

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 12th December 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**
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 14th November 2022.**
6. **Matters Arising - Progress report (not for resolution)**
7. **Planning – APPLICATIONS RECEIVED (for consideration or report)**
 - 7.1 22/01127/HOUSE 19 Rectory Road
Re-submission of Planning Application 15/01297/HOUSE approved 01/03/2016). Two storey and single storey rear extension, addition of window to flank elevation at first floor level.
 - 7.2 To note any further applications received.
8. **Planning – DECISIONS (for consideration or report)**

8.1	22/01009/HOUSE	7 Church Corner	REFUSE
		Single Storey extension and part first floor extension to the rear.	
8.2	22/00986/HOUSE	6 Church Corner	REFUSE
		Two storey side extension, single storey rear extension and a new porch design.	
8.3	22/00308/COUPA	Land adj Oak Farm Barn	PA REQUIRED AND APPROVED
		Change of use of an agricultural building to a dwellinghouse (Use Class C3)	
8.4	22/00620/FUL	Warren Golf Club	APPROVE
		Demolition of existing storage buildings and construction of replacement barn to be used as a Greenkeepers office, staff room and workshop.	
8.5		To note any further decisions received.	
9. **Planning - Enforcement**
 - 9.1 To receive any updates from Mr William Coleman from MDC.
 - 9.2 To note any other Enforcement matters
10. **Other Planning Matters (for consideration or report)**
11. **Climate Action – Councillor Rushton to report**
 - (a) Biodiversity Policy/Climate Emergency Statement – Documents to be adopted.
 - (b) To note the Essex Climate Action Report
12. **To receive reports of the County and District Councillor's.**
13. **Financial Matters (for consideration or report)**

13.1 To receive the Summary of Accounts to date. This includes all transactions since the November meeting.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
14-Nov-22	Balance			30704.37
05-Dec-22	Interest Received	18.20		30722.57
12-Dec-22	Transfer to Community Account		2000.00	28722.57
Community Account				
14-Nov-22	Balance			542.29
12-Dec-22	Transferred from Business Reserve	2000.00		2542.29
12-Dec-22	December Debits		1958.35	583.94

13.2 To authorise the payments as listed in the payment schedule for December payments.

DECEMBER PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
13.2.1	Npower	DD	14.64	0.70	13.94
13.2.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
13.2.3	Mrs J Bannerman (Salary & Allowance)	BACS	651.48	0.00	651.48
13.2.4	Nest Pension (Employer £41.39 Employee £66.22)	DD	107.61	0.00	107.61
13.2.5	Barclaycard (Fasthosts, Screwfix, Postage)	DD	51.06	8.24	42.82
13.2.6	Eslip Payroll	DD	20.36	3.39	16.97
13.2.7	SLCC Membership	BACS	177.00	0.00	177.00
13.2.8	ICO (Information Commissioners Office)	DD	35.00	0.00	35.00
13.2.9	Skippers Ground Maintenance	BACS	876.00	146.00	730.00

* Barclaycard payments: (November Statement)

3/11/22	Fasthosts	29.90
24/10/22	Screwfix (Varnish)	12.99
24/10/22	Fasthosts (Mailbox Clerk)	6.52
15/11/22	Post Office (Stamp)	1.65
TOTAL	(inc. VAT: £8.24)	51.06

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

2/12/22	Fasthosts	29.90
22/11/22	Amazon (Gate Closers)	129.98
24/11/22	Fasthosts (Mailbox Clerk)	6.52

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

13.3 Review of Bank Statements, Credit Card Statements and Account sheets for November.

13.4 2023/24 Draft Budget Considerations

13.5 Notification of External Auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27. Your Authority's Audit Appointment for 2022-23 to 2026-2027 will be PKF Littlejohn LLP.

14. Other Council Matters (for consideration or report)

14.1 Community Engagement Team (CET)

(a) November report

14.2 Woodham Walter Common – Essex Wildlife Trust (EWT)/Living Landscapes

14.3 Allotments Report.

14.4 Staff Annual Appraisal

Agenda item 14.4 to be held in closed session. The Press and Public to be excluded due to the confidential nature of business. (Public Bodies (Admission to Meetings) 1960, S1(2) and Local Government Act 1972, s100 (2).

14.5 To consider the Grass & Hedge Cutting Tender

- 14.6 Local Council Awards Scheme
- a) Biodiversity Policy / Climate Action Statement (see agenda 11a).
 - b) Crime & Disorder Policy - to be adopted
 - c) Application progress. To agree that the application should be submitted.
- 14.7 Asset Review
- 15. Highways, Transport & Infrastructure (for consideration or report)**
- 15.1 Various matters on-going as detailed in the Highways log
- 15.2 Street Lights – Brook Close reported for maintenance.
- 15.3 Hoe Mill Bridge- to report any updates
- 15.4 Pothole list sent to County Councillor for action.
- 15.5 Dart6 – issues with vehicle passenger access. Clerk has spoken to Arrow Taxis.
- 16. Local Issues (for consideration or report)**
- 16.1 Bell Meadow & Memorial Garden
- (a) Annual Safety Report recommendations - ongoing
 - (b) Football Goals.
 - (c) Playground Report
 - Playground gate self-closers
 - (d) Memorial Garden.
 - (e) Any other matters for report.
- 16.2 Footpaths Report
- 16.3 School Report.
- 16.4 Crime Reports/Neighbourhood Watch Report.
- a) Various reports and newsletters (none specific to WW)
 - b) Request from Police for hall use (no budget). Have suggested attendance at future coffee mornings.
- 16.5 Broadband Report
- 16.6 Bin o/s Tadpoles. To report that a request for more frequent servicing has been made.
- 17. 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) Farleigh Hospice Christmas Tree Recycling | b) Essex Police newsletter |
| c) Essex Climate Action Report | d) Essex Rural Policing Newsletter |
| e) Rotary Newsletter | f) Warbler |
| g) NHS Your Voice | h) |
- 18. Points of Information/Items for future agenda**
- 19. Date of Next Parish Council Meeting:**
Next scheduled Ordinary Parish Council meeting - Monday 9th January 2023 at 8pm at Woodham Walter Women's Club.
20. The Chairman to close the meeting

Dated: 6th December 2022