

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 12th December 2022

Present:

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

Others: Jacky Bannerman (Parish Clerk)

District Councillor Mark Durham (in attendance from 8.00-8.45pm)

County Cllr. Jane Fleming (in attendance from 8.55-9.15pm)

Public: None

2832. Welcome Cllr. Rushton welcomed those present to the meeting.

2833. To report, approve and record apologies for absence

RESOLVED to accept apologies from District Cllr. Simon Morgan

2834. 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.

2835. Public Forum There were no members of the public present.

2836. To approve the minutes of the Ordinary Parish Council Meetings held on Monday 14th November 2022.

RESOLVED to approve the minutes of the meeting held on 14th November 2022.

2837. Matters Arising - Progress report (not for resolution)

The report compiled by the Clerk was noted. Matters for report are contained within the minutes.

2838. Planning – APPLICATIONS RECEIVED (for consideration or report)

2838.1 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.

RESOLVED a response will be submitted with no comments.

2838.2 There were no further applications received.

2839. Planning – DECISIONS (for consideration or report)

2839.1 22/01009/HOUSE 7 Church Corner REFUSE

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

2839.2 22/00986/HOUSE 6 Church Corner REFUSE

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

2839.3 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)

2839.4 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.

2839.5 There were no further decisions received.

2839.6 Councillors noted that these decisions had all been contrary to the Parish Council's recommendation and that they were dissatisfied. District Councillor Durham agreed to relay the points made by councillors to officers. Regarding the outstanding decision at Plot 1, North of Oak Farm, Cllr. Durham will chase this up.

2840. Planning - Enforcement

2840.1 To receive any updates from Mr William Coleman from MDC.

Councillors were dismayed that despite assurances, Mr Coleman had failed to send the list of current cases and no meeting had been arranged. In fact, no responses had been received despite several email requests.

RESOLVED to write to the Monitoring Officer, copied to Richard Holmes (Director of Service Delivery and Head of Paid Service) to complain about the poor level of service received from the Enforcement team. If no response is received then the matter will be escalated to Rt.Hon.Priti Patel MP and the Department for Levelling Up, Housing & Communities.

2840.2 There were no other Enforcement matters

2841. Other Planning Matters (for consideration or report)

2841.1 It was noted that Hatfield Peverel had sent an update regarding their Neighbourhood Development Plan.

2842. Climate Action – Councillor Rushton to report

(a) Biodiversity Policy/Climate Emergency Statement

RESOLVED to adopt both documents.

(b) Councillors noted the Essex Climate Action Report

(c) The Climate Action Working Party will be actioned in January.

2843. To receive reports of the County and District Councillor's.

County Cllr. Fleming had sent a written report including information on Holiday free school meal vouchers; ECC Cost of Living Support; Property Flood Resilience Grant; Support for Essex businesses; Financial support if you use home oxygen equipment; Tax free childcare; Essex Community Foundation annual review; Free Christmas parking in Maldon; £3m funding for creative businesses; Get vocal on local issues – Essex residents panel; Opportunities for female entrepreneurs; Duke of Edinburgh Awards; SEND support website; Park & Ride; Vaping among children and young people survey.

Cllr. Durham reported that Maldon District are considering budgets for 2023/24. Leaders/Chief Execs of District/County/Unitary councils in Essex have met to consider devolution and are in the process of developing a prospectus for a combined Authority. Essex County Council have a significant deficit and are considering where savings can be made. Cllr. Durham will keep the Parish Council informed of any discussions regarding Hoe Mill Bridge. Cllr. Durham then left the meeting room.

Cllr. Fleming reported that councils generally are suffering staff shortages and difficulty filling posts. Decision awaited regarding the A12 consultation particularly with reference to the Hatfield Peverel junction. Maldon continue to consider the Local Plan review and Cllr. Fleming will send a synopsis document for information. There is a full council meeting of MDC on 15th December. Cllr. Fleming will keep the Parish Council informed of any discussions regarding Hoe Mill Bridge. Cllr. Fleming then left the meeting room.

2844. Financial Matters (for consideration or report)

2844.1 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

RESOLVED to accept the statement of accounts.

2844.2 To authorise the payments as listed in the payment schedule for December payments.

DECEMBER PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2844.2.1	Npower	DD	14.64	0.70	13.94
2844.2.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2844.2.3	Mrs J Bannerman (Salary & Allowance)	BACS	651.48	0.00	651.48
2844.2.4	Nest Pension (Employer £41.39 Employee £66.22)	DD	107.61	0.00	107.61
2844.2.5	Barclaycard (Fasthosts, Screwfix, Postage)	DD	51.06	8.24	42.82
2844.2.6	Eslip Payroll	DD	20.36	3.39	16.97
2844.2.7	SLCC Membership	BACS	177.00	0.00	177.00
2844.2.8	ICO (Information Commissioners Office)	DD	35.00	0.00	35.00
2844.2.9	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 16th December 2022.

