

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 11<sup>th</sup> April 2022 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, due to COVID-19, 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

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 Meeting held on Monday 14<sup>th</sup> March 2022.**
5. **Matters Arising - Progress report (not for resolution)**
6. **Public Forum**
7. **Enforcement**
  - 7.1 (a) Discussion with **Michael Johnson**, Lead Specialist Development Management, Maldon District Council (Await confirmation of attendance).
  - 7.1 (b) Warren Lodges Closure Period and Warren Lodges planning conditions generally
  - 7.1 (c) Updates on open cases
  - 7.1 (d) Update on complaint made to MDC
8. **Woodham Walter Primary School**  
Update from representatives of the Primary School regarding plans for a new learning space.
9. **Planning – APPLICATIONS RECEIVED (for consideration or report)**
  - 9.1 **HOUSE/MAL/22/00373** 15 Rectory Road  
Proposed two storey side extension and a porch to the front.  
  
To note that under powers delegated to the clerk a response has been submitted raising no objections but commenting that the Parish Council is disappointed with the design of this proposal and concerned at the lack of space between the extension and the boundary right of way for maintenance and access purposes.
  - 9.2 **HOUSE/MAL/22/00381** 7 Church Corner, Herbage Park Road  
Single storey side extension and part first floor extension to the rear.  
  
To note that under powers delegated to the clerk a response had been submitted supporting the application.
  - 9.3 **HOUSE/MAL/22/00448** Fort Cottage, The Street  
Replacement of single glazed timber casement windows with double glazed timber casement windows to front elevation.
  - 9.4 To note any other applications received.
10. **Planning – DECISIONS (for consideration or report)**
  - 10.1 To note any decisions received.
11. **Other Planning Matters (for consideration or report)**
  - 11.1 **Appeals – Decisions and applications (for consideration or report)**
    - 11.1 (a) **20/00519/FUL Warren Golf Club APPEAL IN PROGRESS**  
Appeal Ref: APP/X1545/W/21/3280176. 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.

To ratify that the Parish Council do not support appointing a barrister or report authors to attend the hearing. The Parish Council cannot legally make any financial contributions to an un-constituted group. The Parish Council will attend the inquiry and register our intention to speak. Research will be undertaken once more information has been published.

**11.1 (b) 20/01230 Oak Farm, Oak Farm Road APPEAL DISMISSED**

Appeal Ref: APP/X1545/W/21/3277485 The development proposed a new three bedroom dwelling in accordance with Planning Permission ref 65/00293/FUL with a slight increase in footprint (retrospective).

To note the appeal decision.

**12. To receive reports of the County and District Councillor's.**

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

13.1 The Summary of Accounts to date. This includes all transactions since the March meeting (draft).

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
01-Apr-22	Opening Balance	16667.00		16667.00
11-Apr-22	Transfer to Community Account		2700.00	13967.00
<b>Community Account</b>				
01-Apr-22	Opening Balance	908.18		908.18
01-Apr-22	Outstanding Debits from 2021/2022		259.88	648.30
11-Apr-22	Transferred from Business Reserve	2700.00		3348.30
11-Apr-22	April Debits		2697.79	650.51

13.2 Npower: To note that invoices for January and February have been received and payment by Direct Debit is due

13.3 Pension. To note that min ref. 2690.6.7 has been cancelled and the pension is due to begin in April.

13.4 To agree the payments as listed in the payment schedule for April (draft)

<b>OUTSTANDING DEBITS FROM 2021/22</b>					
Min Ref:	Payee	Method	Gross	VAT	Net
2671.2.1	Npower (Payment due 15/04/22)	DD	55.86	2.66	53.20
2690.6.1	Npower (Payment due 15/04/22)	DD	48.02	2.29	45.73
2690.6.6	Skippers (Await completion of bench works)	BACS	156.00	26.00	130.00
<b>APRIL PAYMENTS</b>					
Ref:	Payee	Method	Gross	VAT	Net
13.4.1	Npower (Estimate Await invoice)	DD	55.86	2.66	53.20
13.4.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
13.4.3	Mrs J Bannerman (Salary & Allowance) (Estimate)	BACS	1300.00	0.00	1300.00
13.4.4	Barclaycard (Fasthosts/Post Office)	DD	12.43	1.44	10.99
13.4.5	EALC/NALC Affiliation Fees	BACS	189.00	0.00	189.00
13.4.6	LJ Print (Annual Parish Report/Jubilee Flyer)	BACS	373.52	0.00	373.52
13.4.7	Maldon District Council (CET)	BACS	631.08	105.18	525.90
13.4.8	Woodham Walter Village Hall	BACS	20.00	0.00	20.00
13.4.9	Mrs J Bannerman (Expenses Refreshments APM)	BACS	29.70	0.00	29.70
13.4.10	Nest Pension (Estimate)	BACS	61.00	0.00	61.00

