

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 July 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 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 held on Monday 12th June 2023 and the Extra Ordinary Parish Council Meeting held on Tuesday 27th June 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. **Community Engagement Team**
To welcome representative from the team and discuss the services provided to the village.
8. **Planning – APPLICATIONS RECEIVED (for consideration or report)**
None to date. To note any applications received.
9. **Planning – DECISIONS (for consideration or report)**
 - 9.1 23/00465/HOUSE 7 Church Corner, Herbage Park Road APPROVE
Erection of a single-storey rear extension.
 - 9.2 To receive any further decisions.
10. **Planning - Enforcement**
 - 10.1 To note any updates from Maldon District Council (MDC) Enforcement Team.
 - 10.2 To update on the complaint made to MDC regarding Enforcement. Await dates for meeting.
 - 10.3 To consider any other enforcement matters.
11. **Other Planning Matters (for consideration or report)**
 - 11.1 Statement from Cllr. Tompkins
 - 11.2 Response awaited from MDC regarding the technical query about the COUPA approval at Oak Farm.
 - 11.3 Medium/Small Village classification – meeting date awaited
 - 11.4 Area of Outstanding Natural Beauty (AONB) To consider if the Parish Council supports the application.
 - 11.5 To consider the response received from MDC regarding its use of the VDS
 - 11.6 Maldon Woods: 275 home development near Maldon Cemetery. Public exhibition 12th July.
12. **Climate Action**
 - 12.1 Climate Action Meeting – analysis of questionnaire
 - 12.2 Sustainability Exhibition proposal
13. **To receive reports of the County and District Councillor's.**

14. Financial Matters (for consideration or report)

14.1 To receive the Summary of Accounts to date. This includes transactions since June meeting.

Date	Business Reserve Account Detail	Transaction	Amount In	Amount Out	Balance
29-Jun-23	Balance				42796.43
17-Jul-23	Transfer to Community Account			3500.00	39296.43
				3500.00	39296.43

Date	Community Account Transaction Detail	Amount In	Amount Out	Balance
29/06/2023	Balance			1003.00
17/07/2023	Transferred from Business Account	3500.00		4503.00
17/07/2023	Outstanding June Debits		250.00	4253.00
17/07/2023	July Debits		3200.38	1052.62
		3500.00	3450.38	1052.62

14.2 To authorise the payments as listed in the payment schedule for July.

Ref:	Updated/Outstanding Payments		Method	Net	VAT	Gross
#40	Parish Magazine (Annual Grant)		BACS	250.00	0.00	250.00
				250.00	0.00	250.00

Ref:	July	Payee	Method	Net	VAT	Gross
#42	A&J Lighting Solutions		DD	21.00	4.20	25.20
#43	Npower		DD	36.50	1.82	38.32
#44	Mrs J Bannerman (Salary & Allowance)		BACS	938.96	0.00	938.96
#45	Nest Pension (Employer £64.13, Employee £102.60)		DD	166.73	0.00	166.73
#46	HMRC		BACS	942.76	0.00	942.76
#47-#51	Barclaycard		DD	57.65	10.51	68.16
#52	Topsource Worldwide Uk Ltd (Eslip) Payroll		BACS	18.29	3.66	21.95
#53	Woodham Walter Village Hall (Walter's June)		BACS	22.50	0.00	22.50
#54	Woodham Walter Village Hall (Annual Parish Mtg)		BACS	25.00	0.00	25.00
#55	RCCE (Annual Membership)		BACS	44.00	8.80	52.80
#56	Skippers Ground Maintenance Ltd		BACS	210.00	42.00	252.00
#57	Royal Mail Group Ltd (PO Box)		BACS	330.00	66.00	396.00
				3063.39	136.99	3200.38

To note the following Barclaycard payments.

