

MINUTES

Minutes of Annual General Meeting with Ordinary Meeting of Woodham Walter Parish Council.

Held at 7.30pm at Woodham Walter Women's Club.

Monday 9th May 2022

Present:

Cllr. James Rushton (Chairman)
Cllr. James Bunn
Cllr. Jenny Hughes (in attendance until 9.20pm)
Cllr. Joanna Symons
Cllr. John Tompkins
Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)
District Councillor Mark Durham (in attendance until 8.45pm)
Stuart Bird, Sustainable Danbury (in attendance until 8.20pm)

Public: None

2718. Welcome Cllr. Rushton welcomed those present to the meeting.

2719. Election of Chairman Nominations were invited for the position of Chairman. Councillor John Tompkins Proposed and Councillor Peter Warren Seconded Councillor James Rushton. There were no further nominations. All Councillors voted in agreement and Councillor James Rushton was duly elected to the position of Chairman.

2720. Election of Vice-Chairman Nominations were invited for the position of Vice Chairman. Councillor John Tompkins Proposed and Councillor Peter Warren Seconded Councillor John Brown. There were no further nominations. All Councillors voted in agreement and Councillor John Brown was duly elected to the position of Vice Chairman

2721. Declarations of Acceptance of Office All councillors were asked to sign the forms which were then counter signed by the Parish Clerk as proper officer of the council.

RESOLVED to accept the Declaration of Acceptance of Office of Cllr. John Brown at a later date.

2722. To report, approve and record apologies for absence

RESOLVED to accept apologies received from Cllr. John Brown (Vice Chairman), County Councillor Jane Fleming and District Councillor Simon Morgan.

2723. Register of Members Interests Councillors were reminded to complete disclosed interests on the Maldon District Council on-line form if they have not already done so. Clerk reminded 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.

2724. 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.

Dispensation 2019-2023 – RESOLVED that the dispensation will remain in place until May 2023.

2725. Climate Action. Sustainable Danbury – Presentation and Discussion with Stuart Bird

Sustainable Danbury is a community led organisation set up in 2021 promoting the transition to a more sustainable world in Danbury and the surrounding villages. Including ideas for Sustainable Living, Enhancing Biodiversity and Community Owned Energy. They are a Community Benefit Society (not for profit) and also look to create energy generation assets. There are 4 similar groups across Essex which have received grant funding. They want to encourage renewable contracts

at schools and businesses that the local community can invest in, this would be run as a business using a community share offer (1 person 1 vote). They are regulated by the FCA.

As Woodham Walter is predominantly heated with oil boilers, the community could consider working with local landowners in utilising surrounding farmland to create a community ground source heating solution.

Some concerns were expressed whether the technology is good enough and individual households would have a significant cost to access the community ground source.

A low temperature community heat network needs community engagement. Technology is advancing all the time so this is the sort of idea that should be considered for the future, prior to people making individual changes.

Renewable generation of power near-by can off set costs e.g. a solar farm to generate electricity meaning lower prices for the community.

It is likely that a mix of solutions is required and with technology maturing all the time action to tackle Climate Change is essential and will become more achievable.

Sustainable Danbury would like to partner with other communities. They can for example help with grants towards feasibility studies etc. They also offer Free Energy Advice and Woodham Walter Parish Council are invited to sponsor an event for the village community.

RESOLVED that a further conversation is required with the possibility of setting up a Working Party. Climate Action will be discussed at the next Parish Council meeting.

Councillor Rushton thanked Mr Bird for attending. Mr Bird then left the meeting room.

Councillor Mark Durham then left the meeting room.

2726. Public Forum There were no members of the public present.

2727. To adopt the Maldon District Council Local Code of Conduct

With some reservations expressed with regards to Parish Councillors being required to adopt the same Code of Conduct as District Councillors but they are not then offered the same level of access to information from MDC, it was explained that the advice received is that ideally Parish Council's should adopt their local authorities Code of Conduct.

Cllr. James Bunn proposed and Cllr. Jenny Hughes seconded that the Maldon District Council Local Code of Conduct be adopted. This was agreed by all councillors.

RESOLVED that the Maldon District Council Local Code of Conduct be adopted.

