

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 13<sup>th</sup> June 2022 at 8.00pm. All councillors are hereby summoned to attend. Members of the public and press are cordially invited to attend.

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. **Declarations of Acceptance of Office** – Cllr. Brown to sign
3. **To report, approve and record apologies for absence**
4. **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.
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. **Public Forum**
7. **To approve minutes of Annual General Meeting with Ordinary Parish Council Meeting held on Monday 9<sup>th</sup> May**
8. **Matters Arising - Progress report (not for resolution)**
9. **Planning – APPLICATIONS RECEIVED (for consideration or report)**

9.1 **22/00179/TCA** Tadpoles Nursery, The Street  
5x Lime trees - Reduce laterally by 3.5 metres and 3.5-4 metres in height. 1x Ash tree - Reduce laterally by 3.5 metres and 3.5-4 metres in height.

It is reported that a letter of support had been sent under powers delegated to the Parish Clerk.

9.2 **22/00495/FUL** Woodham Walter CofE Primary School, The Street  
The installation of a demountable classroom consisting of a classroom, toilets and kitchenette, with new paths, ramps/steps and shrub planting.

It is reported that a letter of support with comment requesting that the colour should be conditioned to be of a subdued tone in order that that the building fits into the environment, had been sent under powers delegated to the Parish Clerk.

9.3 **22/00633/FUL** Albany Orchards, Old London Road  
New driveway from existing access towards front of house.

9.4 To note any other planning applications received.

10. **Planning – DECISIONS (for consideration or report)**

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

10.2 **HOUSE/MAL/22/00448** Fort Cottage, The Street **APPROVE**  
Replacement of single glazed timber casement windows with double glazed timber casement windows to front elevation.

10.3 To note any further 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 consider the Parish Council response at the Appeal. To consider any other details regarding the Appeal.

11.2 **Enforcement**

- (a) To receive any updates.
- (b) To consider any other Enforcement matters.

11.3 To consider the Draft List of Local Heritage Assets for Woodham Walter

11.4 Local Wildlife Sites

To consider any locations for potential news sites in the parish. These can be on public or private land. Areas of particular value for wildlife e.g. ancient woodland, other woodland, wildflower meadows etc

**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 May meeting. (Draft)

| DATE                        | ACCOUNT / TRANSACTION DETAIL                          | AMOUNT IN | AMOUNT OUT | BALANCE  |
|-----------------------------|-------------------------------------------------------|-----------|------------|----------|
| <b>Business Reserve A/C</b> |                                                       |           |            |          |
| 11-May-22                   | Balance                                               |           |            | 36967.00 |
| 13-May-22                   | Transfer to Community Account                         |           | 270.00     | 36697.00 |
| 06-Jun-22                   | Interest Received                                     | 2.45      |            | 36699.45 |
| 13-Jun-22                   | Transfer to Community Account                         |           | 5300.00    | 31399.45 |
| <b>Community Account</b>    |                                                       |           |            |          |
| 09-May-22                   | May Debits                                            |           | 2522.53    | 514.76   |
| 13-May-22                   | Transferred from Business Reserve                     | 270.00    |            | 784.76   |
| 13-May-22                   | May Debits (HMRC)                                     |           | 268.95     | 515.81   |
| 16-May-22                   | Party Tent Income                                     | 75.00     |            | 590.81   |
| 24-May-22                   | Donation for Street Party                             | 179.17    |            | 769.98   |
| 31-May-22                   | Running Imp (Refund for broken mugs)                  | 39.48     |            | 809.46   |
|                             | Income from sale of mugs and donations (Street Party) | 144.00    |            | 953.46   |
| 13-Jun-22                   | Transferred from Business Reserve                     | 5300.00   |            | 6253.46  |
| 13-Jun-22                   | June Debits                                           |           | 5552.81    | 700.65   |

