

WOODHAM WALTER PARISH COUNCIL
NOTICE OF ORDINARY PARISH COUNCIL MEETING

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 17th April 2023 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

To note: The council continues in the Pre-Election Period until Friday 5th May.

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 13th March 2023.

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

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

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

7.1 23/00090/HOUSE 6 Church Corner
Single storey rear extension and the demolition of the existing garage and outbuilding.

7.2 23/00311/HOUSE Dabblers, Little Baddow Road
Increase ridge height to create a first floor, construction of a single storey side and rear extension, front infill extension, front entrance porch and carport.

7.3 23/00239/HOUSE The Cottage, Bassetts Lane
Proposed new entrance door and insertion of larger window to front.

7.4 23/00306/FUL The Rookery, Lodge Farm
Retrospective extension to garden area and installation of raised patio, glass balustrade, fencing and steps.

7.5 To note any further applications received.

8. Planning – DECISIONS (for consideration or report)

8.1 None. To note any decisions received.

9. Planning - Enforcement

9.1 To receive any updates from Mr William Coleman from Maldon District Council (MDC).

9.2 To update on the complaint made to MDC regarding Enforcement. To consider any response.

9.3 Any other enforcement matters.

10. Other Planning Matters (for consideration or report)

10.1 Response awaited from MDC regarding the technical query raised about the COUPA approval at Oak Farm.

10.2 Area of Outstanding Natural Beauty – Report on Danbury/Little Baddow investigation.

11. Climate Action Update

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 March meeting (Estimate).

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
13-Feb-23	Balance			24222.57
06-Mar-23	Interest Received	32.94		24255.51
13-Mar-23	Transfer to Community Account		2000.00	22255.51
31 Mar 23	End of year Balance			22255.51
17 Apr 23	Transfer to Community Account		3500.00	18755.51
Community Account				
13-Mar-23	Balance			1971.97
15-Mar-23	Npower Wayleave	6.90		1978.87
21-Mar-23	Maldon District Council (Community Engagement Team)		646.92	1331.95
23-Mar-23	Tea Towel Orders	44.00		1375.95
24-Mar-23	Tea Towel Orders	20.00		1395.95
25-Mar-23	Tea Towel Orders	64.00		1459.95
29-Mar-23	Tea Towel Orders	36.00		1495.95
30-Mar-23	Tea Towel Orders	20.00		1515.95
31-Mar-23	Tea Towel Orders	20.00		1535.95
31 Mar 23	End of year Balance			1535.95
3 Apr 23	Tea Towel Orders	52.00		1587.95
3 Apr 23	Printed4You (Bookmarks)		306.00	1281.95
4 Apr 23	Tea Towel Orders	24.00		1305.95
5 Apr 23	Tea Towel Orders	64.00		1369.95
6 Apr 23	Tea Towel Orders	12.00		1381.95
11 Apr 23	Tea Towel Orders	4.00		1385.95
17 Apr 23	Transferred from Business Reserve	3500.00		4885.95
17 Apr 23	April Debits		3929.40	956.55

13.2 To authorise the payments as listed in the payment schedule for April (Estimate)

UPDATED/OUTSTANDING PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
13.2.1	E-Slip Payroll (Paid)	DD	21.95	3.66	18.29
13.2.2	A&J Lighting (Brook Close) (Under warranty FOC)	BACS	0	0	0
13.2.3	Skippers (Remove hedge/Gritting/Grass etc) (Paid)	BACS	468.00	78.00	390.00
13.2.4	MDC (Community Engagement Team) (Paid)	BACS	646.92	107.82	539.10
APRIL PAYMENTS					
13.2.5	Npower	DD	33.84	1.61	32.23
13.2.6	A&J Lighting Solutions	DD	25.20	4.20	21.00
13.2.7	Mrs J Bannerman (Salary & Allowance)	BACS	786.93	0.00	786.93
13.2.8	Nest Pension (Employer £50.79 Employee £81.27)	DD	132.06	0.00	132.06
13.2.9	Barclaycard	DD	51.21	7.80	43.41
13.2.10	Eslip Payroll	DD	21.95	3.66	18.29
13.2.11	Scribe Accounts	BACS	714.00	119.00	595.00
13.2.12	Printed4You (Bookmarks) (Paid 3/4/23)	BACS	306.00	51.00	255.00
13.2.13	A&J Lighting Solutions (Church Corner LED)	DD	586.80	97.80	489.00
13.2.14	Countryside Art Ltd (Tea Towels) (Estimate)	BACS	426.00	85.20	340.80
13.2.15	Monkey Workshop (Bug Hotel) (Estimate)	BACS	150.00	0.00	150.00
13.2.16	Woodham Walter Village Hall (Hire Walter's Coffee)	BACS	22.50	0.00	22.50
13.2.17	EALC/NALC Affiliation Fee (Estimate)	BACS	189.00	0.00	189.00
13.2.18	HMRC (Quarter 4)	BACS	493.91	0.00	493.91