RESOLVED to approve the payments as listed.

2844.3 Review of Bank Statements, Credit Card Statements and Account sheets for November.

Cllr. Brown confirmed that he had carried out the review of November and the previous outstanding documents and found them to be reconciled correctly.

It was noted that the disputed Nest account continues to be investigated by Eslip the payroll company and some actions to correct errors have now occurred. The accounts sheets had been updated to include all transactions.

2844.4 2023/24 Draft Budget Considerations

Councillors reviewed the draft document and discussed concerns regarding the cost-of-living crisis for residents versus the required funds for future expenditure and income taking into account inflation. It is likely that to maintain services and proposed expenditures as well as retaining a reasonable reserve/contingency that the budget increase will be in the region of 12% for at least the next 3 years. Further analysis will be carried out and the budget/precept request will be refined for adopting at the next meeting. The estimated cost per Band D property for the Parish Council in 2023/24 would be £107 which is an £11 increase on the current year.

RESOLVED to continue analysis of the budget prior to adoption at the January meeting.

2844.5 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.

2845. Other Council Matters (for consideration or report)

2845.1 Community Engagement Team (CET)

(a) November report was noted.

2845.2 Woodham Walter Common – Essex Wildlife Trust (EWT)/Living Landscapes. Await update.

2845.3 Allotments Report. No information to report.

2845.4 Staff Annual Appraisal

RESOLVED 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).

RESOLVED to accept the report of the Staffing Committee. The Clerk was thanked for her work and commitment. Research and quotations will be analysed with regards to accounting software.

2845.5 RESOLVED to review the Grass & Hedge Cutting Tender which will be sent out early in the new year.

2845.6 Local Council Awards Scheme

a) Biodiversity Policy / Climate Action Statement (See Minute Ref:2842a).

b) Crime & Disorder Policy

RESOLVED that this policy be adopted.

c) Application progress. To agree that the application should be submitted.

RESOLVED: All documentation and information is in place for the Local Council Award Scheme Foundation Level and that the Clerk should submit the application.

2845.7 Asset Review

RESOLVED to accept the asset review which was agreed to be a useful document.

2845.8 Dates of Meetings

RESOLVED the Ordinary Meeting with Annual General Meeting will now be held on Monday 15 May 2023 (changed due to additional Bank Holiday) and the Annual Parish Meeting will be held on Monday 22nd May 2023.

2845.9 Election Training

RESOLVED that the Clerk should attend the EALC virtual Election Training.

2846. Highways, Transport & Infrastructure (for consideration or report)

2846.1 Various matters on-going as detailed in the Highways log

2846.2 Street Lights – Brook Close reported for maintenance.

2846.3 Hoe Mill Bridge

RESOLVED to continue to seek information and liaise with County and District Councillors, neighbouring Parishes and Highways regarding any plans for the bridge.

2846.4 Pothole list sent to County Councillor for action.

2846.5 Dart6 – issues with vehicle passenger access. Clerk has spoken to Arrow Taxis who confirm that the vehicle used meets with ECC standards, has wheelchair ramp and portable step as required.

2847. Local Issues (for consideration or report)

2847.1 Bell Meadow & Memorial Garden

(a) Annual Safety Report recommendations - ongoing

(b) Football Goals. Clerk to check on anchors when weather improves.

(c) Playground Report

- Playground gate self-closers to be fitted.

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

(e) There were no further matters for report.

2847.2 Footpaths Report

Cllr. Warren reported that repair and replacement of finger posts works is awaited. The New Year Day walk is now scheduled to begin at 11am (meeting at Queen Vic) for a 3.5 mile walk finishing at The Cats who have kindly agreed to supply refreshments (donations for Farleigh Hospice).

2847.3 School Report.

Cllr. Symons (Parish Council representative on Governing Body) reported that works to the new classroom are continuing with services due to go in over Christmas break. There is a clothes bank situated in the car park and residents are invited to donate any reusable textiles. More information to be shared in village email.

2847.4 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.

2847.5 Broadband Report.

Cllr. Brown reported that there is a new grant available for any properties who do not currently have access to superfast broadband. As far as we know the entire village now has access to superfast but if anyone does not, they can get in touch and we will provide more information about the grants.

2847.6 Overfull Bin o/s Tadpoles. The bin will be monitored and a request for more frequent servicing will be made as required.

2848. 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) Organised Crime Newsletter |

2849. Points of Information/Items for future agenda

2849.1 Cllr. Symons asked that a discussion regarding HM King Charles III Coronation Working Group be included in the next agenda.

2850. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council meeting - Monday 9th January 2023 at 8pm at Woodham Walter Women's Club.

2851. The Chairman closed the meeting at 9.45pm

Signed

Dated