

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

Held at 8.00pm at Woodham Walter Women's Club.

Monday 3rd October 2022

Present:

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

Others: Jacky Bannerman (Parish Clerk)
District Cllr. Simon Morgan (in attendance until 9.00pm)

Public: None

2788. Welcome Cllr. Rushton welcomed those present to the meeting. A minute's silence was held in memory of Her Majesty Queen Elizabeth II.

2789. To report, approve and record apologies for absence

RESOLVED to accept apologies from Cllr. John Tompkins, Cllr. James Bunn, County Councillor Jane Fleming and District Councillor Mark Durham.

2790. 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 declared a non-pecuniary interest as his wife is a member at Warren Active. It was noted that Cllr. Symons is no longer a member of Warren Active. Cllr. Hughes declared a non-pecuniary interest in the discussions regarding the school and the Parish magazine.

2791. Public Forum There were no members of the public present.

2792. To approve the minutes of the Ordinary Parish Council Meetings held on Monday 11th July 2022 and Monday 12th September 2022.

RESOLVED to approve the minutes of meetings held on 11th July and 12th September 2022.

2793. HM Queen Elizabeth II and HM King Charles III

The Clerk reported on procedures undertaken following the passing of HM Queen Elizabeth II and the ascension of King Charles III.

- Announcement placed on the website and noticeboard.
- September Parish Council meeting adjourned.
- Focal point for grief established. Wreath from the Parish Council laid. All flowers removed for composting following the funeral.
- Book of Condolence placed at St Michael's with thanks to Rev. Julie and the PCC for arranging the opening and closing of the Church to allow access each day. Pages provided to the School and Nursery which will be added to the document. Book available to anyone who would still like to sign it. The book will now be kept in the Parish archives.
- Cllr. Rushton read the Proclamation at a well-attended ceremony on Bell Meadow.
- Letter written to the Private Secretary to The King at Buckingham Palace to convey the condolences of the council and residents of the village and to inform them of the Book of Condolence.

The Chairman and Councillors thanked the Clerk for the work which had been carried out as a result of Her Majesty's passing.

Future discussions will take place with regards to village celebrations for the Coronation of King Charles III. Ideas are invited for what people would like to do.

2794. Matters Arising - Progress report (not for resolution)

Noted.

2795. New Register of Interests

It was reported that all councillors should have all completed the new Register of Interests form.

2796. Queen Victoria

- a) It was reported that the Queen Victoria as an Asset of Community Value was not progressed after questionnaire analysis and consideration by Steering Group.

b) To report any information regarding sale of Queen Victoria.

RESOLVED that agenda item 9(b) (Minute Ref: 2796 b) be held in closed session. The Press and Public were excluded due to the confidential nature of business. (Public Bodies (Admission to Meetings) 1960, S1(2) and Local Government Act 1972, s100 (2).

RESOLVED to engage with any purchasers of the Queen Victoria.

2797. Planning – APPLICATIONS RECEIVED (for consideration or report)

2797.1 22/00877/WTPO Thornberry, Rectory Road
Ash Tree (T1) 30% Crown thin, removal of dead wood and removal of one lower limb.

It was noted 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.

2797.2 22/00986/HOUSE 6 Church Corner, Oak Farm Road
Two storey side extension, single storey rear extension and a new porch design.

RESOLVED to support the application.

2797.3 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)

RESOLVED to object to the application. Notwithstanding any legal interpretation regarding the COUPA application; Councillors object on the grounds of Sustainability, over-intensification of the site, poor access onto Oak Farm Road and lack of amenity space. They also query the plans submitted which do not appear to show a sufficient sized door for a garage.

2797.4 22/01009/HOUSE 7 Church Corner
Single storey extension and part first floor extension to the rear.

RESOLVED to support the application.

2797.5 There were no other applications received.

2798. Planning – DECISIONS (for consideration or report)

2798.1 22/00201/TCA St Michael's Church, Church Hill **ALLOWED TO PROCEED**
T1 Holly, Fell.

2798.2 22/00699/HOUSE 7 Church Corner, Oak Farm Road **REFUSE**
Single Storey extension and part first floor extension to the rear.

2798.3 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.

2798.4 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.

