

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 15th May 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. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Declarations of Acceptance of Office**
4. **To report, approve and record apologies for absence**
5. **Register of Members Interests** Councillors are reminded they need to complete their disclosed interests on the Maldon District Council on-line form if they have not already done so. Clerk reminds councillors that this should be updated whenever Councillors have an update at any time of the year but needs updating at least on an annual basis (usually in May) in order to confirm that all details are up to date.
6. **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).

To confirm the Dispensation as detailed in the report be granted and will remain in place until May 2027.

7. **Public Forum**
8. **To adopt the Maldon District Council Local Code of Conduct**
9. **Reviews & Adoptions**
- 9.1 To consider adopting the following policies, procedures and protocols.
 - (a) Standing Orders
 - (b) General Power Of Competence
 - (c) Council's complaints procedure
 - (d) Equality and Diversity Policy
 - (e) Media Policy
 - (f) Tree Policy
 - (g) Staff Appraisal Policy & Staffing Committee & Staffing Sub Committee Terms of Reference.
 - (h) Council's Freedom of Information procedure and publication scheme
 - (i) Councillor's consent to email service – Councillors to confirm that the existing consent list is up to date and confirm arrangements.
 - (j) Inventory of land and assets.
 - (k) Financial Regulations, Investment Strategy, Financial Risk Assessment, Banking Policy, Reserves Policy, Direct Debits and Regular Payments
 - (l) Annual Contributions to Local organisations and Grants to Local Organisations
 - (m) Direct Debits and regular payments
 - (n) Community Engagement Strategy
 - (o) Risk Management Policy
 - (p) Business Continuity Plan
 - (q) Data Breach Process / Data Protection Policy
 - (r) GDPR Privacy Notice and Policies
 - (s) Annual Contributions to Local Organisations and Grants Policy
 - (t) Safeguarding Policy
 - (u) Privacy Policy
 - (v) Training and Development Policy
 - (w) Health & Safety Policy
 - (x) Grievance & Disciplinary Policy

- (y) Neighbour Consultations Policy
- (z) Biodiversity Policy
- (aa) Climate Action Statement
- (bb) Crime and Disorder Policy
- (cc) Vexatious Complaints Policy
- (dd) Setting the dates, times & place of ordinary meetings of the full council for the year ahead. To be confirmed that the dates of the Parish Council meetings will be on the 2nd Monday of the month at 8pm in Woodham Walter Women's Club. To note that meetings may take place virtually (if/when Legislation allows for this), or in the Woodham Walter Village Hall. Any changes to these arrangements will be duly notified. With the noted exception of the August meeting which will only take place if there is urgent business or planning applications to discuss and the date will be duly notified.

9.2 To consider the following policies, procedures and protocols which are subject to further review.

- (a) Confirmation of arrangements for insurance cover. To receive the report of the Clerk.
- (b) Risk Assessments – Clerk to arrange for these to be updated regularly
- (c) Emergency Plan – this document to be reviewed.
- (d) Action Plan – this document to be reviewed

9.3 To agree that the following are appointed to Working Parties and as representatives on Committees and as Councillors with special responsibilities.

- (a) Woodham Walter Primary School Governing Body: Cllr. Joanna Symons
- (b) Woodham Walter Allotment Association: Cllr. James Rushton, Mrs Jane Weedon and Mrs Sue Cumming
- (c) Bell Meadow Village Association: Cllr. Jenny Hughes
- (d) Village Design Statement: Cllr. John Tompkins, Mr David Beattie and Mr Bob Jones
- (e) Footpaths Officer – Cllr. Peter Warren
- (f) Tree Officer – Cllr. Peter Warren
- (g) Broadband, Website, Emails – Cllr. John Brown
- (h) Defibrillator – Cllr. John Tompkins
- (i) Crime & Neighbourhood Watch – Cllr. Jenny Hughes
- (j) Climate Action & Biodiversity – Cllr. James Rushton

10. To approve the minutes of the Ordinary Parish Council Meetings held on Monday 17th April 2023.

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

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

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

12.1 None to date. To note any applications received.

13. Planning – DECISIONS (for consideration or report)

13.1 None. To note any decisions received.

14. Planning - Enforcement

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

14.2 To update on the complaint made to MDC regarding Enforcement.

14.3 Any other enforcement matters.

15. Other Planning Matters (for consideration or report)

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

16. Climate Action Update

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

To note that Cllr. Mark Durham and Cllr. Simon Morgan were duly elected as District Councillors for the Wickham Bishops and Woodham Ward at the elections on Thursday 4th May.

