

MINUTES

Minutes of Ordinary Meeting with Annual General Meeting of Woodham Walter Parish Council.

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

Monday 15th May 2023

Present:

Cllr. James Rushton (Chairman)

Cllr. John Brown

Cllr. James Bunn

Cllr. Jenny Hughes

Cllr. Joanna Symons

Cllr. John Tompkins

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

District Councillor Mark Durham (in attendance until 8.45pm)

District Councillor Simon Morgan (in attendance until 8.45pm)

Public: None

2933. Election of Chairman Nominations were invited for the position of Chairman. Councillor John Brown Proposed and Councillor James Bunn Seconded Councillor James Rushton. There were no further nominations. All Councillors voted in agreement and Councillor James Rushton was duly elected to the position of Chairman.

2935. Election of Vice-Chairman Nominations were invited for the position of Vice Chairman. Councillor John Tompkins Proposed and Councillor Peter Warren Seconded Councillor John Brown. There were no further nominations. All Councillors voted in agreement and Councillor John Brown was duly elected to the position of Vice Chairman

2936. Declarations of Acceptance of Office All councillors signed the forms which were then counter signed by the Parish Clerk as proper officer of the council.

2937. To report, approve and record apologies for absence

RESOLVED to accept apologies received from County Councillor Jane Fleming.

2938. Register of Members Interests Councillors were reminded to complete registered and non-registered interests on the Maldon District Council on-line form if they have not already done so. Clerk reminded 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.

2939. 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).

With reference to discussions about the Allotments Cllr. James Rushton and Cllr. John Brown declared Non-Registerable interests as they both have allotments, Cllr. Jenny Hughes declared a Non-Registerable interest as she has a close connection to the land and landowner of the allotments. There were no other interests declared.

Cllr. John Tompkins proposed and Cllr. John Brown seconded the Dispensation 2023-2027 be adopted. This was agreed by all councillors.

RESOLVED that the dispensation will remain in place until May 2027.

2940. Public Forum - None

2941. To adopt the Maldon District Council Local Code of Conduct

Cllr. John Brown proposed and Cllr. Peter Warren seconded that the Maldon District Council Local Code of Conduct be adopted. This was agreed by all councillors.

RESOLVED that the Maldon District Council Local Code of Conduct be adopted.

2942. Reviews & Adoptions

2942.1 Standing Orders

Having noted the alterations to the wording to incorporate the name change to Registerable and Non-Registerable interests, Cllr. John Tompkins proposed and Cllr. Joanna Symons seconded that the Standing Orders be adopted, this was agreed by all councillors.

RESOLVED to adopt the Standing Orders.

2942.2 General Power Of Competence

Having noted the report provided by the Clerk, Cllr John Tompkins proposed and Cllr. Joanna Symons seconded that the General Power of Competence be adopted including the following standard wording. This was agreed by all councillors. "The Parish Council RESOLVED from 15th May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence".

2942.3 Other Reviews and Adoptions

Cllr. John Tompkins proposed and Cllr. John Brown seconded the following procedures and policies (a-w) be adopted. This was agreed by all councillors.

- (a) Council's complaints procedure
- (b) Equality and Diversity Policy
- (c) Media Policy
- (d) Staff Appraisal Policy & Staffing Committee & Staffing Sub Committee Terms of Reference.
- (e) Council's Freedom of Information procedure and publication scheme
- (f) Financial Regulations, Investment Strategy, Financial Risk Assessment, Banking Policy, Reserves Policy, Fixed Assets Policy, Direct Debits and Regular Payments
- (g) Annual Contributions to Local organisations and Grants to Local Organisations
- (h) Community Engagement Strategy
- (i) Risk Management Policy
- (j) Business Continuity Plan
- (k) Data Breach Process / Data Protection Policy
- (l) GDPR Privacy Notice and Policies
- (m) Annual Contributions to Local Organisations and Grants Policy
- (n) Safeguarding Policy
- (o) Privacy Policy
- (p) Training and Development Policy
- (q) Health & Safety Policy
- (r) Grievance & Disciplinary Policy
- (s) Neighbour Consultations Policy
- (t) Biodiversity Policy
- (u) Climate Action Statement
- (v) Crime and Disorder Policy
- (w) Vexatious Complaints Policy

RESOLVED to adopt procedures and polices listed a-w.

2942.4 Councillor's consent to email service – Councillors confirmed that the existing consent list is up to date and confirmed arrangements. The document was duly signed by all councillors.

