

MINUTES (DRAFT)

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 17th April 2023

Present:

Cllr. James Rushton (Chairman)

Cllr. John Brown

Cllr. Joanna Symons

Cllr. John Tompkins

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

Public: 2 (in attendance from 8.00-8.30pm)

2913. Welcome The Chairman welcomed those present to the meeting.

It was noted that the council continues in the Pre-Election Period until Friday 5th May.

2914. To report, approve and record apologies for absence

RESOLVED to accept apologies for absence given by Cllr. James Bunn, Cllr. Jenny Hughes, District Cllr. Simon Morgan and County Cllr. Jane Fleming

2915. 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. There were no other declarations and the register was duly updated.

2916. Public Forum

There were 2 members of the public present who were in attendance as the applicants of Planning Application 23/00311 at Dabblers, Little Baddow Road. They explained that they had recently moved into the village and the reasons for the proposed alterations and extensions.

2917. To approve the minutes of the Ordinary Parish Council Meetings held on Monday 13th March 2023.

RESOLVED to approve the minutes of the meeting held on Monday 13th March 2023

2918. Matters Arising - Progress report (not for resolution)

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

2919. Planning – APPLICATIONS RECEIVED (for consideration or report)

2919.1 23/00090/HOUSE 6 Church Corner

Single storey rear extension and the demolition of the existing garage and outbuilding.

RESOLVED to support the application.

2919.2 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.

RESOLVED to support the application with comments. Councillors raised no objection to the principle of the development but felt that the design needs improvement. The composite roof does not adhere to the adopted Woodham Walter Village Design Statement and the front elevation appears to be out of proportion and unbalanced.

2919.3 23/00239/HOUSE The Cottage, Bassetts Lane

Proposed new entrance door and insertion of larger window to front.

RESOLVED to support the application. Councillor's commented that the design was good and would result in an improvement to the building.

Retrospective extension to garden area and installation of raised patio, glass balustrade, fencing and steps.

RESOLVED to raise strong objections. There has been an unauthorised diversion of Footpath 16 from its definitive line. There is no mention in the application documents regarding the Public Right of Way. The garden area appears to be entirely car park and the overall design is insensitive to the rural setting or to the nature of the original barn from which the property has been recently converted under a COUPA approval in 2018. The treatment of the boundary is not sympathetic to the countryside.

2919.5 No further applications have been received.

2920. Planning – DECISIONS (for consideration or report)

2920.1 None.

2921. Planning - Enforcement

2921.1 To receive any updates from Mr William Coleman from Maldon District Council (MDC).

No updates had been received.

2921.2 To update on the complaint made to MDC regarding Enforcement. To consider any response.

It was noted that a response had been received from Mr Richard Holmes at MDC but that Councillors remain unsatisfied.

RESOLVED to arrange the meeting which had been accepted by MDC at the earliest opportunity after the elections.

RESOLVED to write to MP's Rt. Hon Priti Patel and Rt. Hon. Sir John Whittingdale to notify them of the complaints that have been raised and invite them to attend the meeting at the council.

2921.3 Any other enforcement matters.

- The Cottage (fencing and hedge installation)

RESOLVED to write to the owners and advise them to seek advice on whether the works to the boundary require permission with reference to planning approval FUL/MAL/21/00856.

2922. Other Planning Matters (for consideration or report)

2922.1 Response awaited from MDC regarding the technical query raised about the COUPA approval at Oak Farm.

2922.2 Area of Outstanding Natural Beauty – Report on Danbury/Little Baddow investigation.

RESOLVED to engage with Danbury and Little Baddow Parish Councils

2923. Climate Action Update

It was reported that a new page in the Parish Magazine has been instigated.

RESOLVED to proceed with plans to arrange a Climate Action public meeting in the summer.

2924. To receive reports of the County and District Councillor's.

It was noted that County Cllr. Fleming had sent a written report with information including: Essex Careers magazine; Bookings for recycling centres; Employee maths skills; South East New Energy Programme; Bus survey and Bus Fares; Summer Reading Challenge; Poetry Competition for 4-11 year olds; Chelmsford NE by-pass; Active Travel Capability Funding; Free Health & social Care courses and qualifications; Council Tax increase; Workshops for home educated pupils; Eating Disorders – help for parents and carers; Highways info.

District Cllr. Morgan has forwarded member bulletins. It was noted that MDC are in the pre-election period.

Relevant information from these reports is shared with Councillor's and via the website and village email.

2925. Financial Matters (for consideration or report)

2925.1 To receive the Summary of Accounts to date. This includes all transactions since the March meeting.

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

RESOLVED to accept the summary of accounts.