13.2 To authorise the payments as listed in the payment schedule for May (Draft)

| <b>JUNE PAYMENTS</b> |                                                                           |        |         |        |         |
|----------------------|---------------------------------------------------------------------------|--------|---------|--------|---------|
| Ref:                 | Payee                                                                     | Method | Gross   | VAT    | Net     |
| 13.2.1               | HMRC Payment (March) (Paid 13/5/22)                                       | BACS   | 268.95  | 0.00   | 268.95  |
| 13.2.2               | Angela Beighton (Women's Club Jubilee catering Expenditure) (Paid 7/6/22) | BACS   | 216.26  | 0.00   | 216.26  |
| 13.2.3               | Npower                                                                    | DD     | 41.81   | 1.99   | 39.82   |
| 13.2.4               | A&J Lighting Solutions                                                    | DD     | 25.20   | 4.20   | 21.00   |
| 13.2.5               | Mrs J Bannerman (Salary & Allowance) (Estimate)                           | BACS   | 1249.63 | 0.00   | 1249.63 |
| 13.2.6               | Nest Pension (Employer £57.10 Employee £125.97) (Estimate)                | DD     | 183.07  | 0.00   | 183.07  |
| 13.2.7               | Barclaycard (RingCentral/Misc/Jubilee/Microsoft365/Bungees)               | DD     | 479.58  | 79.89  | 399.69  |
| 13.2.8               | Mrs J Bannerman (Expenses Jubilee)                                        | BACS   | 11.50   | 1.92   | 9.58    |
| 13.2.9               | Annual Grant: Woodham Walter Women's Club                                 | BACS   | 220.00  | 0.00   | 220.00  |
| 13.2.10              | Annual Grant: Woodham Walter Village Hall                                 | BACS   | 295.00  | 0.00   | 295.00  |
| 13.2.11              | Annual Grant: Essex Wildlife Trust (Woodham Walter Common)                | BACS   | 1000.00 | 0.00   | 1000.00 |
| 13.2.12              | Woodham Walter Village Hall (Jubilee hire of chairs/tables)               | BACS   | 30.00   | 0.00   | 30.00   |
| 13.2.13              | Woodham Walter Women's Club (Hire of hall for meetings)                   | BACS   | 30.00   | 0.00   | 30.00   |
| 13.2.14              | Heelis & Lodge (Internal Auditor) (Estimate)                              | BACS   | 282.00  | 47.00  | 235.00  |
| 13.2.15              | HMRC ¼ly payment (Estimate)                                               | BACS   | 650.00  | 0.00   | 650.00  |
| 13.2.16              | Eslip Payroll                                                             | DD     | 20.36   | 3.39   | 16.97   |
| 13.2.17              | Skippers Ground Maintenance Ltd (Estimate)                                | BACS   | 744.00  | 124.00 | 620.00  |
| 13.2.18              | MDC (Annual Playsite Inspection) (Estimate)                               | BACS   | 74.40   | 12.40  | 62.00   |

\* Barclaycard payments: May Statement

|          |                                   |               |
|----------|-----------------------------------|---------------|
| 21/04/22 | RingCentral (Credits Package)     | 24.00         |
| 30/04/22 | Longacres (Pegs for grasslok mat) | 3.99          |
| 02/05/22 | Fasthosts Internet Ltd (Emails)   | 8.64          |
| 11/05/22 | Party Packs (Jubilee)             | 88.44         |
| 11/5/22  | Running Imp (Jubilee)             | 8.16          |
| 11/05/22 | Amazon (Party Tent Bungees)       | 45.98         |
| 11/05/22 | Running Imp (Jubilee)             | 65.58         |
| 12/5/22  | RBLI (Tree Plaque)                | 145.99        |
| 18/5/22  | Microsoft 365                     | 59.99         |
| 19/5/22  | Amazon (Jubilee)                  | 28.81         |
| TOTAL    | (inc. VAT: £79.89)                | <b>479.58</b> |

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

|          |                                 |       |
|----------|---------------------------------|-------|
| 24/5/22  | Post Office (Stamps)            | 1.70  |
| 25/05/22 | Tesco (Ice-lollies for Jubilee) | 38.35 |
| 02/06/22 | Fasthosts Internet Ltd (Emails) | 8.64  |

The BACS payments for June will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 15<sup>th</sup> June 2022.