\* Barclaycard payments:

24/02/22	Post Office Ltd (Postage)	3.79
02/03/22	Fasthosts Internet Ltd (Emails)	8.64
<b>TOTAL</b>	<b>(inc. VAT: £1.44)</b>	<b>12.43</b>

To note the following Barclaycard payments are scheduled for May Statement.

28/3/22	MDC Car Parking (Food workshop)	2.00
29/3/22	Ring Central Annual Sub	187.06
31/3/22	Post Office Ltd (Postage)	13.49
1/4/22	Amazon (Ink Cartridge)	62.50
2/4/22	Fasthosts Internet Ltd (Emails)	8.64
5/4/22	Iris Business Software Ltd (Payroll)	122.40
18/4/22	TSO Host Annual Charge	74.33

13.5 Review of Bank Statements, Credit Card Statements and Account sheets for March.

13.6 End of the Financial Year. Works are being completed for audit.

**14. Other Council Matters (for consideration or report)**

- 14.1 Community Engagement Team (CET)
  - (a) To note March Report
  - (b) To sign Service Level Agreement
- 14.2 Woodham Walter Common – Essex Wildlife Trust (EWT)
  - (a) To note any updates
  - (b) Guided public tour arranged for 9.30am on Saturday 7<sup>th</sup> May.
- 14.3 Platinum Jubilee Considerations – Cllr. Symons/Clerk to report on progress.
- 14.4 Email/Website – The matter is progressing.
- 14.5 Allotments Report
- 14.6 Climate Action - To consider any actions that the Parish Council should take
- 14.7 Annual Parish Meeting Review and Matters Arising
  - (a) funding request from Allotment Association
  - (b) Note of thanks to Mr Wilks for emergency works undertaken at St Michael's
  - (c) Locality Fund
  - (d) Flytipping increase – consider requesting further signage
  - (e) Guided Public Tour of Woodham Walter Common – Saturday 7<sup>th</sup> May
  - (f) Consider putting map of Woodham Walter Common on website
  - (g) Climate Action conversation needed to consider measures the Parish Council/Community can take.
  - (h) Consider a request for reduced cuts of verges

14.8 Food Provision Workshop – Cllr. Symons/Clerk to report

**15. Highways & Infrastructure (for consideration or report))**

- 15.1 Various matters on-going as detailed in the Highways log.
- 15.2 Broadband Update
- 15.3 To note Road Closures/works around the village over the next few weeks. Notifications on the website.
- 15.4 Street Lights – To consider recommendation from Cllr. Bunn.

**16. Local Issues (for consideration or report)**

- 16.1 Bell Meadow & Memorial Garden
  - (a) Football Goals – Await goals to be moved.
  - (b) Playground - Await installation of new bench. To consider any matters for report.
  - (c) Memorial Garden – To note any matters for report.
  - (d) DofE Volunteers – To note continued attendance/application/completion
  - (e) Annual Inspection – to note this is due to take place in May.
- 16.2 Footpaths Report.
- 16.3 School Report.
- 16.4 Crime Reports/Neighbourhood Watch Report.
- 16.5 Bell Meadow Village Association. Saturday 10<sup>th</sup> September 2022. The event organisers are progressing. To consider correspondence received regarding distribution of any profits from the event.
- 16.6 Ride London 27-29<sup>th</sup> May – various road closures expected in Essex over the weekend. To note that the Elite Ladies race will come through Woodham Walter on Friday 27<sup>th</sup> May (estimated between 12-3pm)

To consider impact on the village including Wedding scheduled at St Michaels.

16.7 Ukraine – to update on any information

**17. 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.

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

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

Ordinary Parish Council meeting with AGM - Monday 9<sup>th</sup> May 2022 at 8pm at Woodham Walter Women's Club.

**20.** The Chairman to close the meeting

Dated: 5<sup>th</sup> April 2022