

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 9th May 2022 at 7.30pm. 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, 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 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. **Election of Chairman**
3. **Declarations of Acceptance of Office**
4. **To report, approve and record 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 be granted and will remain in place until May 2023.

8. **Climate Action (Expected duration: 30 minutes)**
Sustainable Danbury – Presentation and Discussion with Stuart Bird
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) Equality and Diversity 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
 - (i) Inventory of land and assets.
 - (j) Financial Regulations, Investment Strategy, Financial Risk Assessment, Banking Policy, Reserves Policy
 - (k) Direct Debits and regular payments
 - (l) Community Engagement Strategy
 - (m) Risk Management Policy
 - (n) Business Continuity Plan
 - (o) Data Breach Process / Data Protection Policy
 - (p) GDPR Privacy Notice and Policies
 - (q) Annual Contributions to Local Organisations and Grants Policy
 - (r) Safeguarding Policy
 - (s) Training and Development Policy
 - (t) Health & Safety Policy
 - (u) Grievance Policy
 - (v) Neighbour Consultations Policy
 - (w) Virtual Meeting Protocols
 - (x) Setting the dates, times & place of ordinary meetings of the full council for the year ahead.

11.2 To consider the following policies, procedures and protocols which are subject to further review.

- (a) Confirmation of arrangements for insurance cover.
- (b) Risk Assessments – Clerk to arrange for these to be updated regularly
- (c) Emergency Plan – this document to be reviewed.
- (d) Action Plan – this document to be reviewed

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

- (a) Platinum Jubilee Working Party: Cllr. Joanna Symons (Chairman) Jacky Bannerman, Cllr. James Rushton, Cllr. Jenny Hughes, plus representatives from Women’s Club and other local residents.
- (b) Woodham Walter Primary School Governing Body: Cllr. Joanna Symons
- (c) Woodham Walter Allotment Association: Cllr. James Rushton
- (d) Bell Meadow Village Association: Cllr. James Rushton
- (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 minutes of Ordinary Parish Council Meeting held on Monday 11th April 2022.

13. Matters Arising - Progress report (not for resolution)

14. Planning – APPLICATIONS RECEIVED (for consideration or report)

14.1 **HOUSE/MAL/22/00373** 15 Rectory Road
Proposed two storey side extension and a porch to the front.

To note the above application has been amended by the submission of revised plans. Due to deadline, under powers delegated to the clerk no further response was submitted as the original comments made remain relevant.

14.4 To note any further applications received.

15. Planning – DECISIONS (for consideration or report)

15.1 HOUSE/MAL/22/00367 Fort Cottage, The Street **APPROVE**
Proposed single storey rear extension and conversion of garage to habitable space.

15.2 HOUSE/MAL/22/00365 Fort Cottage, The Street **APPROVE**
Demolition of existing porch and construction of porch.

15.2 HOUSE/MAL/22/00381 7 Church Corner, Herbage Park Road **REFUSE**
Single storey extension and part first floor extension to the rear.

15.2 To note any other decisions received.

16. Other Planning Matters (for consideration or report)

16.1 **Appeals** – Decisions and applications (for consideration or report)

16.1 (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 update on development of the Parish Council response at the Inquiry.

16.2 **Oak Farm, Oak Farm Road**
Consider correspondence received regarding new proposal.

16.3 **Enforcement** - To report on any updates received.

16.4 National Grid – proposed route for permanent new infrastructure (not directly affecting Woodham Walter)

17. To receive reports of the County and District Councillor’s.

18. Financial Matters (for consideration or report)

18.1 The Summary of Accounts to date. This includes all transactions since the April meeting.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
11-Apr-22	Balance			13967.00
25-Apr-22	Precept	26000.00		39967.00
28-Apr-22	Transfer to Community Account		900.00	39067.00
09-May-22	Transfer to Community Account		1000.00	38067.00
Community Account				
11-Apr-22	Balance			833.45
26-Apr-22	Party Tent Income	125.00		958.45
28-Apr-22	Transferred from Business Reserve	900.00		1858.45
28-Apr-22	April Debits (Jubilee)		921.16	937.29
09-May-22	Transferred from Business Reserve	1000.00		1937.29
09-May-22	May Debits		1421.93	515.36

18.2 To agree the payments as listed in the payment schedule for May

OUTSTANDING DEBITS FROM 2021/22					
Min Ref:	Payee	Method	Gross	VAT	Net
2690.6.6	Skippers	BACS	156.00	26.00	130.00

