591.1.(a) The August and September Reports were noted.

2591.1.(b) Clerk reported on meeting held with CET who will carry out weekly Routine (Visual) Playground checks and a monthly Operational (Physical) Inspection.

2591.2 Woodham Walter Common – Essex Wildlife Trust (EWT)

2591.2.(a) Countryside Stewardship Agreement – await further information from EWT.

2591.2.(b) Service Level Agreement – await further information from EWT.

2591.2.(c) Rides – Cllr. Rushton reported that he had discussed concerns regarding the creation of a new ride to Common Lane with Neil Bedford from EWT. Mr Bedford explained the reasons for the ride which is a track or corridor of open space created by the clearance of trees for improved wildlife conservation. Whilst Councillors understand and support the need for improved wildlife conservation, they remain concerned that the creation of the ride all the way to Common Lane could exacerbate the problem of access for unauthorised vehicles. Councillors suggest that trees felled, could be used to create a barrier at the Common Lane entrance to the common or that the ride should not extend all the way to Common Lane. There would need to be footpath access at Common Lane, but tree trunks could make it more difficult for larger vehicles or quad bikes from accessing.

RESOLVED that Cllr. Rushton will call Neil Bedford again for further discussion.

2591.2 (d) It was noted that scramble bikes have again entered the Common. Advised to call the Police during the incident.

### 2591.3 Memorial Garden.

2591.3. (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.

2591.3.(b) Memorial Garden Signage. Cllr. Brown continues to investigate and will request a quotation based on an agreed draft design. Stakes will also be required for fixing.

RESOLVED Councillor Brown will continue to investigate and request quotations.

2591.4 Noticeboard Update. Tadpoles Nursery request that works to replace the noticeboard are done outside of their sessions. The Clerk has received information from manufacturer and will proceed with Conservation Area application.

2591.5 Website & Email. Cllr. Brown and Clerk have begun setting up the new account.

## **2592. Highways & Infrastructure (for consideration or report))**

2592.1 Various matters on-going as detailed in the Highways log.

2592.2 Tom Tit Lane/Woodham Mortimer Road – Muddy and dangerous road conditions. It was noted that Clerk reported the severe mud on 20<sup>th</sup> September. This was chased up after 10 days when no action had been taken. Essex Highways consider it to be a matter for Maldon District Council and MDC consider that Highways are responsible. Clerk asked that the matter be escalated and works take place such that the road can re-open safely. Subsequently the farmer was tasked to clear the road and works have been undertaken. However, although an improvement, it is considered that in places the road remains narrowed and mud is still likely to cause slippery conditions when wet.

RESOLVED Clerk will send photographs and report to MDC and copied to Cllr. Fleming.

### 2592.3 Hoe Mill Bridge

2592.3. (a) Replacement Bridge – to consider information received regarding Hoe Mill Bridge replacement scheme.

Various options are being considered by Highways including Option 1: Refurbishment of existing structure, Option 2: Deck replacement, Option 3: a new integral bridge built off line and Option 4: a New integral bridge build in line.

**Highway Recommended Option - Option 4:** replacing existing structure with new integral bridge (built in line).

- A new structure within the existing bridge's footprint to current standards with a 120 year design life.
- Minimize disruption to the surrounding environment.
- Precast elements will be used to decrease construction time.
- Designed out high risk elements of the work (flood plain, large water main, historical bronze age burial mound).
- Resilient to future challenges.
- Economically sustainable.

Councillors and Cllr. Fleming discussed the report and agreed that of the options proposed, Option 4 is the most advantageous for Woodham Walter. There are concerns that the increased weight limit will create traffic issues through the village including increased HGV and rat-run traffic, even though the infrastructure especially on the Ulting side is not suitable for HGV's or higher

traffic volumes. The current width restrictions in place do have some advantages for the surrounding roads, a narrower bridge with continued width restrictions could be a solution. Cllr. Fleming reported that it will be an Elected Member decision. Cllr. Fleming will continue to request regular updates.

RESOLVED to write to Highways copied to Cllr. Fleming that Councillors consider Option 4 is the most positive of the options proposed, for Woodham Walter but suggest they could consider a smaller bridge with continued width restrictions preventing HGV traffic, as an alternative option.

2592.4 Various road works/closure notifications for the parish have been received regarding County Broadband. These have all been put on a dedicated website page which is regularly updated.

2592.5 London Stansted Airport – Future Airspace Programme. This report indicates that some viable route options for arriving aircraft could take aircraft close to our area.

RESOLVED that Cllr. Brown will attend an information event.

2592.6 Broadband Update – to consider any updates or information regarding Broadband infrastructure.

Cllr. Brown reported that he has been in contact with Superfast Essex with regards to the timing of access to the service for residents in the Blue Mill area.