2925.2 To authorise the payments as listed in the payment schedule for April (Estimate)

Ref:	UPDATED/OUTSTANDING PAYMENTS	Method	Gross	VAT	Net
2925.2.1	E-Slip Payroll	DD	21.95	3.66	18.29
2925.2.2	A&J Lighting (Brook Close) (Under warranty FOC)	BACS	0	0	0
2925.2.3	Skippers (Remove hedge/Gritting/Grass etc)	BACS	468.00	78.00	390.00
2925.2.4	MDC (Community Engagement Team)	BACS	646.92	107.82	539.10
	APRIL PAYMENTS				
2925.2.5	Npower	DD	33.84	1.61	32.23
2925.2.6	A&J Lighting Solutions	DD	25.20	4.20	21.00
2925.2.7	Mrs J Bannerman (Salary & Allowance)	BACS	786.93	0.00	786.93
2925.2.8	Nest Pension (Employer £50.79 Employee £81.27)	DD	132.06	0.00	132.06
2925.2.9	Barclaycard	DD	51.21	7.80	43.41
2925.2.10	Eslip Payroll	DD	21.95	3.66	18.29
2925.2.11	Scribe Accounts	BACS	714.00	119.00	595.00
2925.2.12	Printed4You (Bookmarks)	BACS	306.00	51.00	255.00
2925.2.13	A&J Lighting Solutions (Church Corner LED)	DD	586.80	97.80	489.00
2925.2.14	Countryside Art Ltd (Tea Towels) (Estimate)	BACS	426.00	85.20	340.80
2925.2.15	Monkey Workshop (Bug Hotel) (Estimate)	BACS	150.00	0.00	150.00
2925.2.16	Woodham Walter Village Hall (Hire Walter's Coffee)	BACS	22.50	0.00	22.50
2925.2.17	EALC/NALC Affiliation Fee (Estimate)	BACS	189.00	0.00	189.00
2925.2.18	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.

RESOLVED to accept the payments as listed in the schedule.

2925.3 Review of Bank Statements, Credit Card Statements and Account sheets for February and March.
Cllr Brown confirmed that he had reviewed the documents and there were no matters to report.

2925.4 To report on setting up of new accounts package with SCRIBE.
The Clerk continues to set up the new package with thanks also to Cllr. Brown for his assistance. Examples of the new style reports were shared with Councillors and it was agreed that these seem to cover the information required, all be it in a slightly different format. The clerk will enquire with Scribe with regards to 3 year budget setting and analysis. Once it is all set up the Clerk will share login details so that all councillors will be able to review reports.

2925.5 To note the end of Financial Year 31 March 2023.
The Clerk will work on the Annual Governance Return and submit information to the internal auditor. The AGAR needs to be approved at the June meeting.

2925.6 Grants

- (a) MDC Community Hub – it was reported that the council had been successful in the application and awarded £1000 for Walter's Third Thursday Cafe. The clerk has completed the required forms and awaits the payment.
- (b) Research required re: goal posts/noticeboard/memorial garden signs
It was agreed that Cllr. Tompkins will research possible funding streams for the Memorial Garden signage and Cllr. Symons will research the National Lottery regarding goal post replacement funding.

2925.7 Insurance

It was noted that the council Insurance is due for renewal at the beginning of June and The Clerk will seek alternative quotations for comparison.

2926. Other Council Matters (for consideration or report)

2926.1 Community Engagement Team (CET)

- (a) The February and March reports were noted. It is expected that the lighter mornings and evenings will allow TruCAM patrols earlier and later in the day.
- (b) Contract for 2023 renewed

2926.2 Woodham Walter Common – Essex Wildlife Trust (EWT)/Living Landscapes Update

- (a) Wilder Towns, Wilder Villages Agreement – it was noted that the agreement had been signed and a meeting is being scheduled.
- (b) Living Landscapes – the local farmer and LL representative are awaiting information regarding hedging.

2926.3 Allotments Report

- (a) Consider funding request (await information).

RESOLVED that without detailed information the council cannot consider this request. The Clerk will also check the details of the agreement between the Allotments Association/Parish Council and landowner.

