

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 June 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**
2. **To report, approve and record apologies for absence.**
3. **Disclosure of Interests/Consideration of Dispensations** To disclose the existence and nature of any Registerable Interests, other Interests or Non-Registerable 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 Meeting with Annual General Meeting held on Monday 15th May 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 agenda.
7. **Planning – APPLICATIONS RECEIVED (for consideration or report)**
 - 7.1 23/00535/TCA Almshouses, Rectory Road
T1 – Magnolia – Pruned reducing height and radius by 1m
 - 7.2 23/00481/PACUAR Highfields, Bassetts Lane
Prior notification for the change of use of an agricultural building to 1No dwellinghouse (Use Class C3) and for associated operational development.
 - 7.2 To note any further applications received.
8. **Planning – DECISIONS (for consideration or report)**
 - 8.1 HOUSE/MAL/23/00239 The Cottage, Bassetts Lane APPROVE (DEL)
Replacement porch and insertion of larger window to the front.
 - 8.2 HOUSE/MAL/23/00311 Dabblers, Little Baddow Road APPROVE (DEL)
Increase ridge height to create a first floor, construction of singer storey side and rear extension, front infill extension, front entrance porch and carport.
 - 8.3 Awaiting the following decisions: 23/00106/FUL 1 Whitehouse Cottages, Blue Mill Lane; 23/00154/LDE Annexe at Guys Farm, Manor Road; 23/00306/FUL The Rookery, Lodge Farm; 23/00465/HOUSE 7 Church Corner.
9. **Planning - Enforcement**
 - 9.1 To receive any updates from Maldon District Council (MDC) Enforcement Team.
 - 9.2 To update on the complaint made to MDC regarding Enforcement.
 - 9.3 Any other enforcement matters.
10. **Other Planning Matters (for consideration or report)**
 - 10.1 Response awaited from MDC regarding the technical query about the COUPA approval at Oak Farm.
 - 10.2 To note planning application notification received from Planning Agent re: Top Road
 - 10.3 Medium/Small Village classification
 - 10.4 Area of Outstanding Natural Beauty – Cllr. Brown to report on discussions with Little Baddow/Danbury PC
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 transactions since May meeting (ESTIMATE).

Date	Business Reserve Account Detail	Transaction	Amount In	Amount Out	Balance
16-May-23	Balance		0.00	0.00	46220.51
05-Jun-23	Interest Received		75.92	0.00	46296.43
12-Jun-23	Transferred to Community Account		0.00	3200.00	43096.43
			75.92	3200.00	43096.43

Date	Community Account Transaction Detail	Amount In	Amount Out	Balance
15/05/2023	Balance	0.00	0.00	1958.82
16/05/2023	Transferred from Business Reserve	1200.00	0.00	3158.82
16/05/2023	May Debits	0.00	2539.57	619.25
30/05/2023	Tea Towel Income (Orford)	12.00	0.00	631.25
30/05/2023	MDC Community Hub Grant	1000.00	0.00	1631.25
12/06/2023	Transferred from Business Reserve	3200.00	0.00	4831.25
12/06/2023	June Debits	0.00	4219.72	611.53
		5412.00	6759.29	611.53

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

Ref:	Updated/Outstanding Payments Payee	Method	Net	VAT	Gross	
#21	EALC (Foundation Award)	BACS		80.00	16.00	96.00
#22	Skippers Ground Maintenance	BACS		750.00	150.00	900.00
				830.00	166.00	996.00

Ref:	June Payee	Method	Net	VAT	Gross	
#26	A&J Lighting Solutions	DD		21.00	4.20	25.20
#27	Npower	DD		40.90	2.04	42.94
#28	Mrs J Bannerman (Salary & Allowance)	BACS		1054.20	0.00	1054.20
#29	Nest Pension (Employer £75.59, Employee £120.94)	DD		196.53	0.00	196.53
#30	Barclaycard	DD		488.19	86.19	574.38
#31	Topsource Worldwide UK Ltd (Eslip) Payroll	BACS		18.29	3.66	21.95
#32	Zurich Insurance Company Ltd	BACS		391.02	0.00	391.02
#33	Woodham Walter Village Hall (Walter's May)	BACS		22.50	0.00	22.50
#34	Woodham Walter Village Hall (Annual Parish Mtg)	BACS		20.00	0.00	20.00
#35	CPRE (Annual Subscription)	BACS		36.00	0.00	36.00
#36	G Orford (refund - overpayment for tea towels)	BACS		12.00	0.00	12.00
#37	Woodham Walter Women's Club (Annual Grant)	BACS		231.00	0.00	231.00
#38	Woodham Walter Village Hall (Annual Grant)	BACS		342.00	0.00	342.00
#39	Essex Wildlife Trust (Annual Grant)	BACS		1000.00	0.00	1000.00
#40	Parish Magazine (Annual Grant)	BACS		250.00	0.00	250.00
				4123.63	96.09	4219.72

To note the following Barclaycard payments.