2592.7 Parking – it was noted that vehicles in some locations around the village such as at Rectory Road and Church Hill (Memorial Garden), have been parking on the verge, this is resulting in the grass becoming muddy and makes maintenance awkward. It was also reported that vehicles have been parking in front of driveways especially around the school which is inconvenient to residents. These matters are difficult to prevent but it is asked that motorists are considerate of their surroundings and residents when they park. Signage will be installed at the Memorial Garden (see Min ref: 2591.3.(b))

### **2593. Local Issues (for consideration or report)**

2593.1 Bell Meadow & Memorial Garden

2593.1.(a) Football Goals – It was ascertained that the football goals had been moved by the grass contractors and that this matter has now been resolved. Anchors and Fixing wires - Cllr. Bunn confirmed that the goals are now fixed to the anchors. The second set of anchors will be installed when ground conditions improve. The welder is due to attend to make repairs.

2593.1.(b) Playground (See minute ref: 2593.5)

2593.1.(c) Councillors were reminded to update excel document in OneDrive and report any issues to the Parish Clerk.

2593.2 Footpaths Report.

2593.2 (a) Cllr. Warren reported that the missing finger post and handrail from the footbridge on FP6 (Bassetts Lane to Retreat Farm) have been reported. Footpaths 14, 16 & 19 (White House Farm) have been reported as they require reinstatement –the crop is oil seed rape which at full growth makes traversing difficult if paths are not fully reinstated.

2593.2.(b) To consider hazardous cross field paths where field has been ploughed and path not reinstated as reported by resident.

Cllr Warren reported that in theory the paths should be restored within 14 days but that most paths are well walked and become flat within a few days. This is not usually an issue but if there are specific problems these can be reported.

2593.3 School Report. See Minute ref: 2585.



2593.4 Litter. No issues reported

2593.5 New Playground

Councillors thanked the Parish Clerk for all the work she had put into creating the new playground facility for the village.

2593.5. (a) Playground Opened on Saturday 2<sup>nd</sup> October.

It was reported that the event had been well attended despite the poor weather on the day, and the children had a great time on the new equipment. There have been many positive comments from residents and visitors.

2593.5. (b) Inspections Schedule

The Clerk reported the requirement for several different types of inspection.

Weekly Routine (Visual) Playground checks and Monthly Operational (Physical) Inspections will be carried out by the Maldon District Council Community Engagement Team as part of the contract that the Parish Council has with this team.

An Annual Maintenance Inspection is a requirement of the Warranty and the Clerk will seek quotations for this.

The Annual Safety Inspection is arranged via Maldon District Council for a suitably qualified independent Playground Inspector who will provide a full written report.

For insurance purposes, records of all inspections will be kept for the required 21-year period and that the required reports will be sent to the Playground manufacturer as part of the Warranty requirements.

RESOLVED to seek quotations for Annual Maintenance Inspection.

RESOLVED to keep records of inspections and share with Playground manufacture.

2593.5. (c) Parish Council Inspections

It was agreed that councillors should carry out visual inspections when they are on the rota for inspecting Bell Meadow. It was noted that the Parish Clerk had attended a Routine Playground Inspection course which had been very useful.

RESOLVED that Clerk will create inspection document and arrange on site meeting with Councillors.

RESOLVED to purchase some bespoke Woodham Walter Parish Council Lanyards to identify Councillors and Clerk during inspections. These will also be useful for attendance at events.

2593.5. (d) Risk Assessments & Insurance

It was noted that Risk Assessments had been completed and the Insurance enhanced to include the new Playground.

2593.5. (e) Snagging Issues

The Clerk has arranged for snagging issues to be dealt with and is due to meet a representative from Caloo on site.

2593.5 (f) Bin

It was noted that a new bin has been ordered but that there is currently a delay of 6 weeks.

2593.5. (g) Grasslok mat

RESOLVED to purchase additional Grasslock Mat to protect the surface at the Playground entrance gates.

2593.5 (h) Graffiti protection

A representative from Purleigh Parish Council had reported some issues with graffiti on their playground equipment and provided a suggestion for products suitable for anti-graffiti protection and removal.

The clerk had checked with the Playground manufacturer who indicated that the warranty could be adversely affected if any product was applied. In the first instance sandpaper can be used to remove.

RESOLVED to monitor and consider any requirements if graffiti becomes an issue.

2593.5 (i) Grass Cutting/Strimming

RESOLVED that Clerk will contact Grounds Maintenance team at Skippers to discuss grass cutting and request that strimming is not carried out around the fence or playground equipment in order to protect the wood and that care is taken of the grass mats.

2593.5 (j) Bulbs

RESOLVED to accept the offer from Pam Seear at Tadpoles Nursery, that they would like to plant some bulbs around the perimeter of the playground. The clerk will request a mixture of bulbs.

2593.5 (l) Playground Working Party

RESOLVED that Cllr. Symons and Clerk will arrange a final thank you and wrap up meeting for the Playground Working Party and that this will include refreshments.

2593.6 Crime Reports/Neighbourhood Watch Report. No issues to report.

2593.7 Parish news Magazine – Councillors continue to be concerned that an editor is required.

**2594. Correspondence** – It was noted that various items of correspondence had been received and shared with Councillors and where appropriate the public via the website and village emails. There were no matters for resolution.

**2595. Points of Information/Items for future agenda**

2595.1 Bell Meadow Village Association. Cllr. Hughes and Parish Clerk are liaising with the group and will update at the next Parish Council meeting.

**2596. Date of Next Parish Council Meeting:**

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

**2597. The Chairman Closed the Meeting at 22:30**

Signed

Dated