

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

Held at 8.0pm at Woodham Walter Women's Club.

Monday 13th June 2022

Present:

Cllr. James Rushton (Chairman)
Cllr. John Brown (Vice Chairman)
Cllr. Joanna Symons
Cllr. John Tompkins
Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)
County Cllr. Jane Fleming (in attendance until 9.00pm)

Public: None

2743. Welcome Cllr. Rushton welcomed those present to the meeting.

2744. Declarations of Acceptance of Office – Cllr. Brown to sign

2745. To report, approve and record apologies for absence

RESOLVED to accept apologies received from Cllr. Jenny Hughes, Cllr. James Bunn and District Cllr. Simon Morgan.

2746. Register of Members Interests Councillors were reminded they need to complete their disclosed interests on the Maldon District Council on-line form if they have not already done so.

RESOLVED that the Clerk will circulate the link again to those who still need to complete.

2747. 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.

2748. Public Forum

There were no members of the public present.

2749. To approve the minutes of the Annual General Meeting with Ordinary Parish Council Meeting held on Monday 9th May 2022.

RESOLVED the minutes of the Annual General Meeting with Ordinary Parish Council Meeting held on 9th May 2022 be approved and signed as a true record of the meeting.

2750 Matters Arising - Progress report (not for resolution)

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

2751. Planning – APPLICATIONS RECEIVED (for consideration or report)

2751.1 **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.

2751.2 **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.

2751.3 **22/00633/FUL** Albany Orchards, Old London Road

New driveway from existing access towards front of house.

Councillors concluded the submission made by the Parish Council for the similar 2012 application remains extant and the reasons for refusal in 2012 and subsequent appeal remain relevant. Any planting or landscaping along the new suggested route would only serve to highlight the change of use.

RESOLVED to object to the application because the proposed development represents an inappropriate use of land within a rural area, visually intrusive to and overbearing upon the character of the local landscape contrary to policies S2 and S8 of the Approved Local Development Plan

2752. Planning – DECISIONS (for consideration or report)

2752.1 **HOUSE/MAL/22/00373** 15 Rectory Road **REFUSE**

Proposed two storey side extension and a porch to the front.

2752.2 **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.

2753. Other Planning Matters (for consideration or report)

2753.1 **Appeals** – Decisions and applications (for consideration or report)

2753.1 (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 contents of the speech which will be made by the chairman representing the Parish Council be approved subject to any necessary alterations as the inquiry progresses. It was agreed that the speech was a strong and robust defence which clearly highlights local opinion.

RESOLVED that Cllr. Rushton and Cllr. Tompkins will attend the appeal and that Cllr. Rushton will present the Parish Council case. The Clerk will attend at least the first session of the Inquiry and then be available remotely for any subsequent research or assistance as required. Other Councillors may attend if personal circumstances allow or may access the virtual Microsoft Teams relay of the inquiry.

It was noted that an update from the Enforcement team may provide further content for the speech.

It was noted that vast quantities of detailed new documents from the appellant have been uploaded.

It was noted that some local residents have had some new posters printed and that these will be displayed around the village in time for any visits by the Inspector.

2753.2 Enforcement

(a) To receive any updates.

It was noted that Mr Johnson had indicated that an update will be provided very soon.

(b) To consider any other Enforcement matters.

It was noted that a field entrance along Bassetts Lane had recently had a post-box installed but that there did not appear to be any issues for report.

2753.3 Draft List of Local Heritage Assets for Woodham Walter

RESOLVED that Councillors agree with the list subject to the inclusion of Lynton House and a query has been raised as to why this had not been included.

2753.4 Local Wildlife Sites

RESOLVED 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 The clerk will check the timescale and the list of current sites.

2754. To receive reports of the County and District Councillor's.

Cllr. Fleming was in attendance and it was noted that Cllr Fleming had provided a written report with information on Essex County Council: Climate Emergency action; Do More Waste Less on-line courses; Kitche food saving app; Climate Advice Packs; Local Nature Partnership for Essex; TravelEssex Journey Planner; Queen's Award for Enterprise;

Cllr Fleming informed of a new County councillor Pot Hole fund. Deadline 11th July. Clerk to supply list of pot holes including large deep potholes at side of carriageway on Herbage Park Road and Old London Road.

The Minerals Local plan is currently under review, although this is not a call for sites.

The 5 Year Housing Land Supply has increased slightly to 3.6.

Information on Maldon District Council: UFEST 8th July; Queen’s Baton Relay; Tourism; Promenade Park Events 17-19 June; MDC Planning Updates – the Pre-application service has been suspended due to staff shortages (staff shortages in planning departments is a problem around the country). The Council is looking to recognise that there are ongoing communication issues with customers engagement with planning services.