- 13.3 Review of Bank Statements, Credit Card Statements and Account sheets for May and June.
- 13.4 To note Payroll/Pension arrangements have been set up with E-Slip Payroll Services.
- 13.5 End of Financial Year 2021/2022
- 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. The Chairman to confirm he has reviewed the Accounts file
  - iv. Relevant financial information is available on the Woodham Walter Parish Council website as per the Transparency Code dictates.
  - v. Internal Auditor Report – Await Detailed written report and Agar Annual Internal Audit Report which is expected prior to the meeting and will be shared with councillors. To consider any recommendations.
  - vi. The Clerk/RFO to confirm that the AGAR form Section 2 has been duly certified in advance of the meeting. Councillors to note the explanation of variances documents have been completed and shared with Councillors.
  - vii. End of Year Accounts – Annual Return for the financial year ended 31 March 2022. Councillors to confirm the answers to the questions in Section 1 - Annual Governance Statement 2021/2022 in the Annual Return for the year ended 31 March 2021.
  - viii. End of Year Accounts – Accounting Statements for the financial year ended 31 March 2022. To confirm Section 2 to approve the Accounting Statements and the Chairman to sign the declaration.

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.

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

- 14.1 Community Engagement Team (CET)
- (a) Note May Report
  - (b) Clerk to report on attendance at meeting with CET at MDC offices
- 14.2 Woodham Walter Common – Essex Wildlife Trust (EWT) - To note any matters for report.
- 14.3 Platinum Jubilee – report/review
- (a) School/Tadpoles Jubilee Celebrations on Bell Meadow
  - (b) Oak Tree/Plaque
  - (c) Street Party
- 14.4 Email/Website – to note that all councillors/clerk should now be using the new .gov.uk email addresses.
- 14.5 Allotments – to note any matters for report.
- 14.6 Village Coffee Morning – to receive an update on progress
- 14.7 Minute ref: 2728.1 To note that all policies, procedures and protocols in minute ref: 2728.1 (a-w) have been updated with the new Email and website address and where relevant are published on the website.
- 14.8 Minute ref: 2728.2 (e) Inventory of land and assets
- (a) to approve the updated document.
  - (b) To adopt the Fixed Assets Policy.

14.9 Minute ref: 2727 Local Code of Conduct  
To note that MDC will be adopting a new Local Code of Conduct on 4<sup>th</sup> July. Clerk to circulate new document when available. Clerk to attend MDC training session.

14.10 Climate Action

- (a) To consider forming a Working party to consider the issues and advise the Parish Council.
- (b) To note Essex Residents Advice Pack, Business Advice Pack, School Advice Packs

14.11 Tree Survey – Cllr. Warren and Clerk to carry out annual tree inspection.

**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 Road Closures. All notifications received are put on the website.

15.4 Street Lights – To consider replacement to LED

15.5 Winter Salt-Bag Scheme – to note registration for the 2022/23 Winter Season has been completed.

15.6 Tree over carriageway – Herbage Park Road. To consider correspondence received from local resident.

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

16.1 Bell Meadow & Memorial Garden

16.1.(a) Annual Safety Report – To note report and recommendations.

16.1 (b) Football Goals – To note any matters for report

16.1.(c) Playground - To note any matters for report

16.1 (d) Memorial Garden – To note any matters for report

16.1 (d) DofE Volunteers – To note any matters for report

16.1 (e) Bell Meadow Mowing/Other matters regarding grounds maintenance – To note that clerk had met with Skippers to discuss and that prompt action to missed areas had been taken. Discussion regarding wildflower area.

16.2 Footpaths Report. To note any matters for report

16.3 School Report. To note any matters for report

16.4 Crime Reports/Neighbourhood Watch Report.

(a) Note Police Reports received. No local information to report.

(b) Tackling Heritage Crime – Cllr's to report on attendance at event.

(c) Essex Police Rural Crime Engagement Team Correspondence

16.5 Bell Meadow Village Association. Saturday 10<sup>th</sup> September 2022. The event organisers are progressing.

16.6 Ride London 27-29<sup>th</sup> May – To note any matters for report

(a) The Wedding Parking was a success and the family most appreciative. Unfortunately, one car not associated with the wedding had managed to gain access and this delayed the closure after the event.

(b) There was a good turnout of local residents to watch the cycle event pass through.

16.7 Ukraine – Clerk continues to share information when received. Further consideration required to arranging a coffee morning or similar to welcome families to the village.

16.8 Queen Victoria

(a) A letter of support and interest has been written to Grays

(b) An application for a Community Right To Bid has been submitted to MDC.

**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 - Monday 12<sup>th</sup> July 2022 at 8pm at Woodham Walter Women's Club.

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

Dated: 3<sup>rd</sup> May 2022