18. Financial Matters (for consideration or report)

18.1 To receive the Summary of Accounts to date. This includes transactions since April meeting (ESTIMATE).

| DATE | ACCOUNT / TRANSACTION DETAIL | AMOUNT IN | AMOUNT OUT | BALANCE |
|-----------------------------|--|-----------|------------|-----------|
| Business Reserve A/C | | | | |
| 17 Apr 23 | Balance | | | 22,255.51 |
| 17 Apr 23 | Receipt of Precept from MDC | 28,665.00 | | 50,920.51 |
| 18 Apr 23 | Transfer to Community Account (April Debits) | | 3500.00 | 47,420.51 |
| 15 Apr 23 | Transfer to Community Account (May Debits) | | 1000.00 | 46,420.51 |
| Community Account | | | | |
| 17 Apr 23 | Balance | | | 1,515.95 |
| 18 Apr 23 | Transferred from Business Reserve Account | 3500.00 | | 5015.95 |
| 18 Apr 23 | April Debits (Estimate) | | 3929.40 | 1086.55 |
| 2 May 23 | Tea Towel Income | 4.00 | | 1090.55 |
| 5 May 23 | Tea Towel Income | 32.00 | | 1122.55 |
| 9 May 23 | Tea Towel Income | 42.00 | | 1164.55 |
| 15 May 23 | Transferred from Business Reserve Account | 1000.00 | | 2164.55 |
| 15 May 23 | May Debits (Estimate) | | 1539.50 | 625.05 |

There is also income to calculate and pay into account from the coronation event. Update to be provided at meeting.

18.2 To authorise the payments as listed in the payment schedule for May (Estimate)

| UPDATED/OUTSTANDING PAYMENTS | | | | | |
|-------------------------------------|--|--------|--------|-------|--------|
| Ref: | Payee | Method | Gross | VAT | Net |
| 18.2.1 | Topsource Worldwide UK Ltd (Eslip) Payroll | BACS | 21.95 | 3.66 | 18.29 |
| 18.2.2 | Countryside Art Ltd (Tea Towels) Final Order | BACS | 477.36 | 0.00 | 477.36 |
| 18.2.3 | Monkey Workshops CIC | BACS | 100.00 | 0.00 | 100.00 |
| 18.2.4 | EALC/NALC Affiliation Fee (await invoice) | BACS | 189.00 | 0.00 | 189.00 |
| MAY PAYMENTS | | | | | |
| 18.2.5 | Npower (ESTIMATE await invoice) | DD | 50.00 | 2.38 | 47.62 |
| 18.2.6 | A&J Lighting Solutions | DD | 25.20 | 4.20 | 21.00 |
| 18.2.7 | Mrs J Bannerman (Salary & Allowance) | BACS | 827.59 | 0.00 | 827.59 |
| 18.2.8 | Nest Pension (Employer £59.64 Employee £95.43) | DD | 155.07 | 0.00 | 155.07 |
| 18.2.9 | Barclaycard | DD | 466.95 | 77.02 | 389.93 |
| 18.2.10 | Topsource Worldwide UK Ltd (Eslip) Payroll | BACS | 21.95 | 3.66 | 18.29 |
| 18.2.11 | EALC (Foundation Award) (Await Invoice) | BACS | 80.00 | 0.00 | 80.00 |

* Barclaycard payments: (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 | Amazon (Ink/Dog bin Signs) | 41.98 |
| 2/4/23 | Fasthosts (Mailbox) | 33.30 |
| 6/4/23 | Fasthosts (Linus PHP) | 6.94 |
| 12/4/23 | Screwfix (Barrier Tape) | 3.99 |
| 12/4/23 | Screwfix (Barrier Tape Refund) | 3.99 CR |
| 12/4/23 | Travis Perkins (Barrier Tape) | 13.19 |
| 15/4/23 | TSO Host (Domain renewal) | 15.54 |
| 18/4/23 | Tesco Stores (Walter's Café) | 18.41 |
| 19/4/23 | Vistaprint (Leaflets) | 30.79 |
| TOTAL | (VAT £77.02) | £466.95 |