2728. Reviews & Adoptions

2728.1 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 – Councillors to confirm that the existing consent list is up to date and confirm arrangements.
- (i) Financial Regulations, Investment Strategy, Financial Risk Assessment, Banking Policy, Reserves Policy
- (j) Direct Debits and regular payments
- (k) Community Engagement Strategy
- (l) Risk Management Policy
- (m) Business Continuity Plan
- (n) Data Breach Process / Data Protection Policy
- (o) GDPR Privacy Notice and Policies
- (p) Annual Contributions to Local Organisations and Grants Policy
- (q) Safeguarding Policy
- (r) Training and Development Policy
- (s) Health & Safety Policy
- (t) Grievance Policy

- (u) Neighbour Consultations Policy
- (v) Virtual Meeting Protocols
- (w) Setting the dates, times & place of ordinary meetings of the full council for the year ahead. Confirmed that the dates of the Parish Council meetings will be on the 2nd Monday of the month at 8pm in Woodham Walter Women's Club. To note that meetings may take place virtually (if/when Legislation allows for this), or in the Woodham Walter Village Hall. Any changes to these arrangements will be duly notified. With the noted exception of the August meeting which will only take place if there is urgent business or planning applications to discuss and the date will be duly notified.

Councillor John Tompkins proposed and Cllr. James Bunn seconded that all policies listed in 2728.1 (a-w) be adopted. This was agreed by all Councillors.

RESOLVED that all policies, procedures and protocols in minute ref: 2728.1 (a-w) be adopted. Email and website address will be updated and the documents where relevant will be published on the website.

2728.2 To consider the following policies, procedures and protocols which are subject to further review.

- (a) Confirmation of arrangements for insurance cover. To receive the report of the Clerk.

Cllr. John Tompkins proposed and Cllr. Peter Warren seconded that the Clerks Report be accepted, all Councillors agreed.

RESOLVED to accept the recommendation of the clerk and renew the insurance cover with Zurich Municipal.

- (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
- (e) Inventory of land and assets – this document to be reviewed

Cllr. John Tompkins proposed and Cllr. Peter Warren seconded that items in minute ref: 2728.2 (b-e) require further review. All councillors agreed.

RESOLVED that items 2728.2 (b-e) require further review.

2728.3 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, Mr David Beattie and Mr Bob Jones.
- (f) Footpaths Officer – Cllr. Peter Warren
- (g) Tree Officer – Cllr. Peter Warren
- (h) Broadband – Cllr. John Brown
- (i) Defibrillator – Cllr. John Tompkins

Cllr. John Tompkins proposed and Cllr. Peter Warren seconded that those listed above be duly appointed. All councillors agreed.

RESOLVED those representatives as detailed in minute ref. 2728.3 (a-i) be approved.

2729. To approve minutes of Ordinary Parish Council Meeting held on Monday 11th April 2022.

RESOLVED the minutes of the Parish Council meeting held on 11th April 2022 be approved and signed as a true record.

2730. Matters Arising - Progress report (not for resolution)

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

2731. Planning – APPLICATIONS RECEIVED (for consideration or report)

2731.1 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.

2731.2 To note any other planning applications received.

2731.2 (a) **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.

RESOLVED to delegate the response to the Parish Clerk who will liaise with Councillors.

2731.2 (b) **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.

RESOLVED to delegate the response to the Parish Clerk who will liaise with Councillors.

2732. Planning – DECISIONS (for consideration or report)

2732.1 HOUSE/MAL/22/00367 Fort Cottage, The Street **APPROVE**
Proposed single storey rear extension and conversion of garage to habitable space.

2732.2 HOUSE/MAL/22/00365 Fort Cottage, The Street **APPROVE**
Demolition of existing porch and construction of porch.

2732.3 HOUSE/MAL/22/00381 7 Church Corner, Herbage Park Road **REFUSE**
Single storey extension and part first floor extension to the rear.

The proposed development, by reason of its design, would result in a development that would be an incongruous addition of limited architectural merit that would unbalance the semi-detached pair, contrary to the Maldon District Local Plan and the National Planning Policy Framework. The proposed development, due to its proximity to the boundary of the site, would result in an unneighbourly form of development, which would have a detrimental impact on the residential amenity of the occupiers of these neighbouring properties, contrary to the stipulations of Policy D1 of the Maldon District Local Development Plan and the guidance contained within the National Planning Policy Framework.

2732.4 There were no further decisions received.

2733. Other Planning Matters (for consideration or report)

2733.1 **Appeals** – Decisions and applications (for consideration or report)

2733.1 (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.

RESOLVED that the Parish Council response to the Inquiry continues to be developed. This includes an analysis of information available from the appellant, the Local Planning Authority as well as submissions by other interested parties. A statement which will be read at the inquiry is being drafted.

2733.2 Oak Farm, Oak Farm Road

Consider correspondence received from architect regarding new proposal.