2926.4 HM King Charles III Coronation

- (a) Main village event – Sunday 7th May
It was reported that the event organisation is progressing well. The final planning meeting takes place on Monday 24th April at 7.30pm in Women's Club. More volunteers are needed and the Clerk will send out a request in the Village Email. The wording for the Proclamation is being researched.
- (b) School/Tadpoles event – Friday 5th May. Plans are coming together for an afternoon event at Bell Meadow which will include presenting gifts to the children along with filling the bug hotel.
- (c) Tea Towel Orders – it was agreed to increase the order to 170 having sold 139 already.
- (d) Gift for children – the bookmarks have been received and it was agreed that they looked very nice. The excess bookmarks will be sold at the Coronation Event.
- (e) Coronation Legacy – Bug Hotel. This had been commissioned with charity Monkey Workshop and the pictures received looked very good. Skippers have been asked to install. Cllr. Symons will collect the bug hotel and deliver.

- (f) Coronation Legacy – Wildflower Area. It was reported that a meeting had taken place with council representatives and Skippers Ground maintenance and an area to the north of the playground selected. Await Skippers plan and expect work to commence as soon as possible.
- (g) Coronation Legacy – Bird Boxes. Await the results of the fundraising to see if there are sufficient funds available. Also consult with the Wilder Villages team.
- (h) Big Help Out – information will be printed and available at the celebration. Details will also be available on the website and village email.

2926.5 Grass Cutting Tender – await signed documents

2926.6 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.

2926.7 Annual Parish Meeting – Monday 22nd May at 8pm. The Clerk is working on the Annual Report which will be delivered early May. Clerk to seek dates and quotes from printer. Volunteers needed to serve refreshments.

2927. Highways, Transport & Infrastructure (for consideration or report)

2927.1 Various matters on-going as detailed in the Highways log.

- (a) It was noted that the report regarding the blocked gullies on Church Hill has received the response that it does not currently meet the criteria!
RESOLVED to raise with the County Councillor.

2927.2 Women’s Cycle Race route coming through Woodham Walter on Saturday 27th May. Await information.

2927.3 Healthcare – Letter written to Rt.Hon Priti Patel MP. Await response.

2927.4 Streetlights – Church Corner replaced to LED. Repair at Brook Close under warranty so no charge. Annual maintenance check completed.

2928. Local Issues (for consideration or report)

2928.1 Bell Meadow & Memorial Garden

- (a) Annual Safety Report recommendations - ongoing
- (b) Football Goals
 - Two padlocks have 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. They have since been returned and anchors re-installed. It was disappointing that this had occurred and will be monitored. It is hoped that it was a one-off incident. Discussion concluded that permanent goals without nets would result in poor ground conditions in the goal mouths and it is understood that the nets are part of the attraction of playing at Bell Meadow. Clerk to check the insurance and safety requirements regarding anchors. Seek views from residents regarding the replacement of the goals.
- (c) Playground Report
 - It was noted that Cllr. Brown had tightened up bolts on Cone Climber.
 - Clips and bolt covers to be ordered.
 - Clerk to investigate the costs of an annual maintenance agreement.
- (d) Memorial Garden
 - Await decision from Land Registry.
 - No Parking Signs – on-going
- (e) Hedging Trees
 - Plants were supplied by the Woodland Trust and planted thanks to Shelley and Jack. They have been registered with the Queen’s Green Canopy.
 - It was agreed that the post and rail fence should be reinstated to tidy up the area. Clerk to seek price.
- (f) Any other matters for report.

2928.2 Footpaths Report.

Footpath 33 (Ravens to the Canal) – Reported the bridge which was dislodged in the recent flooding.

Fallen tree on Bridleway 10 (through Warren) was reported to ECC and dealt with promptly.

2928.3 School Report - Parish Council representative on Governing Body.

The opening ceremony for the new classroom took place attended by Rt.Hon Priti Patel MP who gave flower and vegetable seeds to the school as part of the Witham Growing Initiative.

2928.4 Crime Reports/Neighbourhood Watch Report.

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

2928.5 Litter

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

2928.6 Village News Magazine – a new Climate Action page will be added.

2928.7 Walter's Third Thursday Café – Thursday 20th April. The Clerk reported that the first café takes place this week. There are 6 volunteers who will serve the refreshments (thanks in part to Tesco for supplying). Costs for Walter's will be covered thanks to the £1000 Community Hub Grant from MDC which will minimise expenditure for the Parish Council over the next year. Guests are being scheduled for each month including Essex Fire & Rescue, Community Agents, United In Kind, Essex Police Fraud Prevention Officer who will each offer advice and information on Health & Wellbeing, Crime Prevention, Home Safety etc.

2928.8 Art Show – it was agreed that it was a shame that this event no longer takes place in the village but without volunteers it is unlikely to be re-introduced.

2929. 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.

- 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

2930. Points of Information/Items for future agenda

None.

2931. 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.

2932. The Chairman closed the meeting at 10.10pm.

Signed

Dated