Cllr. Fleming then left the meeting room at 9pm

2755. Financial Matters (for consideration or report)

2755.1 The Summary of Accounts to date. This includes all transactions since the May meeting.

| DATE | ACCOUNT / TRANSACTION DETAIL | AMOUNT IN | AMOUNT OUT | BALANCE |
|-----------------------------|--|-----------|------------|----------|
| Business Reserve A/C | | | | |
| 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 |
| Community Account | | | | |
| 09-May-22 | Balance | | | 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 |
| 13-Jun-22 | Party Tent Income | 75.00 | | 884.46 |
| 13-Jun-22 | Transferred from Business Reserve | 4000.00 | | 4884.46 |
| 13-Jun-22 | June Debits | | 4287.58 | 596.88 |
| 15-Jun-22 | Income from sale of mugs and donations (Jubilee) | 144.00 | | 740.88 |

RESOLVED to accept the summary of accounts.

2755.2 To authorise the payments as listed in the payment schedule for June

| JUNE PAYMENTS | | | | | |
|----------------------|--|--------|---------|-------|---------|
| Ref: | Payee | Method | Gross | VAT | Net |
| 2755.2.1 | HMRC Payment (March) (Paid 13/5/22) | BACS | 268.95 | 0.00 | 268.95 |
| 2755.2.2 | Angela Beighton (Women's Club Jubilee catering Expenditure) (Paid 7/6/22) | BACS | 216.26 | 0.00 | 216.26 |
| 2755.2.3 | Npower | DD | 41.81 | 1.99 | 39.82 |
| 2755.2.4 | A&J Lighting Solutions | DD | 25.20 | 4.20 | 21.00 |
| 2755.2.5 | Mrs J Bannerman (Salary & Allowance) | BACS | 935.28 | 0.00 | 935.28 |
| 2755.2.6 | Nest Pension (Employer £57.10 Employee £125.97) | DD | 169.85 | 0.00 | 169.85 |
| 2755.2.7 | Barclaycard | DD | 479.58 | 79.89 | 399.69 |
| 2755.2.8 | Mrs J Bannerman (Expenses Jubilee) | BACS | 11.50 | 1.92 | 9.58 |
| 2755.2.9 | Annual Grant: Woodham Walter Women's Club | BACS | 220.00 | 0.00 | 220.00 |
| 2755.2.10 | Annual Grant: Woodham Walter Village Hall | BACS | 295.00 | 0.00 | 295.00 |
| 2755.2.11 | Annual Grant: Essex Wildlife Trust (Woodham Walter Common) | BACS | 1000.00 | 0.00 | 1000.00 |
| 2755.2.12 | Woodham Walter Village Hall (Jubilee donation to reflect the hire of chairs/tables) | BACS | 30.00 | 0.00 | 30.00 |
| 2755.2.13 | Woodham Walter Women's Club (Jubilee donation to reflect Hire of hall for meetings/Contribution for use during Street Party) | BACS | 50.00 | 0.00 | 50.00 |
| 2755.2.14 | Heelis & Lodge (Internal Auditor) | BACS | 265.00 | 0.00 | 265.00 |
| 2755.2.15 | HMRC ¼ly payment (Estimate – defer to July) | n/a | 0 | 0 | 0 |
| 2755.2.16 | Eslip Payroll | DD | 20.36 | 3.39 | 16.97 |

| | | | | | |
|-----------|--|------|--------|--------|--------|
| 2755.2.17 | Skippers Ground Maintenance Ltd (Estimate) | BACS | 744.00 | 124.00 | 620.00 |
| 2755.2.18 | MDC (Annual Play site Inspection) | BACS | 74.40 | 12.40 | 62.00 |

* Barclaycard payments: June Statement

| | | |
|--------------|---------------------------------|---------------|
| 21/05/22 | Amazon (Jubilee) | 27.95 |
| 24/05/22 | Post Office (Jubilee) | 1.70 |
| 25/05/22 | Tesco (Jubilee) | 38.35 |
| 02/06/22 | Fasthosts Internet Ltd (Emails) | 28.70 |
| 09/06/22 | Amazon (Ink Cartridges) | 78.91 |
| TOTAL | (inc. VAT: £79.89) | 175.61 |

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

| | | |
|----------|--------------------------------------|-------|
| 28/06/22 | Parking for Code of conduct Training | 1.40 |
| 02/07/22 | Fasthosts Internet Ltd (Emails) | 28.70 |
| | | |

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

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

2755.3 Review of Bank Statements, Credit Card Statements and Account sheets for April and May.

Cllr. Brown confirmed that he had carried out the review for April and May and found them to be reconciled correctly.

