

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 12<sup>th</sup> September 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. 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).

**4. Public Forum**

**5. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 11<sup>th</sup> July 2022.**

**6. Matters Arising - Progress report (not for resolution)**

**7. New Register of Interests**

To report that councillors should have all completed the new Register of Interests form.

**8. Queen Victoria**

To update that the Queen Victoria as an Asset of Community Value was not progressed after questionnaire analysis and consideration by Steering Group.

**9. Planning – APPLICATIONS RECEIVED (for consideration or report)**

9.1 CC/MAL/68/22 Woodham Walter Primary School

The retention of a double classbase for a further temporary period without compliance with Condition 2 (time limit) attached to planning permission CC/MAL/12/17

To note that a response with no objections was sent by the Clerk using delegated powers.

9.2 22/00877/WTPO Thornberry, Rectory Road

Ash Tree (T1) 30% Crown thin, removal of dead wood and removal of one lower limb.

9.3 To note any other applications received.

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

10.1 22/00201/TCA St Michael's Church, Church Hill  
T1 Holly, Fell.

**ALLOWED TO PROCEED**

10.2 22/00699/HOUSE 7 Church Corner, Oak Farm Road  
Single Storey extension and part first floor extension to the rear.

**REFUSE**

10.3 22/00240/TCA Bell Meadow

T28 Ash – Remove large dead branch overhanging field. T30 Oak – remove small dead branches overhanging field. G35 Various – remove 2x dead trees. G39 – Oak & Ash, Remove dead branches overhanging field.

**11. Planning – Appeals (for consideration or report)**

11.1 **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 note that the appeal decision is awaited. We are informed by the Planning Inspectorate that there is no target date but the decision is expected by the end of the month.

**12. Planning - Enforcement**

12.1 To receive any updates from Mr William Coleman from MDC (await confirmation of attendance).

12.2 To consider any other Enforcement matters.

### 13. Other Planning Matters (for consideration or report)

13.1 Albany Orchards Decision – to report correspondence with District Councillors

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

### 15. Financial Matters (for consideration or report)

15.1 To receive the Summary of Accounts to date. This includes all transactions since the July meeting.

| DATE                        | ACCOUNT / TRANSACTION DETAIL      | AMOUNT IN | AMOUNT OUT | BALANCE  |
|-----------------------------|-----------------------------------|-----------|------------|----------|
| <b>Business Reserve A/C</b> |                                   |           |            |          |
| 11-Jul-22                   | Balance                           |           |            | 37443.00 |
| 13-Jul-22                   | Transfer to Community Account     |           | 400.00     | 37043.00 |
| 10-Aug-22                   | Transfer to Community Account     |           | 1200.00    | 35843.00 |
| 05-Sep-22                   | Interest Received                 | 11.37     |            | 35854.37 |
| 12-Sep-22                   | Transfer to Community Account     |           | 1800.00    | 34054.37 |
| <b>Community Account</b>    |                                   |           |            |          |
| 11-Jul-22                   | Balance                           |           |            | 174.15   |
| 13-Jul-22                   | Transferred from Business Reserve | 400.00    |            | 574.15   |
| 15-Jul-22                   | Party Tent Income (inv. 157)      | 75.00     |            | 649.15   |
| 15-Jul-22                   | Party Tent Income (inv. 158)      | 75.00     |            | 724.15   |
| 20-Jul-22                   | Party Tent Income (inv. 159)      | 50.00     |            | 774.15   |
| 10-Aug-22                   | Transferred from Business Reserve | 1200.00   |            | 1974.15  |
| 10-Aug-22                   | August Debits                     |           | 1417.74    | 556.41   |
| 17-Aug-22                   | Npower Credit                     | 28.54     |            | 584.95   |
| 12-Sep-22                   | Transferred from Business Reserve | 1800.00   |            | 2384.95  |
| 12-Sep-22                   | September Debits                  |           | 1735.29    | 649.66   |