RESOLVED that all councillors consent to email service.

2942.5 Setting the dates, times & place of ordinary meetings of the full council for the year ahead.

Cllr. John Tompkins proposed and Cllr. John Brown seconded the dates and times as detailed below.

RESOLVED 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.

2942.6 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.
RESOLVED to accept the report of the Parish Clerk subject to any further quotations received, the policy will be renewed with Zurich.
- (b) Risk Assessments
RESOLVED that the Clerk will continue to arrange for these to be updated regularly.
- (c) Emergency Plan
RESOLVED that this document needs to be reviewed.
- (d) Action Plan
RESOLVED that this document needs to be reviewed.
- (e) Inventory of land and assets.
RESOLVED that this document needs to be reviewed.
- (f) Tree Policy
 - i) The Biannual Inspections have been undertaken together with any recommendations as to specialist advice

and action required, with quotations being sought where necessary. The implementation of any recommendations will be reported to a subsequent meeting.

- ii) EWT have undertaken and reported on their independent assessment made during their own annual inspection of Woodham Walter Common together with any management action.

RESOLVED that the report will be requested from Essex Wildlife Trust

2942.7 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

RESOLVED that those listed above be duly appointed.

2943. To approve the minutes of the Ordinary Parish Council Meetings held on Monday 17th April 2023.

RESOLVED to accept the minutes of the meeting held on Monday 17th April 2023.

2944. Matters Arising - Progress report (not for resolution)

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

2945. Planning – APPLICATIONS RECEIVED (for consideration or report)

2945.1 23/00465/HOUSE 7 Church Corner, Herbage Park Road

Erection of a single-storey rear extension.

It was noted that the application had been received after the agenda had been set. The clerk will respond to using delegated powers.

2946. Planning – DECISIONS (for consideration or report)

2946.1 23/00090 6 Church Corner, Oak Farm Road **APPROVE**

Single storey side and rear extension, new porch design, alterations to the fenestration and the demolition of the existing garage and outbuilding.

2947. Planning - Enforcement

2947.1 To receive any updates from Mr William Coleman from Maldon District Council (MDC).

No updates had been received. Councillors again expressed dismay at the lack of information provided.

2947.2 To update on the complaint made to MDC regarding Enforcement.

Date to be advised.

2947.3 Any other enforcement matters.

There were no other matters for report.

2948. Other Planning Matters (for consideration or report)

2948.1 Response awaited from MDC regarding the technical query raised about the COUPA approval at Oak Farm.

District Cllr. Morgan agreed to raise with MDC and ask for a response.

2948.2 Village Design Statement – Cllr. Tompkins reported the group had met and continue to review the document including attention to the NPPF/Government directions. They are compiling an inventory of village properties.

2949. Climate Action Update

Cllr. Rushton reported that he is due to meet the clerk to begin considering arrangements for a public meeting in the Summer.

2950. To receive reports of the County and District Councillor's.

It was noted 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.

District Cllr. Morgan remarked that it had been a privilege to be voted back in. The council is now made up of Conservation 10, Labour 1, Lib Dems 6, Independent Group 8, Independent 6, negotiations are on-going and the MDC Statutory General Meeting is on Thursday.

MDC now have a 5 Year Housing Land Supply of 5.1 which has been approved. MDC Corporate Plan 2023-2027 has been developed and is available to view on the website.

Cllr. Durham reported that Essex County Council have some changes to funds, the Locality Fund will be different this year and is not for precepting authorities (such as the Parish Council). The Levelling Up fund has ceased. There is a new Local Community Fund which will focus on Levelling Up, Youth and Climate projects. The Local Highways Panel is changing and the budget has been reduced significantly. There is more money set aside for pot hole repairs.

Devolution continues to be on the agenda with more meetings but is unlikely to be finalised until 2029. There should be more information available in September.

It was noted that County Councillor Jane Fleming had provided a written report with information on: Let's Talk Trash Festival; Essex Green Skills Summit; Green Entrepreneurs Programme (open for applicants between 18 and 30); Career resources; Stress and Anxiety – free mental health and well-being courses; Multiply In Essex – free maths courses for parents and carers to help support their children; Essex Libraries Summer Reading Challenge; Composting – competition; EV Charging points are being installed; New Climate Action App; National Walking Month – May; Essex Business Partnerships 2023 Business Show; Essex Residents Panel.