2799. Planning – Appeals (for consideration or report)

2799.1 **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.

It was noted that the appeal decision is awaited. A Natural England report was noted. We were informed by the Planning Inspectorate that there is no target date but the decision was expected by the end of the September.

RESOLVED to follow up correspondence with Matt Leigh at Maldon District Council. Cllr. Morgan will also make enquiries.

2800. Planning - Enforcement

2800.1 To receive any updates from Mr William Coleman from MDC.

RESOLVED to write again and ask Mr Coleman to attend the November meeting. District Councillor Morgan will also speak with the Enforcement team.

2800.2 It was noted that a request to investigate the demolition of a small building from Oak Farm which the Parish Council had understood to be conditioned to be kept for bin and cycle storage resulted in the Enforcement Team concluding that: *The brick structure in question is not a Listed Building, nor is it within the curtilage of a Listed Building. Therefore the owner does not require planning consent for the removal of the structure, independently of any existing planning condition. In relation to condition 10 of the approved application 21/00261/FUL, the wording of the condition requires the retention of a structure for a specific use in relation to the overall development (as indicated in the reason for said condition based on policy, not historic value or appearance). Provided the owner/developer reinstated a structure of equal size and in the (approximate) same location, for the use specified within condition 10 and retains that use, then there would be no material breach of condition or of planning legislation.*

2801. Other Planning Matters (for consideration or report)

2801.1 Albany Orchards Decision

Cllr. Morgan explained that the Parish Council view was part of the paperwork which would have been read by committee members prior to the meeting and decision. He does take on board the Parish Council view that for the future committee discussions the Parish Council would like their view to be aired during the debate by the District Council representative.

2801.2 Little Baddow Neighbourhood Plan Consultation.

RESOLVED to review the document and respond accordingly. Cllr. Rushton will attend the open meeting.

2802. To receive reports of the County and District Councillor’s.

Cllr Morgan reported: he has been appointed as a member of the Local Highways Panel; MDC are attempting to get the 5 year Housing Land Supply (5YHLS) back on track and have set up a Working group to review methodology; It remains to be seen what impact the new Prime Minister and cabinet members will have on levelling up, devolution, planning and finances for local authorities.

Cllr Morgan then left the meeting room.

2803. Financial Matters (for consideration or report)

2803.1 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
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
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		1735.47	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		2706.72	415.16

RESOLVED to accept the statement of accounts.

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
2803.2.1	HMRC Payment (Month 3)	BACS	345.61	0.00	345.61
2803.2.2	Npower	DD	37.58	1.79	35.79
2803.2.3	A&J Lighting Solutions	DD	25.20	4.20	21.00
2803.2.4	Mrs J Bannerman (Salary & Allowance)	BACS	924.62	0.00	924.62
2803.2.5	Nest Pension (Employer £ 61.72 Employee £ 98.75)	DD	160.47	0.00	160.47
2803.2.6	Barclaycard * (email/parking)	DD	30.10	4.78	25.32
2803.2.7	Eslip Payroll	BACS	20.36	3.39	16.97
2803.2.8	Woodham Walter Village Hall (Queen Vic Meeting)	BACS	20.00	0.00	20.00
2803.2.9	LJ Print (Queen Vic Questionnaire)	BACS	43.47	0.00	43.47
2803.2.10	A&J Lighting Solutions (Call Out & Repairs at Mead Pastures and Top Rd)	BACS	155.94	25.99	129.95
SEPTEMBER PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2803.2.11	Npower	DD	37.76	1.80	35.96
2803.2.12	A&J Lighting Solutions	DD	25.20	4.20	21.00
2803.2.13	Mrs J Bannerman (Salary & Allowance)	BACS	545.60	0.00	545.60
2803.2.14	Nest Pension (Employer £34.05 Employee £54.48)	DD	88.53	0.00	88.53
2803.2.15	Barclaycard * (fasthosts/Street Party Photobook/Black Toner)	DD	158.02	26.75	131.27
2803.2.16	Eslip Payroll	DD	20.36	3.39	16.97
2803.2.17	Skippers Ground Maintenance Ltd (Estimate)	BACS	500.00	100.00	400.00
2803.2.18	A&J Lighting Solutions (Top Road) (Estimate)	DD	537.60	89.60	448.00
OCTOBER PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2803.2.19	Npower	DD	37.76	1.80	35.96
2803.2.20	A&J Lighting Solutions	DD	25.20	4.20	21.00
2803.2.21	Mrs J Bannerman (Salary & Allowance)	BACS	565.10	0.00	565.10
2803.2.22	Nest Pension (Employer £35.31 Employee £56.50)	DD	91.81	0.00	91.81
2803.2.23	Barclaycard (Bench painting/Stationery/Shredding/fasthosts/wreath)	DD	272.59	48.77	223.82
2803.2.24	Eslip Payroll	DD	20.36	3.39	16.97
2803.2.25	Maldon District Council (Comm Engagement Team)	BACS	646.92	107.82	539.10
2803.2.26	PKF Littlejohn LLP	BACS	360.00	60.00	300.00
2803.2.27	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.