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

| | | |
|----------|--|-------|
| 24/04/23 | Fasthosts (Mailbox Clerk) | 6.52 |
| 25/4/23 | Amazon (Coronation) | 28.87 |
| 27/4/23 | Screwfix (Padlocks for goal posts) | 79.48 |
| 28/4/23 | Amazon (Stationery/Colour Toner) | 25.28 |
| 28/4/23 | Amazon (Lazer cartridge) | 67.99 |
| 2/5/23 | Timpson's (Coronation Plaques) | 94.99 |
| 2/5/23 | Amazon (Stationery) | 16.94 |
| 2/5/23 | Fasthosts (Mailbox) | 33.30 |
| 2/5/23 | Green Magic UK Ltd (A-Board -Walter's) | 80.20 |
| 5/5/23 | Aldi (Coronation) | 30.44 |
| 5/5/23 | Tesco (Coronation) | 15.59 |
| 6/5/23 | Fasthosts (Linus PHP) | 6.94 |

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

The BACS payments for May will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 17th May 2023.

RESOLVED to accept the payments as listed in the schedule.

18.3 Review of Bank Statements, Credit Card Statements and Account sheets for April.

18.4 To note the end of Financial Year 31 March 2023.

18.5 Grants

(a) MDC Community Hub – await receipt of grant

(b) Research required re: goal posts/noticeboard/memorial garden signs

18.6 Scribe Update

19. Other Council Matters (for consideration or report)

19.1 Community Engagement Team (CET) – April Report

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

(a) Wilder Towns, Wilder Villages Agreement – to report on meeting

(b) Living Landscapes – the local farmer and LL representative are awaiting information regarding hedging.

(c) Woodham Walter Common – Annual Report received.

20.3 Allotments Report

(a) Consider funding request (await information).

(b) Review paperwork

20.4 HM King Charles III Coronation Reports

(a) Main village event – Sunday 7th May

(b) School/Tadpoles event – Friday 5th May.

(c) Tea Towel Orders

(d) Gift for children – the bookmarks.

(e) Coronation Legacy – Bug Hotel.

(f) Coronation Legacy – Wildflower Area.

(g) Coronation Legacy – Bird Box.

20.5 Grass Cutting Tender – await signed documents

20.6 Elections – May 2023

(a) Notice of Uncontested Election of Parish Councillors for Woodham Walter. All existing Parish Councillors were duly elected on 4th May.

(b) Declaration of Result of Poll in the Maldon District council area for Election of District Councillors for Wickham Bishops and Woodham Ward. Cllr. Mark Durham and Cllr. Simon Morgan were duly elected.

20.7 Annual Parish Meeting – Monday 22nd May at 8pm. The Clerk is working on the Annual Report which will be delivered to all properties in the coming week. Volunteers needed to serve refreshments.

20.8 Foundation Award – to note that the Parish Council has been awarded the Foundation Award in the Local Council Award Scheme.

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

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

21.2 Women's Cycle Race route coming through Woodham Walter on Saturday 27th May.

22. Local Issues (for consideration or report)

22.1 Bell Meadow & Memorial Garden

(a) Annual Safety Report 2023 – Expected during May/June.

(b) Football Goals

- New padlocks have been fitted.
- Review of safety requirements for anchors to be noted
- Information re: possible grant

(c) Playground Report

- Clerk to investigate the costs of an annual maintenance agreement.

(d) Memorial Garden

- Land Registry Update
- No Parking Signs – on-going

(e) Hedging Trees

- Post and rail fence should be reinstated to tidy up the area. Clerk to seek price.

(f) Any other matters for report.

22.2 Footpaths Report.

22.3 School Report - Parish Council representative on Governing Body.

22.4 Crime Reports/Neighbourhood Watch Report.

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

(b) Attempted break in at Gunhill Farm

22.5 Litter

(a) Old London Road fly tip reported.

22.6 Walter's Third Thursday Café – Thursday 15th May.

22.7 Queen Victoria Update

23. 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) Essex Community Watch magazine May

b) Essex Police Newsletter Apri

c) Classique Bike Ride Info

d) Warbler May

24. Points of Information/Items for future agenda

25. Date of Next Parish Council Meeting:

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

Next scheduled Ordinary Parish Council - Monday 12th June 2023 at 8pm in Woodham Walter Women's Club.

26. The Chairman to close the meeting.

Dated: 11th April 2023