RESOLVED to respond that the Parish Council will consider any application submitted and that they should refer to the reasons for refusal given by the LPA and the Planning inspector.

2733.3 Enforcement

Councillors noted that some updates had been received on open cases and that more work is being undertaken by the Enforcement team.

RESOLVED to issue a synopsis of the cases at the Warren Lodges to the new Enforcement Officer.

2733.4 National Grid – Councillors noted the proposed route for permanent new infrastructure which does not appear to directly impact Woodham Walter.

2734. To receive reports of the County and District Councillor’s.

It was noted that County Cllr. Fleming had submitted a written reporting including information on: Love Your Library Day; April SEND family bulletin; Essex Wellbeing Service; Essex Trading Standards re: beware of rising costs for home improvements; Poultry measures lifted; Ink bins in all libraries; Essex Library of things; Essex Renewal Fund; Business in the Community Coaching opportunities; The Blueprint circular economy roadshow; the Essex + Reward Scheme;

It was noted that District Cllr. Morgan had submitted a written report including information on: Planned maintenance of MDC planning website; Splash Park works underway; Homes for Ukraine Scheme update; enforcement updates.

Cllr. Durham had been in attendance earlier in the meeting and had updated Councillors on correspondence he had also received with regards to Oak Farm.

2735. Financial Matters (for consideration or report)

2735.1 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		2100.00	36967.00
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	2100.00		3037.29
09-May-22	May Debits		2522.53	514.76

RESOLVED to accept the summary of accounts.

2735.2 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

MAY PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2735.2.1	Running Imp Ltd (Paid 28/04/22)	BACS	921.16	153.53	767.63
2735.2.2	Npower	DD	50.15	2.39	47.76
2735.2.3	A&J Lighting Solutions	DD	25.20	4.20	21.00
2735.2.4	Mrs J Bannerman (Salary & Allowance) (Estimate)	BACS	618.66	0.00	618.66
2735.2.5	Nest Pension (Employer £39.04 Employee £62.46) (Estimate)	DD	101.50	0.00	101.50
2735.2.6	Barclaycard (Trees/Parking/RingCentral/Postage/Ink/Fasthosts/Iris/TSOhost)	DD	590.42	95.83	494.59
2735.2.7	CPRE Membership	BACS	36.00	0.00	36.00
2735.2.8	Zurich Municipal	BACS	363.42	0.00	363.42
2735.2.9	Skippers Ground Maintenance	BACS	744.00	0.00	744.00

* 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 Clerks salary and Pension payments will be administered by ESlip Payroll services and the Clerk will seek to arrange this promptly (see min ref: 2735.5 below).

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

2735.3 Review of Bank Statements, Credit Card Statements and Account sheets for April.

RESOLVED to defer to the next meet when Cllr. Brown will be present.

2735.4 End of the Financial Year. It was noted that works are being completed for audit.

2735.5 To consider Payroll/Pension arrangements contained in the report.

RESOLVED to employ the services of ESlip Payroll Services to complete the Payroll, HMRC and pension requirements.

2735.6 It was noted that the Barclays Bank branch in Maldon is due to close. The Clerk will investigate ways of paying in cheques and occasional cash as required.

2736. Other Council Matters (for consideration or report)

2736.1 Community Engagement Team (CET)

2736.1 (a) Noted March/April Reports

2736.1 (b) Noted the 2021 Outcomes document

2736.2 Woodham Walter Common – Essex Wildlife Trust (EWT)

2736.2 (a) Dangerous tree (FP7) Cllr. Warren reported that ECC had now carried out works.

2736.2 (b) Guided public tour of Woodham Walter Common with Essex Wildlife Trust. It was reported that the tour had been well attended by Councillors but there was only limited public present which was a shame. It was however, a very useful and interesting tour. Including information regarding very rare Barbastelle bats which are present in the local area. Councillors will be able to use the information gained in preparing for the Warren Appeal.

2736.3 Platinum Jubilee Considerations – Cllr. Symons/Clerk to report on progress.

Plans are coming together for the Street Party on Sunday 5th June, ticket requests are now numbering 120 with lots of offers of help and the Women's Club are organising the catering. The final planning meeting is on Monday 16th May where final details will be agreed. The Jubilee mugs for the children of the village have been ordered and will be presented to residents by The Chairman at the Street Party (School/Tadpoles at separate event). Spare mugs will be available for sale at cost price at the Street Party.

Consideration is being given to providing toilet facilities and this will be pursued by the Clerk.