APRIL PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
18.2.1	Running Imp Ltd (Paid 28/04/22)	BACS	921.16	153.53	767.63
18.2.2	Npower	DD	50.15	2.39	47.76
18.2.3	A&J Lighting Solutions	DD	25.20	4.20	21.00
18.2.4	Mrs J Bannerman (Salary & Allowance) (Estimate)	BACS	618.66	0.00	618.66
18.2.5	Nest Pension (Employer £ Employee £)	DD	101.50	0.00	101.50
18.2.6	Barclaycard (Trees/Parking/RingCentral/Postage/Ink/Fasthosts/Iris/TSOhost)	DD	590.42	95.83	494.59
18.2.7	CPRE Membership	BACS	36.00	0.00	36.00

* Barclaycard payments:

24/03/22	King & Co (Trees)	120.00
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
TOTAL	(inc. VAT: £95.83)	590.42

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

21/04/22	RingCentral (Credits Package)	24.00
30/04/22	Longacres (Pegs for grasslok mat)	3.99

The BACS payments for May will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 12th May 2022. The items shown as estimates will be drawn up for payment after receipt of invoice and authorisation.

18.3 Review of Bank Statements, Credit Card Statements and Account sheets for April.

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

18.5 To consider Payroll/Pension arrangements

19. Other Council Matters (for consideration or report)

19.1 Community Engagement Team (CET)

19.2 Woodham Walter Common – Essex Wildlife Trust (EWT)

- 19.3 Platinum Jubilee Considerations – Cllr. Symons/Clerk to report on progress.
- 19.4 Email/Website – Emails now available. To agree date for general transfer of emails, (although old ones will continue to work for a period of several months)
- 19.5 Allotments Report
- 19.6 Village Coffee Morning organising – an opportunity for socialising but also to promote health, wellbeing and community safety. Possibly under the “Village Friends” banner which is a CVS initiative supported by MDC.
- 19.7 Memorial Gardens – to update that Land Registry applications are currently experiencing 8 months delays.

20. Highways & Infrastructure (for consideration or report))

- 20.1 Various matters on-going as detailed in the Highways log.
- 20.2 Broadband Update – no information.
- 20.3 Road Closures. There continue to be various road closures for road and Broadband works in and around the village over the next few weeks. All notifications received are put on the website.
- 20.4 Street Lights – To consider recommendation from Cllr. Bunn
- 20.5 Papermill Bridge – to note correspondence

21. Local Issues (for consideration or report)

- 21.1 Bell Meadow & Memorial Garden
- (a) Football Goals – Goals have now been relocated.
 - (b) Playground - new bench has now been installed.
 - (c) Playground – Update from Playground Manufacturer Caloo following report of a child banging their head
 - (d) Playground – CET report of loose matting at foot of slide, Clerk purchased some additional pegs and fixed.
 - (e) Memorial Garden – the replacement beech tree has been planted thanks to Shelley Rand & Cllr. Brown.
 - (f) DofE Volunteers – Clerk continues to liaise with volunteers.
- 21.2 Footpaths Report.
- 21.3 School Report.
- 21.4 Crime Reports/Neighbourhood Watch Report.
- 21.5 Bell Meadow Village Association. Saturday 10th September 2022. The event organisers are progressing.
- 21.6 Ride London 27-29th May – various road closures expected in Essex over the weekend. To note that the Elite Ladies race will come through Woodham Walter on Friday 27th May (estimated between 12-3pm) and will include various road closures. Details of route indicates that it goes through the village via the following roads: Old London Road, Oak Farm Road, Church Hill, Little Baddow Road.

The event will have a considerable impact on the village including a Wedding scheduled at St Michaels. The Warren Estate have approved use of the track. Works to hedging in progress. Bell Meadow for parking - await confirmation from RideLondon regarding stewards.

- 21.7 Ukraine – Clerk continues to share information when received. To note that at least one Ukrainian Family has arrived in the village and Clerk is liaising with family to see if there are any requirements. Further consideration to arranging a coffee morning or similar to welcome families to the village.

- 21.8 Queen Victoria – to consider any action the Parish Council can take to encourage new tenants.

22. 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.

23. Points of Information/Items for future agenda

24. Date of Next Parish Council Meeting:

Ordinary Parish Council meeting - Monday 13th June 2022 at 8pm at Woodham Walter Women’s Club.

- 25.** The Chairman to close the meeting

Dated: 3rd May 2022