15.2 To authorise the payments as listed in the payment schedule for August and September payments.

| <b>OUTSTANDING DEBITS</b> |  |        |        |        |        |
|---------------------------|--|--------|--------|--------|--------|
| Ref:                      | Payee  | Method | Gross  | VAT    | Net    |
| 2778.2.6                  | MDC (Playground Bin Servicing)                           | BACS   | 56.56  | 9.43   | 47.13  |
| <b>AUGUST PAYMENTS</b>    |  |        |        |        |        |
| Ref:                      | Payee  | Method | Gross  | VAT    | Net    |
| 15.2.1                    | HMRC Payment (Month 3)                                   | BACS   | 345.61 | 0.00   | 345.61 |
| 15.2.2                    | Npower   | DD     | 37.58  | 1.79   | 35.79  |
| 15.2.3                    | A&J Lighting Solutions                                   | DD     | 25.20  | 4.20   | 21.00  |
| 15.2.4                    | Mrs J Bannerman (Salary & Allowance)                     | BACS   | 924.62 | 0.00   | 924.62 |
| 15.2.5                    | Nest Pension (Employer £ 61.72 Employee £ 98.75 )        | DD     | 160.47 | 0.00   | 160.47 |
| 15.2.6                    | Barclaycard *  | DD     | 30.10  | 4.78   | 25.32  |
| 15.2.7                    | Eslip Payroll  | BACS   | 20.36  | 3.39   | 16.97  |
| 15.2.8                    | Woodham Walter Village Hall (Queen Vic Meeting)          | BACS   | 20.00  | 0.00   | 20.00  |
| 15.2.9                    | LJ Print (Queen Vic Questionnaire)                       | BACS   | 43.47  | 0.00   | 43.47  |
| 15.2.10                   | A&J Lighting Solutions (Call Out Mead/Top Rd)            | BACS   | 155.94 | 25.99  | 129.95 |
| <b>SEPTEMBER PAYMENTS</b> |  |        |        |        |        |
| Ref:                      | Payee  | Method | Gross  | VAT    | Net    |
| 15.2.11                   | Npower (Estimate)  | DD     | 37.58  | 1.79   | 35.79  |
| 15.2.12                   | A&J Lighting Solutions                                   | DD     | 25.20  | 4.20   | 21.00  |
| 15.2.13                   | Mrs J Bannerman (Salary & Allowance)                     | BACS   | 545.60 | 0.00   | 545.60 |
| 15.2.14                   | Nest Pension (Employer £34.05 Employee £54.48)           | DD     | 88.53  | 0.00   | 88.53  |
| 15.2.15                   | Barclaycard *  | DD     | 158.02 | 26.75  | 131.27 |
| 15.2.16                   | Eslip Payroll  | DD     | 20.36  | 3.39   | 16.97  |
| 15.2.17                   | Skippers Ground Maintenance Ltd (Estimate)               | BACS   | 500.00 | 100.00 | 400.00 |
| 15.2.18                   | A&J Lighting Solutions (Top Road Replacement) (Estimate) | DD     | 360.00 | 60.00  | 300.00 |

\* Barclaycard payments: (July Statement)

|              |                                 |              |
|--------------|---------------------------------|--------------|
| 02/07/22     | Fasthosts Internet Ltd (Emails) | 28.70        |
| 28/06/22     | MDC Car Parking                 | 1.40         |
| <b>TOTAL</b> | <b>(inc. VAT: £4.78)</b>        | <b>30.10</b> |

\* Barclaycard payments: (August Statment)

|          |                                   |               |
|----------|-----------------------------------|---------------|
| 21/7/22  | Amazon (Black Toner)              | 69.65         |
| 2/8/22   | Fasthosts                         | 28.70         |
| 5/8/22   | Fasthosts                         | 1.20          |
| 8/8/22   | Amazon (Paper)                    | 27.99         |
| 15/08/22 | Photobox (Street Party Photobook) | 30.48         |
| TOTAL    | (inc. VAT: £26.75)                | <b>158.02</b> |

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

|          |  |        |
|----------|--|--------|
| 24/08/22 | Simply Shredding                       | 24.00  |
| 2/9/22   | Fasthosts                              | 1.20   |
| 2/9/22   | Fasthosts                              | 28.70  |
| 24/08/22 | Amazon (Paint etc for benches)         | 71.24  |
| 31/08/22 | Amazon (Colour Toner (to be refunded)) | 19.54  |
| ?        | Amazon (Refund for incorrect toner)    | +19.54 |
| 30/08/22 | Amazon (Laminating Pouches)            | 12.93  |
| 6/9/22   | Amazon (Colour Toner)                  | 34.52  |

The BACS payments for August were drawn up by the Parish Clerk, shared with councillors and authorised by councillor signatories. The BACS payments for September will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 14<sup>th</sup> September 2022.