There will be a presentation of the Jubilee mugs to the children of the Primary School and Nursery at an event hosted by the Parish Council at Bell Meadow on Thursday 26th May. Cllr. Symons, Cllr. Rushton and The Clerk to attend, all other Councillors welcome. The Jubilee Oak Tree will be officially planted by the Chairman and a plaque unveiled.

RESOLVED to accept the recommendations of the Platinum Jubilee Committee.

RESOLVED to plant the Oak tree at the bottom of Bell Meadow in position opposite The Bell car park. Clerk to arrange with Shelley Rand and Cllr. Brown. The Clerk should investigate purchasing a plaque.

2736.4 Email/Website – Emails now available. Full transfer of website on-going.

RESOLVED that the date for the general transfer of emails will be 1st June when all Councillors and Clerk will use the new .gov.uk addresses (although old ones will continue to work for a period of several months).

2736.5 Allotments Report – funding is being sought for new fencing.

2736.6 Village Coffee Morning – 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.

RESOLVED to pursue the idea and await information from CVS and Village Hall. It was noted that a local resident had already come forward to volunteer.

2736.7 Memorial Gardens – update that Land Registry applications are currently experiencing 8 months delays.

2736.8 VDS Update – Cllr. Tompkins reported that Mr Bob Jones had joined the Working Party and taken on part of the workload.

2737. Highways & Infrastructure (for consideration or report)

2737.1 Various matters on-going as detailed in the Highways log. Noted that the Top Road pothole opp. The Vic had been fixed.

2737.2 Broadband Update – no information.

2737.3 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.

2737.4 Street Lights – To consider recommendation from Cllr. Bunn

RESOLVED that councillor’s would review the DW Windsor catalogue and Cllr. Bunn would then meet with A&J Lighting Solutions.

2737.5 Papermill Bridge – noted correspondence which had been copied to the Parish Council regarding response from ECC to Little Baddow PC

2738. Local Issues (for consideration or report)

2738.1 Bell Meadow & Memorial Garden

2738.1.(a) Football Goals – Goals have now been relocated. Noted that one of the anchors had again been unscrewed and the Clerk is liaising with Skippers. New signs have been attached to the goals.

2738.1.(b) Playground - new bench has now been installed.

2738.1 (c) Playground – Following on from report of a child banging their head, contact had been made with Caloo and they confirmed that the product meets with the required safety regulations and is compliant to EN1176. They would not recommend making any changes to the equipment as the equipment would then not comply. They had not received any reports of similar incidents.

2738.1 (d) Playground – CET report of loose matting at foot of slide, Clerk purchased some additional pegs and fixed. CET report of climbing frame movement could not be replicated by the Clerk and is considered to be minor and require continued monitoring. Await the Annual Safety Inspection which is due to be completed this month.

2738.1 (c) Memorial Garden – the replacement beech tree has been planted thanks to Shelley Rand & Cllr. Brown. Watering regime in place.

2738.1 (d) DofE Volunteers – Clerk continues to liaise with volunteers.

2738.1 (e) Bell Meadow Mowing – discussion regarding the ruts which have appeared and some areas which have been missed. Clerk to speak to Skippers.

2738.2 Footpaths Report. See min ref: 2736.2a. No other matters for report.

2738.3 School Report. No matters for report.

2738.4 Crime Reports/Neighbourhood Watch Report.

2738.4 (a) Note Police Reports received. No local information to report.

2738.4 (b) Tackling Heritage Crime – Cllr's. Symons, Rushton & Tompkins to attend event on 19th May.

2738.5 Bell Meadow Village Association. Saturday 10th September 2022. The event organisers are progressing.

RESOLVED that the Parish Council would attend the event with an information stand

2738.6 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 (1-3pm) and will include various road closures. The route 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.

2738.7 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 required to arranging a coffee morning or similar to welcome families to the village.

2738.8 Queen Victoria – to consider any action the Parish Council can take to encourage new tenants.

RESOLVED to write to Gray's to express enthusiasm for continued occupation of the pub which is an important asset in the village.

RESOLVED to pursue registering as an asset of community value.

2739. 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.

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|---------------------------------------|-------------------------|
| a) One Maldon District | b) Wellies in the Wood |
| c) Wildlife Ponds – funding available | d) Warber May – RCCE |
| e) Dementia | f) Rotary club May News |
| g) Essex Explorer Magazine | |

2740. Points of Information/Items for future agenda

None

2741. Date of Next Parish Council Meeting:

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

2742. The Chairman closed the meeting at 9.55pm

Signed

Dated