* Barclaycard payments: (March Statement)

24/2/23	Fasthosts (Mailbox Clerk)	6.52
02/03/23	Fasthosts (Mailbox)	33.30
6/3/23	Fasthosts (Linus PHP)	6.94
9/3/23	Postage	4.45
TOTAL	(VAT £7.80)	£51.21

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

24/03/23	Fasthosts (Mailbox Clerk)	6.52
29/03/23	RingCentral (Telephone)	187.06
31/02/23	Running Imp (Coronation)	83.27
1/4/23	Amazon (Coronation)	29.95
2/4/23	Fasthosts (Mailbox)	33.30
2/4/23	Amazon (Ink/Dog bin Signs)	41.98
6/4/23	Fasthosts (Linus PHP)	6.94

There will also be additional expenditure for Coronation Events, Walter's coffee morning, playground and goal posts – tbc.

The BACS payments for April will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 19th April 2023.

- 13.3 Review of Bank Statements, Credit Card Statements and Account sheets for February and March.
- 13.4 To report on setting up of new accounts package with SCRIBE.
- 13.5 To note the end of Financial Year 31 March 2023.
- 13.6 Grants
- MDC Community Hub – await decision.
 - Research required re: goal posts/noticeboard/memorial garden signs
- 14. Other Council Matters (for consideration or report)**
- 14.1 Community Engagement Team (CET)
- (a) To note February and March reports
 - (b) Contract for 2023 renewed
- 14.2 Woodham Walter Common – Essex Wildlife Trust (EWT)/Living Landscapes Update
- (a) Wilder Towns, Wilder Villages Agreement
- 14.3 Allotments Report
- (a) Consider funding request (await information).
- 14.4 HM King Charles III Coronation
- (a) Main village event – Sunday 7th May
 - (b) School/Tadpoles event – Friday 5th May
 - (c) Tea Towel Orders
 - (d) Gift for children
 - (e) Coronation Legacy – Bug Hotel/Wildflower Area/Bird Boxes
- 14.5 Grass Cutting Tender – await signed documents
- 14.6 Elections – May 2023
- (a) Notice of Uncontested Election of Parish Councillors for Woodham Walter. All existing Parish Councillors will be duly elected on 4th May.
 - (b) Statement of Persons nominated and Notice of Poll for Election of District Councillors for Wickham Bishops and Woodham Ward. A poll will be taken on Thursday 4th May 2023.
 - (c) Voter ID will now be required. Information available on website and via village email.
- 14.7 Annual Parish Meeting
- 15. Highways, Transport & Infrastructure (for consideration or report)**
- 15.1 Various matters on-going as detailed in the Highways log.
- 15.2 Women's Cycle Race route coming through Woodham Walter on Saturday 27th May. Await information.
- 15.3 Healthcare – Letter written to Rt.Hon Priti Patel MP. Await response.
- 15.4 Streetlights – Church Corner replaced to LED. Repair at Brook Close under warranty so no charge. Annual maintenance check completed.

16. Local Issues (for consideration or report)

16.1 Bell Meadow & Memorial Garden

- (a) Annual Safety Report recommendations - ongoing
- (b) Football Goals
 - One padlock has ceased and will be cut off anchor. New padlock to be ordered.
 - After Easter weekend the goals have been moved side by side. Evidence that they were dragged across the field. The anchors unscrewed and one wire damaged. To discuss.
- (c) Playground Report
 - tightened up bolts on Cone Climber.
 - Clips and bolt covers to be ordered.
- (d) Memorial Garden
 - Await decision from Land Registry.
 - No Parking Signs – on-going
- (e) Hedging Trees
 - Planted thanks to Shelly and Jack.
 - Discuss fence.
- (f) Any other matters for report.

16.2 Footpaths Report.

16.3 School Report - Parish Council representative on Governing Body.

16.4 Crime Reports/Neighbourhood Watch Report.

- (a) Various reports and newsletters shared (none specific to WW)

16.5 Litter

- (a) Reminder to Chelmsford City Council litter pick between Anchor and Warren. (Completed)

16.6 Village News Magazine – a new Climate Action page will be added.

16.7 Walter’s Third Thursday Café – Thursday 20th April. To report on plans.

16.8 Art Show

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) Info re; National Emergency Alerts | b) Info re: Big Help Out |
| c) Essex Police Newsletter March | d) EALC letter from Chairman |
| e) EALC County Update | f) Tourism Activity Update |
| g) Covid 19 Guide | h) Warbler April |
| i) Thank you Card from HM The King | |

18. Points of Information/Items for future agenda

19. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council meeting with AGM- Monday 15th May 2023 at 8pm (NB: Week later than usual due to Coronation) at Woodham Walter Women’s Club.

Annual Parish Meeting – Monday 22nd May 2023 at 8pm in Woodham Walter Village Hall.

20. The Chairman to close the meeting.

Dated: 11th April 2023