Cllr. Morgan and Cllr. Durham then left the meeting room at 8.45pm

2951. Financial Matters (for consideration or report)

2951.1 To authorise the payments as listed in the payment schedule for May (Estimate)

UPDATED/OUTSTANDING PAYMENTS					
Ref:	Payee	Method	Net	VAT	Gross
2951.1.1	Topsource Worldwide UK Ltd (Eslip) Payroll	BACS	18.29	3.66	21.95
2951.1.2	Countryside Art Ltd (Tea Towels)	BACS	477.36	0.00	477.36
2951.1.3	Monkey Workshops CIC (Bug Hotel)	BACS	100.00	0.00	100.00
2951.1.4	EALC/NALC Affiliation Fee	BACS	188.78	0.00	188.78
MAY PAYMENTS					
2951.1.5	Npower	DD	43.63	2.18	45.81
2951.1.6	A&J Lighting Solutions	DD	21.00	4.20	25.20
2951.1.7	Mrs J Bannerman (Salary & Allowance)	BACS	827.59	0.00	827.59
2951.1.8	Nest Pension (Employer £59.64 Employee £95.43)	DD	155.07	0.00	155.07
2951.1.9	Barclaycard	DD	389.96	76.99	466.95
2951.1.10	Topsource Worldwide UK Ltd (Eslip) Payroll	BACS	18.29	3.66	21.95
2951.1.11	EALC (Foundation Award) (Await Invoice)	BACS	80.00	0.00	80.00
2951.1.12	Skippers Ground Maintenance (Estimate – Await)	BACS	416.67	83.33	500.00
2951.1.13	Hullbridge Design & Print (Annual Parish Report)	BACS	347.00	0.00	347.00
2951.1.14	Woodham Walter Women's Club (Coronation Mtgs)	BACS	45.00	0.00	45.00
2951.1.15	SLCC Essex Branch (Training Day)	BACS	25.00	0.00	25.00
			2369.21	170.36	2539.57

* 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 £76.99)	£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

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.

2951.2 To receive the Summary of Accounts to date. This includes all transactions since the April meeting.

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 May 23	Transfer to Community Account (May Debits)		1200.00	46,220.51
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		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
10 May 23	Compensation from Bank	75.00		1239.55
11 May 23	Donation for Prizes/Medals etc	118.88		1358.43
	Income from Coronation Event			
11 May 23	(Tea Towels/Bookmarks/Raffle/Donations)	538.00		1896.43
15 May 23	Transferred from Business Reserve Account	1200.00		3096.43
15 May 23	Income (Tea Towel/Bookmark/Donation)	51.00		3147.43
15 May 23	May Debits (Estimate)		2539.57	607.86

RESOLVED to accept the accounts as listed.

2951.3 Review of Bank Statements, Credit Card Statements and Account sheets for April.

Cllr. Brown required a more detailed report from the Scribe account and the Clerk will investigate further.

2951.4 Noted the end of Financial Year 31 March 2023. The Annual Governance and Accountability Return will be available for approval at the June meeting.

2951.5 Grants

(a) MDC Community Hub – await receipt of grant

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

Cllr. Tompkins reported that he continues to investigate funding for the memorial garden signs. Cllr. Symons reported that various funds may be suitable for the goal posts (e.g. Football Foundation/Tesco/Lottery) and this will continue to be investigated.

2951.6 Scribe Update – the new accounting system is now populated with the latest information and the clerk continues to learn it's intricacies. Councillors thought that the reports provided were useful and set out well. The Clerk will provide read-only login details for all councillors so that they are able to view reports.

2952. Other Council Matters (for consideration or report)

2952.1 Community Engagement Team (CET)

(a) The April report was noted.

2952.2 Woodham Walter Common – Essex Wildlife Trust (EWT)/Living Landscapes Update

(a) Wilder Towns, Wilder Villages– a meeting was held on Bell Meadow and advice received, the project will not currently be pursued in the village but may be considered again in the future.

(b) Living Landscapes – the local farmer and LL representative are awaiting information regarding hedging. It is understood that ECC are able to provide some hedging plants but do not have funding for planting. There may be an opportunity for volunteers to get involved.

(c) Woodham Walter Common – Annual Report received. It was noted that no Management Plan had been received. RESOLVED to request the Management Plan.

2952.3 Allotments Report

Cllr. Rushton, Cllr. Brown and Cllr. Hughes declared Non-registerable interests.

(a) Consider funding request – no application had been received.

(b) Review constitution paperwork – clerk to scan the details and share with councillors.