	Fasthosts	£29.90
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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.

RESOLVED to approve the payments as listed.

2803.3 Review of Bank Statements, Credit Card Statements and Account sheets for July, August and September.

RESOLVED that having discussed and actioned the reporting of a disputed payment on the accounts sheet, Cllr. Brown will conclude the review and report at the next meeting.

2803.4 Quarterly Expenditure Review to 30th September 2022

RESOLVED to accept the review. Cllr. Brown will make an amendment to the spreadsheet to correct the opening balance.

2803.5 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.

RESOLVED to approve the corrected Section 2 AGAR document.

2803.6 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 minute ref: 2803.5 above.

2803.7 Audit appointment – to consider the Option to Opt out of the SAAA (Smaller Authorities Audit Appointments) central external audit appointment arrangements.

RESOLVED to accept the Clerks’ advice 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.

2803.8 To consider request from Parish News Magazine for funding.

RESOLVED to suggest the editor completes the Parish Council grant application form. To suggest the editor asks for contributions from individuals which had been collected in previous years (although not recently). Cllr. Rushton will also speak to the St Michael’s to establish the Church’s role in the magazine.

2803.9 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.

RESOLVED to extend the deadline to 30th October.

2804. Other Council Matters (for consideration or report)

2804.1 Community Engagement Team (CET)

(a) July & August reports were noted. Including one TruCam session which had resulted in 18 captures.

(b) The Clerk met with the CET to discuss the service agreement

(c) The CET had engaged with a dog owner who was frequently inside the playground. Advice was given and subsequently followed up. The Clerk has put another No Dogs sign on each gate of the playground to remind visitors that

dogs are not permitted inside the playground and this is subject to MDC (Dog Control) Public Spaces Protection Order 2019 which states dogs should be excluded at all times from all children's play sites to which the public have access within the District of Maldon. Fines can be issued by the CET.

2804.2 Woodham Walter Common – Essex Wildlife Trust (EWT)

a) General Updates – EWT had written to thank the Parish Council for the annual grant.

b) Living Landscapes Meetings – it was agreed to accept the offer from Mr Chris Wheadon that he attends the meetings and liaise with Cllr. Rushton.

2804.3 Allotments – there was no information to report.

2804.4 Climate Action Update – ongoing. Meeting is being scheduled with the Tollesbury Climate Partnership.

2804.5 Local Council's Awards Scheme – application will be made for January deadline.

2804.6 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).

The Chairman and Councillors congratulated the Clerk on the achievement.

Cllr. John Brown proposed and Cllr. Peter Warren seconded the increase in salary.

RESOLVED All in agreement and salary will be duly increased.

2804.7 General Power of Competence (GPC) – Members considered the report prepared by the Parish clerk and passed the following resolution.

RESOLVED: 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 (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

2804.8 Action Plan – Cllr. John Brown proposed and Cllr. Joanna Symons seconded that the Action Plan be adopted.

RESOLVED to adopt the Action Plan.

2804.9 War Memorial Repairs – to consider options

RESOLVED to get in touch with volunteers.

2804.10 Bench Painting – it was noted that Ken Brewer has kindly completed this work.

RESOLVED to write to Mr Brewer to thank him.