Date	Barclaycard Payments (June Statement)	Net	VAT	Gross
24/05/2023	Fasthosts (Mailbox Clerk) #47	5.43	1.09	6.52
25/05/2023	Amazon (Ink Cartridge) #48	13.54	2.71	16.25
02/06/2023	Fasthosts (Mailbox) #49	27.75	5.55	33.30
06/06/2023	Fasthosts (Linus PHP) #50	5.78	1.16	6.94
15/06/2023	Tesco (Walter's Refreshments) #51	5.15	0.00	5.15
		57.65	10.51	68.16

Date	Barclaycard Payments (Scheduled July Statement)	Net	VAT	Gross
24/06/2023	Fasthosts (Mailbox Clerk)	5.43	1.09	6.52
29/06/2023	Tesco (Box for Party Tents/Stationery)	7.58	1.52	9.10
02/07/2023	Fasthosts (Mailbox)	27.75	5.55	33.30
06/07/2023	Fasthosts (Linus PHP)	5.78	1.16	6.94

The BACS payments for June will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 19th July 2023. As we are not due to be meeting in August, the payments will be drawn up for authorising by the chairman and signatories and reported at the September meeting.

14.3 Review of Bank Statements, Credit Card Statements and Account sheets for June.

- 14.4 Banking issues
- (a) To report that Barclays Bank are causing some difficulties with regards to the Legal Entity of the bank account – ongoing (await follow-up call)
- (b) To consider changing bank if resolution cannot be found with Barclays
- (c) To consider savings options
- 14.4 Grant Applications
- (a) Research required re: goal posts/noticeboard/memorial garden signs
- 14.5 Scribe Update – The Clerk continues to set the account up. More training sessions/follow up call.
- 14.6 Party Tent – to consider report of damaged tent
- 15. Other Council Matters (for consideration or report)**
- 15.1 Community Engagement Team (CET) (See also agenda item 7)
- (a) June Report
- 15.2 Woodham Walter Common – Essex Wildlife Trust (EWT)/Living Landscapes Update
- 15.3 Allotments Report
- (a) Await date for meeting
- 15.4 HM King Charles III Coronation Reports
- (a) To review the final accounts from the event
- (b) To consider purchasing owl box
- 15.5 To consider the following policies, procedures and protocols which are subject to further review.
- (a) Emergency Plan
- (b) Action Plan
- 16. Highways, Transport & Infrastructure (for consideration or report)**
- 16.1 Various matters on-going as detailed in the Highways log.
- 17. Local Issues (for consideration or report)**
- 17.1 Bell Meadow & Memorial Garden
- (a) Annual Safety Report 2023 – awaited/chased
- Cllr. Brown to repair picnic table
- (b) Football Goals
- Cllr. Bunn has repaired the anchor points. Chains to be purchased for future.
- (c) Playground Report
- Clerk to investigate the costs of an annual maintenance agreement.
- (d) Memorial Garden
- No Parking Signs – on-going
 - County Broadband – review
- (e) Any other matters for report.
- 17.2 Footpaths Report
- 17.3 School Report
- 17.4 Crime Reports/Neighbourhood Watch Report.
- (a) Various reports and newsletters shared (none specific to WW)
- 17.5 Litter
- (a) 2 black sacks along Little Baddow Road reported (smelly). Removed by Cllr. Rushton.
- 17.6 Walter's Third Thursday Café
- (a) Thursday 15th June – attended by Essex Police Rural Engagement Team – useful and asked them to do speed monitoring.
- (b) Thursday 21st July. Guests include Community Agents, United in Kind, Alzheimer's Society, Cllr. Morgan (DC surgery).
- 17.7 Hoe Mill – parking/litter/anti-social behaviour etc
- 17.8 Village Archive Information – To note that the Pat Ryan files received from Mrs Herrmann are now ready for circulating amongst councillors. There have also been requests from other residents – see spreadsheet in onedrive. To consider permanent storage options.

18. Correspondence – Various items of correspondence have been received and shared with Councillors and where appropriate the public via the website and village emails.

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| a) ECC Fostering Info | b) Essex Police June Newsletter |
| c) Highways Highlights | d) Cost of Living info |
| e) Police – Reporting suspicious behaviour | f) Warbler July |

19. Points of Information/Items for future agenda

20. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council - Monday 11th September at 8pm in Woodham Walter Women's Club.

(NB: We do not usually meet in August unless an urgent matter or planning application requires a meeting, which will be advertised on the website, village email and noticeboard)

21. The Chairman to close the meeting.

Dated: 10th July 2023

Mrs Jacky Bannerman (Clerk to the Parish Council)
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