Date	Barclaycard Payments (May Statement)	Net	VAT	Gross
24/04/2023	Fasthosts (Mailbox Clerk)	5.43	1.09	6.52
25/04/2023	Amazon (Coronation)	24.05	4.82	28.87
27/04/2023	Screwfix (Padlocks for goal posts)	66.23	13.25	79.48
28/04/2023	Amazon (Laser cartridge)	56.66	11.33	67.99
28/04/2023	Amazon (Stationery)	21.07	4.21	25.28
01/05/2023	Promotional Cashback (Credit)	-3.04	0.00	-3.04
02/05/2023	Green Magic UK Ltd (A-Board -Walter's)	66.83	13.37	80.20
02/05/2023	Amazon (Stationery)	14.11	2.83	16.94
02/05/2023	Fasthosts (Mailbox)	27.75	5.55	33.30
02/05/2023	Timpson's (Coronation Plaques)	79.16	15.83	94.99
05/05/2023	Tesco (Coronation)	15.59	0.00	15.59
05/05/2023	Aldi (Coronation)	30.44	0.00	30.44
06/05/2023	Fasthosts (Linus PHP)	5.78	1.16	6.94

17/05/2023	Morrisons (Walter's)	14.04	0.75	14.79
18/05/2023	Post Office (Postage)	4.10	0.00	4.10
18/05/2023	Tesco (Walter's)	10.00	2.00	12.00
18/05/2023	Microsoft 365	49.99	10.00	59.99
		488.19	86.19	574.38

Date	Barclaycard Payments (Scheduled June Statement)	Net	VAT	Gross
24/05/2023	Fasthosts (Mailbox Clerk)	5.43	1.09	6.52
02/06/2023	Fasthosts (Mailbox)	27.75	5.55	33.30
06/06/2023	Fasthosts (Linus PHP)	5.78	1.16	6.94
		38.96	7.80	46.76

The BACS payments for June will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 14th June 2023.

- 13.3 Review of Bank Statements, Credit Card Statements and Account sheets for April and May.
- 13.4 End of Financial Year 2022/2023
- (a) To note that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors.
 - (b) The Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings
 - (c) The Chairman to confirm he has reviewed the Accounts file
 - (d) Relevant financial information is available on the Woodham Walter Parish Council website
 - (e) Internal Auditor Report – Await Detailed written report and Agar Annual Internal Audit Report which is expected prior to the meeting and will be shared with councillors. To consider any recommendations.
 - (f) The Clerk/RFO to confirm that the AGAR form Section 2 has been duly certified in advance of the meeting.
 - (g) Councillors to note the explanation of variances documents have been completed and shared with Councillors.
 - (h) End of Year Accounts – Annual Return for the financial year ended 31 March 2023. Councillors to confirm the answers to the questions in Section 1 - Annual Governance Statement 2022/2023 in the Annual Return for the year ended 31 March 2023.
 - (i) End of Year Accounts – Accounting Statements for the financial year ended 31 March 2023. To confirm Section 2 to approve the Accounting Statements and the Chairman to sign the declaration.

Clerk to arrange to send the accounts to the auditor. Clerk to arrange to display the relevant information on the noticeboard and the website as per the rules.

- 13.5 Grant Applications
- (a) MDC Community Hub – to confirm receipt of grant
 - (b) Research required re: goal posts/noticeboard/memorial garden signs
- 13.6 Scribe Update – Clerk due to attend follow up session on 8/6/23

14. Other Council Matters (for consideration or report)

- 14.1 Community Engagement Team (CET)
- (a) May Report (awaited)
 - (b) Attendance at Parish Council Meeting to be arranged
 - (c) Request for 0730-0800am TruCam patrol
- 14.2 Woodham Walter Common – Essex Wildlife Trust (EWT)/Living Landscapes Update
- 14.3 Allotments Report
- (a) Consider funding request (await information).
 - (b) Review paperwork
- 14.4 HM King Charles III Coronation Reports
- (a) Final Accounts
 - (b) Owl Box
- 14.5 Grass Cutting Tender – to confirm documentation has been received
- 14.6 Annual Parish Meeting – Monday 22nd May at 8pm. Matters Arising
- (a) Climate Action Questionnaire
 - (b) Arrange for CET to attend for TRUcam between 07.30-08.00am

- 14.7 To consider the following policies, procedures and protocols which are subject to further review.
- (a) Confirmation of arrangements for insurance cover. To confirm policy renewed with Zurich.
 - (b) Emergency Plan – this document to be reviewed.
 - (c) Action Plan – this document to be reviewed
 - (d) 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.

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

- 15.1 Various matters on-going as detailed in the Highways log.
- 15.2 Salt Bag Partnership Scheme
- 15.3 Comment received from resident regarding street cleaning on 06/06/23 which had been reported to MDC as they were not satisfied with the works done which they thought had made it worse.

16. Local Issues (for consideration or report)

- 16.1 Bell Meadow & Memorial Garden
- (a) Annual Safety Report 2023 – Expected during May/June.
 - (b) Football Goals
 - (c) Playground Report
 - Clerk to investigate the costs of an annual maintenance agreement.
 - (d) Memorial Garden
 - Land Registry Update – await response
 - No Parking Signs – on-going
 - County Broadband
 - (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.
 - Damaged fence rail – Cllr. Rushton to attend.
- 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) Dog bin request from local resident at Bassett Lane
- 16.6 Walter's Third Thursday Café – Thursday 15th June.
- 16.7 Noise – to note that a phone call was received from The Warren Golf Club prior to an outdoor event on 20/5/23. However, no noise was detected or reported from local residents that night.

Comments with regards to loud fireworks at 10pm on 1/6/23 (audible at Stivvys Road/Little Baddow Road) and 4/6/23 (Blue Mill Lane).

16.8 Hoe Mill – Bridge jumping. At the weekend a group of teenagers were witnessed jumping off the bridge. To note that Chelmer & Blackwater Navigation Bye-Laws include that no person shall dive or jump from any lock, bridge etc and that there is a fine not exceeding £500 which could be imposed for doing so. To consider if there are any actions that the Parish Council could/should take such as reporting to Essex Waterways or Community Engagement Team/requesting warning signs.

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.

- a) Essex Police Newsletter
- b) MDC Corporate Plan

18. Points of Information/Items for future agenda

19. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council - Monday 17th July 2023 at 8pm in Woodham Walter Women's Club.
(NB: July meeting one week later than usual due to Clerk summons to Jury Service and out of office 3rd-12th July)

20. The Chairman to close the meeting.

Dated: 6th June 2023