15.3 Review of Bank Statements, Credit Card Statements and Account sheets for July and August.

15.4 AGAR Section 2 Figures restated. To approve that the figures have been restated in Section 2 – Accounting Statements 2021/22 and an “other matter” will be recorded by the Auditor. Boxes 6,7, and 8 have been restated because unpaid direct debits and BACS payments of £259.88 had been incorrectly included as items of expenditure and as reconciling items in the bank reconciliation.

The restated form was signed by the Parish Clerk/RFO and Chairman and submitted to Auditors PKF Littlejohn along with an updated Bank Reconciliation. The updated form will be published on the website and noticeboard.

15.5 Audit appointment – to consider the Option to Opt out of the SAAA (Smaller Authorities Audit Appointments) central external audit appointment arrangements.

Clerks’ advice is that we do not opt out and that we continue as part of the SAAA sector led Audit appointment regime and no action is required.

15.6 To consider request from Parish News Magazine for funding.

15.7 Grant applications – to note the deadline for local organisations to submit requests is 30<sup>th</sup> September.

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

16.1 Community Engagement Team (CET).

16.2 Woodham Walter Common – Essex Wildlife Trust (EWT)

16.3 Allotments.

16.4 Climate Action Update

16.5 Local Council’s Awards Scheme

16.6 CiLCA – To report that Clerk has passed the Certificate In Local Council Administration. As per the terms of the contract of employment and Annual Staff Review, to approve 1 x Substantive Benchmark raise from SCP 25 (£15.64 per hour) to SCP 26 (£16.10 per hour).

16.7 General Power of Competence (GPC) – It is recommended that members consider the report prepared by the Parish clerk and pass the following resolution:

“The Parish Council resolves from 12th September 2022, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.

16.8 Action Plan – To adopt updated plan.

16.9 War Memorial Repairs – to consider options

16.10 Bench Painting – to note that Ken Brewer has kindly volunteered to carry out this work.

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

17.1 Various matters on-going as detailed in the Highways log.

17.2 Pot Holes in County Councillor fund – some have been repaired, some awaited.

- 17.3 Street Lights
- To consider replacement to LED including Top Road. Consider resident from Mead Pastures request to remove street lights.
  - To note repairs to Top Road and Mead Pastures Street Lights have been undertaken.
- 17.4 20's Plenty – To consider recommendations in report.
- 17.5 Village Gateways – to note appreciation to local resident who has cleaned the gateway signs at Rectory Road.

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

18.1 Bell Meadow & Memorial Garden

- (a) Annual Safety Report recommendations - ongoing
- (b) Football Goals (These will be moved into new location after Bell Meadow Day)
- (c) Playground
- (d) Memorial Garden
- (e) Bell Meadow Uses – to consider if control of usage is necessary
- (f) Bell Meadow License – to note that the license has been updated with PO Box address/telephone number.
- (g) Any information for report

18.2 Footpaths Report

18.3 School Report.

18.4 Crime Reports/Neighbourhood Watch Report.

- (a) Police Reports received.
- (b) Noted that break-in occurred at GunHill Farm.

18.5 Bell Meadow Village Association. Saturday 10<sup>th</sup> September 2022. Cllr. Rushton, Parish Clerk and Cllr. Tompkins have organised various exhibits for the Parish Council stand. This includes 2 feedback forms which are available to view in the OneDrive.

18.6 Bonfires – to note that Cllr. Rushton had visited Bunsay Downs/The Warren to discuss recent bonfires.

**19. 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.

- |   |                                     |
|---|-------------------------------------|
| a) Civility and Respect Pledge              | b) Community Forum notes            |
| c) Cost of Living Poster                    | d) Farleigh Hospice Cycle Event     |
| e) Maldon District Dementia Action Alliance | f) FP41 Hazeleigh/FP 14 Maldon      |
| g) Adult Mental Health Service at GP's      | h) Warbler August & September       |
| i) Danbury Rotary Newsletter                | j) Tollesbury Community Led Housing |

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

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

Next scheduled Ordinary Parish Council meeting - Monday 10<sup>th</sup> October 2022 at 8pm at Woodham Walter Women's Club.

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

Dated: 6<sup>th</sup> September 2022