2805. Highways & Infrastructure (for consideration or report)

2805.1 Various matters on-going as detailed in the Highways log.

2805.2 County Councillor Pot Hole fund – Oak Farm Road/West Bowers Road completed. Herbage Park Road awaited.

2805.3 Street Lights

a) To consider replacement to LED including Mead Pastures request from resident to remove streetlights. Investigation of the selected light "Kirium" concluded that it does not have dusk to midnight function so additional sensors will be required and it not dimmable. The original suggestion from A&J Lighting "Holophane" is dimmable and has a built-in part night sensor.

b) Noted that repairs to Top Road and Mead Pastures Street Lights had been undertaken.

c) Noted that the Top Road and Village Hall lights are currently out

RESOLVED to begin a programme of replacement to LED of the streetlights in the village. The selected light is "Holophane" at a cost of £359.00 + £89.00 (recommended replacement brackets) including fitting/removal of old installation + VAT. RESOLVED to begin the replacement programme with the Top Road streetlight which is currently out of order and has been identified as in need of replacement.

RESOLVED to repair the existing light outside the Village Hall which is currently out of order.

RESOLVED to maintain all the streetlights in the village as councillors do not support removal.

2805.4 20's Plenty – To consider recommendations in report.

RESOLVED to ask Cllr. Fleming for advice

2805.5 Village Gateways – to note appreciation to local resident who has cleaned the gateway signs at Rectory Road.

2806. Local Issues (for consideration or report)

2806.1 Bell Meadow & Memorial Garden

(a) Annual Safety Report recommendations - ongoing

(b) Football Goals. It was noted that the goals were moved after Bell Meadow Day. One anchor missing
RESOLVED Clerk to investigate missing anchor.

(c) Playground Report. It was noted that work is required to planks on slide platform which are not secured sufficiently. This is not considered to be a dangerous issue.

RESOLVED Clerk to liaise with Caloo and arrange remedial works.

(d) Memorial Garden. Noted that the focal point for grief has been cleared away and the flowers composted.

(e) Bell Meadow Uses – to consider if control of usage is necessary.

RESOLVED that usage notices are not necessary.

(f) Bell Meadow License – Noted that the license has been updated with PO Box address/telephone number.

(g) Board on entrance gate.

RESOLVED to ask Bell Meadow committee to remove.

2806.2 Footpaths Report

Cllr Warren reported that Essex County Council carried out the cut of the paths in July but this had not included FP33 (Little London to canal) or FP23 (The Cats to Hop Garden Lane). Roy Read (PROW Officer) arranged clearance by the Maldon Ramblers. It was noted that Maldon Ramblers have now done several jobs in the village. There are 7/8 finger posts problems which are awaiting replacement/repair. FP22 (opp. Blue Mill) has been cleared by persons unknown with thanks to them.

2806.3 School Report.

Cllr. Symons reported that the Chairman and Vice Chairman of the Governing body have agreed to continue in post for another academic year.

RESOLVED that a matter within agenda item 19.3 (Minute Ref: 2806.3) was held in closed session. The Press and Public were excluded due to the confidential nature of business. (Public Bodies (Admission to Meetings) 1960, S1(2) and Local Government Act 1972, s100 (2).

RESOLVED that Cllr. Symons, Cllr. Hughes and Cllr. Rushton will liaise and seek clarification from the school with regards to playground plans.

2806.4 Crime Reports/Neighbourhood Watch Report.

(a) Police Reports received.

(b) Noted that break-in occurred at GunHill Farm earlier in the Summer.

2806.5 Bell Meadow Village Association will provide an update at the next meeting.

2806.6 Bonfires – it was noted that Cllr. Rushton had visited Bunsay Downs/The Warren to complain about bonfires.

2807. 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) 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/October |
| i) Danbury Rotary Newsletter | j) Tollesbury Community Led Housing |
| k) J9 Community Invite | l) Silver Monday |
| m) FH Shopping Extravaganza | n) Highways Highlights |
| o) MDC Residents & Business Survey | p) Community Watch Magazine |
| q) Dog Theft Leaflet | r) Essex Police Newsletters |

2808. Points of Information/Items for future agenda

2809. Date of Next Parish Council Meeting:

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

2810. The Chairman closed the meeting at 10.45pm

Signed
Dated