

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 3rd October 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 (AMENDED 28/09/22)

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 & Minute Silence in remembrance of HM Queen Elizabeth II.**
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 Meetings held on Monday 11th July 2022 and Monday 12th September 2022.**

6. **HM Queen Elizabeth II and HM King Charles III**

To report on procedures undertaken.

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

8. **New Register of Interests**

9. **Queen Victoria**

- a) To report that the Queen Victoria as an Asset of Community Value was not progressed
- b) To report any information regarding sale of Queen Victoria.

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

10.1 22/00877/WTPO Thornberry, Rectory Road

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

To note that a response has been sent by the Clerk using delegated powers with no objections and commenting that the Parish Council rely on the advice of the Tree Officer.

10.2 22/00986/HOUSE 6 Church Corner, Oak Farm Road

Two storey side extension, single storey rear extension and a new porch design.

10.3 22/00308/COUPA Land adjacent to Oak Farm Barn, Oak Farm Road

Change of use of an agricultural building to a dwellinghouse (Use Class C3)

10.4 22/01009/HOUSE 7 Church Corner

Single storey extension and part first floor extension to the rear.

10.5 To note any other applications received.

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

11.1 22/00201/TCA St Michael's Church, Church Hill

ALLOWED TO PROCEED

T1 Holly, Fell.

11.2 22/00699/HOUSE 7 Church Corner, Oak Farm Road

REFUSE

Single Storey extension and part first floor extension to the rear.

11.3 22/00240/TCA Bell Meadow

ALLOWED TO PROCEED

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.

Works were completed in time for the Bell Meadow day event.

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

GRANTED

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.

12. Planning – Appeals (for consideration or report)12.1 **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. To note Natural England report. We are informed by the Planning Inspectorate that there is no target date but the decision is expected by the end of the September.

13. Planning - Enforcement

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

13.2 To consider any other Enforcement matters.

14. Other Planning Matters (for consideration or report)

14.1 Albany Orchards Decision – to report correspondence with District Councillors

14.2 Minerals Local Plan Review – To note that a Call For Sites has been issued.

15. To receive reports of the County and District Councillor's.**16. Financial Matters (for consideration or report)**

16.1 To receive the Summary of Accounts to date. This includes all transactions since the July meeting. (Estimate)

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
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
03-Oct-22	Transfer to Community Account		2600.00	31454.37

Community Account				
11-Jul-22	Balance			174.15
13-Jul-22	Transferred from Business Reserve	400.00		574.15
20-Jul-22	Party Tent Income (inv. 157, 158,159)	200.00		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		1735.47	649.48
12-Sep-22	St Michael's Church - payment for wreath	50.00		521.88
03-Oct-22	Transferred from Business Reserve	2600.00		3121.88
03-Oct-22	October Debits		2603.70	518.18

16.2 To authorise the payments as listed in the payment schedule for August, September and October payments.

OUTSTANDING DEBITS					
Ref:	Payee	Method	Gross	VAT	Net
2778.2.6	MDC (Playground Bin Servicing)	BACS	56.56	9.43	47.13
AUGUST PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
16.2.1	HMRC Payment (Month 3)	BACS	345.61	0.00	345.61
16.2.2	Npower	DD	37.58	1.79	35.79
16.2.3	A&J Lighting Solutions	DD	25.20	4.20	21.00
16.2.4	Mrs J Bannerman (Salary & Allowance)	BACS	924.62	0.00	924.62
16.2.5	Nest Pension (Employer £ 61.72 Employee £ 98.75)	DD	160.47	0.00	160.47
16.2.6	Barclaycard * (email/parking)	DD	30.10	4.78	25.32
16.2.7	Esliip Payroll	BACS	20.36	3.39	16.97
16.2.8	Woodham Walter Village Hall (Queen Vic Meeting)	BACS	20.00	0.00	20.00
16.2.9	LJ Print (Queen Vic Questionnaire)	BACS	43.47	0.00	43.47
16.2.10	A&J Lighting Solutions (Call Out Mead/Top Rd)	BACS	155.94	25.99	129.95