2755.4 It was noted that Payroll/Pension arrangements have been set up with E-Slip Payroll Services.

2755.5 End of Financial Year 2021/2022

- a) Councillors agreed that throughout the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors.
- b) Councillors agreed the Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings
- c) The Chairman confirmed he has reviewed the Accounts file and there were no matters for report.
- d) Councillors agreed that relevant financial information is available on the Woodham Walter Parish Council website. The Council is not subject to the requirements of the Transparency Code as expenditure had exceeded £25k, however, the council continues to publish relevant information.
- e) Internal Auditor Report –Detailed written report and Agar Annual Internal Audit Report had been received from Heelis & Lodge and shared with Councillors. There was 1 recommendation: that the bank account as at the 31st March should be used for reconciliation (the date of the bank statements being 29th/30th March respectively, although no other transactions had taken place until after the year end. This recommendation has been implemented. The Internal Auditor had recorded appreciation to the Clerk for the quality of documentation presented in the Audit File. Councillors asked that it be minuted their appreciation to the Clerk/RFO for an excellent clean set of accounts.
- f) The Clerk/RFO confirmed that the AGAR form Section 2 has been duly certified in advance of the meeting. Councillors acknowledged the explanation of variances documents which have been completed. There were no questions or comments.
- g) End of Year Accounts – Annual Return for the financial year ended 31 March 2022. Councillors acknowledged as members of Woodham Walter Parish Council their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. Councillors confirmed, to the best of their knowledge and belief, with respect to the Account Statements for the year ended 31 March 2022 and the questions in Section 1 - Annual Governance Statement 2021/2022 were duly answered. All councillors approved and the document was duly signed by the Chairman and Clerk/RFO.
- h) End of Year Accounts – Accounting Statements for the financial year ended 31 March 2022. Councillor's confirmed that Section 2 - Accounting Statements 2021/22 be approved and the Chairman signed 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.

2756. Other Council Matters (for consideration or report)

2756.1 Community Engagement Team (CET)

(a) The May Report was noted.

2756.2 Woodham Walter Common – Essex Wildlife Trust (EWT) - There were no matters for report.

2756.3 Platinum Jubilee – report/review

(a) School/Tadpoles Jubilee Celebrations on Bell Meadow

Cllr. Symons reported that the event had been very well received and the children had enjoyed their afternoon.

(b) Oak Tree/Plaque

The official plaque is due to be delivered. Cllr. Tompkins will install.

(c) Street Party

Cllr. Symons reported that the event had been a great success. 230 people had registered to attend and although no official count was made, most of the chairs were taken and there were several people standing. It had been a lovely atmosphere. The Women's Club did a great job of organising the catering. It was noted that the gift of mugs to the children had been well received. The races on the school field had finished off the event very well. The Jubilee accounts to date were reviewed and it was noted that the events had come in well under the original budget. The whole event had been well supported, letters of thanks, an article in the Parish Magazine and village email will be arranged. Cllr. Symons and the Parish Clerk were thanked for organising the event.

2756.4 Email/Website – all councillors/clerk are now using the new .gov.uk email addresses and Cllr. Brown will arrange the final transfer of documents to the website – although the .gov.uk address does link across to the existing site.

2756.5 Allotments – Cllr. Rushton reported that an increase in annual subs had been made to help with costs associated with the replacement fencing.

2756.6 Village Coffee Morning – the matter is on-going.

2756.7 Minute ref: 2728.1 Councillors noted 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.

2756.8 Minute ref: 2728.2 (e) Inventory of land and assets

(a) to approve the updated document.

(b) To adopt the Fixed Assets Policy.

RESOLVED by unanimous vote that the document and policy be duly approved and adopted.

2756.9 Minute ref: 2727 Local Code of Conduct

Councillor's noted that MDC will be adopting a new Local Code of Conduct on 4th July. Woodham Walter Parish Council to consider adopting the updated code at the meeting in July. Clerk to circulate new document when available. Clerk to attend MDC training session.

2756.10 Climate Action

(a) To consider forming a Working party to consider the issues and advise the Parish Council.

RESOLVED to form a working party. Cllr. James Rushton will lead and arrange a virtual meeting, develop terms of reference, develop policies and recommendations for the Parish Council in terms of a Climate Action Strategy and Biodiversity Action Plan and seek views and involvement from other councillors and local residents.

(b) Councillor's noted the Essex Residents Advice Pack, Business Advice Pack, School Advice Packs.

RESOLVED to share links to the advice packs via the village email.