2952.4 HM King Charles III Coronation

(a) Main village event – Sunday 7th May. It was reported that approximately 150 residents had attended the event. It had been very successful, thanks and congratulations were offered to Cllr. Joanna Symons and the Parish Clerk for organising.

(b) School/Tadpoles event – Friday 5th May. It was reported that approximately 130 children from the School and Nursery had enjoyed an afternoon on Bell Meadow with ice lollies and filling the bug hotel.

(c) Tea Towel Orders – it was reported that 175 tea towels had sold out and there had been a profit of approximately £220.

(d) Gift for children – the bookmarks. It was reported that the remaining bookmarks had sold and that there were still some available to purchase at £2 each. The profit to date was approximately £44.

(e) Coronation Legacy – Bug Hotel. It was reported that the bug hotel was a great success and looked excellent. It had been well installed by Skippers.

(f) Coronation Legacy – Wildflower Area. Skippers continue to create the Wildflower area. It was agreed that the layout was very nice and it will be an excellent addition to Bell Meadow.

(g) Coronation Legacy – Owl Box. It was reported that funds are looking to be sufficient to purchase and owl box for Bell Meadow. More research will be carried out to ascertain the best location and type of box.

2952.5 Grass Cutting Tender – the clerk will chase up the documents which are awaited.

2952.6 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.

(c) Councillors were informed that Code of conduct Training is available from MDC.

(d) Councillors were reminded that their Spending Return (even if nil) needs to be returned to MDC by 1st June.

2952.7 Annual Parish Meeting – Monday 22nd May at 8pm. The Annual Reports have been received and distributed by councillors/Clerk to all properties in the village. Volunteers are required to serve refreshments.

2952.8 Foundation Award – It was noted that the Parish Council has been awarded the Foundation Award in the Local Council Award Scheme, this is a significant award for the council. It is hoped that the certificate will be presented at the Annual Parish Meeting.

2953. Highways, Transport & Infrastructure (for consideration or report)

2953.1 Various matters on-going as detailed in the Highways log.

It was noted that the traffic lights at the bridge had been faulty on several occasions. A suggestion was made that the bridge could be managed by a priority and the lights removed. There was discussion on the pros and cons of this and it was RESOLVED that Highways should be requested to carry out a feasibility study.

It was noted that several vehicles on the Ulting side had parking tickets issued at the weekend.

2953.2 Women's Cycle Race route coming through Woodham Walter on Saturday 27th May.

Noted. Information had been shared with village residents via the village email and in the Annual report.

2954. Local Issues (for consideration or report)

2954.1 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 was noted.
 - Information re: possible grant will continue to be investigated
- (c) Playground Report
 - Clerk to investigate the costs of an annual maintenance agreement.
- (d) Memorial Garden
 - Land Registry – a query regarding the extent of the registration had been sent. However, it was felt that the area opposite The Bell which had not currently been included would be more difficult for the Parish Council to maintain. Eventually the erosion will impact the highway and ECC will then have to attend.
- (e) Hedging Trees
 - Post and rail fence should be reinstated to tidy up the area. Clerk to seek price.
- (f) There were no other matters for report.

2954.2 Footpaths Report. Cllr. Warren reported that a tree that had fallen on FP19 had been very quickly cleared by a school parent prior to Forest Schools. 3 overgrown cross field paths (FP 14, 16 and 19) across Whitehouse Farm had been weed killed promptly by the farmer after a request was made by the footpath officer.

2954.3 School Report - Parish Council representative on Governing Body.

It was reported that Pippa Edlin has been appointed Head of School and takes up the position full time in September, after the retirement of Mrs Dodd.

2954.4 Crime Reports/Neighbourhood Watch Report.

- (a) Various reports and newsletters shared (none specific to WW)
- (b) Attempted break in at Gunhill Farm was noted.

2954.5 Litter

- (a) Old London Road (opp. Thrift Wood) fly tip reported and cleared promptly.

2954.6 Walter’s Third Thursday Café – Thursday 15th May. The Clerk reported that plans are set and guests this month are from the Community Agents and United In Kind.

2954.7 Queen Victoria Update – it was noted that the pub remains on the market at a reduced price of £360,000.

2955. 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) Essex Community Watch magazine May | b) Essex Police Newsletter Apri |
| c) Classique Bike Ride Info | d) Warbler May |
| e) Rotary News | f) Friends of St Michaels AGM |
| g) Police & Crime Bulletin | |

2956. Points of Information/Items for future agenda

2957. 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.

2958. The Chairman closed the meeting at 9.55pm.

Signed

Dated