SEPTEMBER PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
16.2.11	Npower (Estimate)	DD	37.76	1.80	35.96
16.2.12	A&J Lighting Solutions	DD	25.20	4.20	21.00
16.2.13	Mrs J Bannerman (Salary & Allowance)	BACS	545.60	0.00	545.60
16.2.14	Nest Pension (Employer £34.05 Employee £54.48)	DD	88.53	0.00	88.53
16.2.15	Barclaycard * (fasthosts/Street Party Photobook/Black Toner)	DD	158.02	26.75	131.27
16.2.16	Eslip Payroll	DD	20.36	3.39	16.97
16.2.17	Skippers Ground Maintenance Ltd (Estimate)	BACS	500.00	100.00	400.00
16.2.18	A&J Lighting Solutions (Top Road) (Estimate)	DD	537.60	89.60	448.00
OCTOBER PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
16.2.19	Npower (Estimate)	DD	37.76	1.80	35.96
16.2.20	A&J Lighting Solutions	DD	25.20	4.20	21.00
16.2.21	Mrs J Bannerman (Salary & Allowance)	BACS	565.10	0.00	565.10
16.2.22	Nest Pension (Employer £35.31 Employee £56.50)	DD	91.81	0.00	91.81
16.2.23	Barclaycard (Bench painting/Stationery/Shredding/fasthosts/wreath)	DD	272.59	48.77	223.82
16.2.24	Eslip Payroll	DD	20.36	3.39	16.97
16.2.25	Maldon District Council (Comm Engagement Team)	BACS	646.92	107.82	539.10
16.2.26	PKF Littlejohn LLP	BACS	360.00	60.00	300.00
16.2.27	HMRC (Month 4,5,6)	BACS	583.96	0.00	583.96

* Barclaycard payments: (July Statement)

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

* Barclaycard payments: (August Statement)

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)	158.02

* Barclaycard payments: (September Statement)

24/08/22	Simply Shredding (W Harris)	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
02/09/22	Amazon (Refund for incorrect toner)	+19.54
30/08/22	Amazon (Laminating Pouches)	12.93
6/9/22	Amazon (Colour Toner)	34.52
9/9/22	Dillys Florist (Wreaths)	100.00
TOTAL	(inc. VAT: £48.77)	272.59

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

	None to date	
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The BACS payments for August and September were drawn up by the Parish Clerk, shared with councillors and authorised by councillor signatory. The BACS payments for October will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 10th October 2022.

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

16.4 Quarterly Expenditure Review to 30th September 2022

16.5 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 has been published on the website and noticeboard.

16.6 Notice of Conclusion of Audit. The audit of accounts for Woodham Walter Parish Council for year ended 31 March 2022 has been completed and the accounts have been published. The Annual Governance and Accountability Return is available for inspection by any local government elector. The notice has been published on the noticeboard and website along with the relevant documents. There is one matter not affecting the opinion which has been drawn to the attention of the authority: The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment. This is in line with the details in 16.5 above.

16.7 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.

16.8 To consider request from Parish News Magazine for funding.

16.9 Grant applications – to note the deadline for local organisations to submit requests is 30th September. Due to the postponement of the September meeting, to agree an extension to the deadline to 30th October.

17. Other Council Matters (for consideration or report)

17.1 Community Engagement Team (CET)

17.2 Woodham Walter Common – Essex Wildlife Trust (EWT)

a) General Updates

b) Living Landscapes Meetings.

17.3 Allotments Report.

17.4 Climate Action Update – ongoing. Meeting is being scheduled with the Tollesbury Climate Partnership.

17.5 Local Council's Awards Scheme – application will be made for January deadline.

17.6 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.

17.7 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 3rd October 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 (GPC)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence".

17.8 Action Plan – To adopt updated plan.

17.9 War Memorial Repairs – to consider options

17.10 Bench Painting – to note that Ken Brewer has kindly completed this work.

18. Highways & Infrastructure (for consideration or report)

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

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

18.3 Street Lights

a) To consider replacement to LED

b) To note/consider repairs to Top Road and Mead Pastures Street Lights.

18.4 20's Plenty – To consider recommendations in report.

18.5 Village Gateways – to note appreciation to local resident who has cleaned the gateway signs at Rectory Road.

19. Local Issues (for consideration or report)

19.1 Bell Meadow & Memorial Garden

19.2 Footpaths Report

19.3 School Report.

19.4 Crime Reports/Neighbourhood Watch Report.

19.5 Bell Meadow Village Association update on event.

19.6 Bonfires – to note that Cllr. Rushton had visited Bunsay Downs/The Warren to complain about bonfires.

20. Correspondence – Various items of correspondence have been received and shared with Councillors and where appropriate the public via the website and village emails.

21. Points of Information/Items for future agenda

22. Date of Next Parish Council Meeting:

Next Ordinary Parish Council meeting - Monday 14th November 2022 at 8pm at Woodham Walter Women's Club.

23. Chairman to Close the Meeting.

Dated: 28th September 2022