2756.11 Tree Survey – Cllr. Warren and Clerk reported that a tree inspection had taken place and that some attention is required. Cllr. Warren to arrange to meet with Skippers.

2757. Highways & Infrastructure (for consideration or report)

2757.1 Various matters on-going as detailed in the Highways log. It was noted that West Bowers Road had recently been resurfaced. It was noted that an enquiry had been received regarding drainage along Stivvy's Road.

2757.2 Broadband Update – Cllr Brown reported that County Broadband is now available in the Blue Mill Lane/Curling Tye Lane area. It is still unknown what the timescale is for Openreach to complete their installation works in this location.

2757.3 Road Closures. There are no current notifications.

2757.4 Street Lights – To consider replacement to LED

RESOLVED to ask Cllr. Bunn to request quotations for the following directional lights - Kirum Pro and Katana Direct (2 Panel) from the DW Windsor range via A&J Lighting Solutions.

2757.5 Winter Salt-Bag Scheme –noted that registration for the 2022/23 Winter Season has been completed.

2757.6 Tree over carriageway – Herbage Park Road. Noted correspondence received from local resident. Advice has been offered.

2758. Local Issues (for consideration or report)

2758.1 Bell Meadow & Memorial Garden

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

RESOLVED to secure the nets to the goal posts and fix net holes. Cllr. Brown will attend.

RESOLVED not to treat the posts as the plan is to replace them next year.

RESOLVED to investigate load testing of the goals.

RESOLVED to monitor the gate self-closures which are inconsistent.

RESOLVED to arrange for MDC to empty the bin and organise a collection regime.

RESOLVED to arrange for the projecting bolt thread on the bench to be attended to.

RESOLVED to contact playground manufacture Caloo with regards to the findings for the Cone Climber and the Multi-play tower, although the findings were to be monitored and did not recommend any remedial action.

RESOLVED to monitor the splits/shakes or air cracks to ensure they do not cross through fixing points.

RESOLVED to purchase bolt caps and replace where necessary.

(b) Football Goals – There were no further matters for report.

(c) Playground - There were no further matters for report.

(d) Memorial Garden – There were no matters for report.

(d) DofE Volunteers – There were no matters for report

(e) Bell Meadow Mowing/Other matters regarding grounds maintenance – It was noted that clerk had met with Skippers to discuss issues and that prompt action to missed areas had been taken. Discussion regarding wildflower area will be reviewed by the Climate Action Working Party.

2758.2 Footpaths Report. Cllr. Warren reported that with recent vigorous growth several footpaths are now impassable. He has written to the new inspector to request the cut is brought forward, although this is not anticipated to happen until July. He had recently been put in touch with a representative from the Maldon and Dengie Rambling Group who had assisted with clearance of a blocked tree on FP12 between the pumping station and The Warren.

2758.3 School Report. Cllr. Symons reported that she had met with the new part-time Head of School, Pippa Edlin and that she had attended the school to carry out a wellbeing survey. The Governors are having a Governors Strategy Day on July 5th.

2758.4 Crime Reports/Neighbourhood Watch Report.

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

(b) Tackling Heritage Crime – Cllr. Tompkins, Cllr. Symons and Cllr. Rushton had attended an interesting event. Information has been forwarded to Bell Meadow Day committee.

(c) Essex Police Rural Crime Engagement Team Correspondence was noted and has been suggested to the Bell Meadow Day committee.

2758.5 Bell Meadow Village Association. Saturday 10th September 2022. The event organisers are progressing.

2758.6 Ride London 27-29th May – To note any matters for report

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.

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

2758.7 Ukraine – Clerk continues to share information when received. Further consideration required to arranging a coffee morning or similar to welcome families to the village. It is now known that hosts have welcomed 2 families and 2 more families awaited in Woodham Walter.

2758.8 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.

It is noted that the Queen Victoria pub is currently advertised on the open market as a pub.

RESOLVED to make preparations for any instruction regarding the Community Right to Bid. Clerk to seek basic information on Public Works Loans, Grants and Community Share Ownership schemes. It was agreed that a Working Group should be set up with relevant Terms of Reference.

2759. 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) Maldon Food Support Fund | b) Essex Libraries – Summer Reading |
| c) Ufest | d) Essex Warbler June |
| e) Maldon & District CVS bulletin | f) CIF information |
| g) Essex Climate Action Advice Packs | h) Support to increase activity levels |

2760. Points of Information/Items for future agenda

None

2761. Date of Next Parish Council Meeting:

Ordinary Parish Council meeting - Monday 11th July 2022 at 8pm at Woodham Walter Women's Club.

2762. The Chairman closed the meeting at 10.45pm

Signed *James Rushton*

Dated 11/07/22