

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 11th September 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 17th July 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 To note any applications received.
8. **Planning – DECISIONS (for consideration or report)**
 - 8.1 23/00701/TCA Almshouses, Rectory Road ALLOWED TO PROCEED
T1- buddleia – Fell
 - 8.2 23/00145/LDE Annexe at Guys Farm, Manor Road REFUSED
Use as a single dwelling house (and its associated curtilage)
 - 8.3 Awaiting decisions: 23/00306/FUL The Rookery, Lodge Farm Road (to note update from Officer)
23/00521/OUT Land between Ash Cottage and High Prospect, Top Road
9. **Planning - Enforcement**
 - 9.1 To receive any updates
10. **Other Planning Matters (for consideration or report)**
 - 10.1 Medium/Small Village classification – To receive any updates
 - 10.2 Area of Outstanding Natural Beauty (AONB)
To consider Danbury & Little Baddow application and whether Woodham Walter should also be included.
 - 10.3 To consider the response received from MDC regarding its use of the VDS.
11. **Climate Action – To receive any updates**
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 July meeting.

| Date | Business Reserve Account Detail | Transaction | | Balance |
|-----------|---------------------------------|-------------|------------|----------|
| | | Amount In | Amount Out | |
| 28-Jul-23 | Balance | | | 39296.43 |
| 17-Aug-23 | Transfer to Community Account | | 1500.00 | 37796.43 |
| 04-Sep-23 | Interest Received | 109.12 | | 37905.55 |
| 11-Sep-23 | Transfer to Community Account | | 500.00 | 37405.55 |
| | | 109.12 | 2000.00 | 37405.55 |

| Date | Community Account Transaction Detail | Amount In | Amount Out | Balance |
|------------|---|-----------|------------|---------|
| 26/07/2023 | Direct Debit to TopSource *(unexpected queried) | 0.00 | 21.95 | 1583.47 |
| 26/07/2023 | Income Party Tents | 75.00 | 0.00 | 1658.47 |
| 28/07/2023 | Balance | | | 1658.47 |
| 01/08/2023 | Income (Party Tents /Party Tents Error) | 100.00 | 0.00 | 1758.47 |
| 16/08/2023 | Income (Party Tents) | 50.00 | 0.00 | 1808.47 |
| 17/08/2023 | Outstanding Debits #40 #55 | | 302.80 | 1505.67 |
| 17/08/2023 | Transferred from Business Account | 1500.00 | | 3005.67 |
| 17/08/2023 | Correction re: Top Source * | 21.95 | | 3027.62 |
| 17/08/2023 | August Debits | | 1737.53 | 1290.09 |
| 11/09/2023 | Transferred from Business Account | 500.00 | | 1790.09 |
| 11/09/2023 | September Debits | | 1083.52 | 706.57 |
| | | 2246.95 | 3145.80 | 706.57 |

13.2 To authorise the payments as listed in the payment schedules for August and September.

| Ref: | Updated/Outstanding Payments | Payee | Method | Net | VAT | Gross |
|------|--------------------------------|-------|--------|--------|------|--------|
| #40 | Parish Magazine (Annual Grant) | | BACS | 250.00 | 0.00 | 250.00 |
| #55 | RCCE (Annual Membership) | | BACS | 44.00 | 8.80 | 52.80 |
| | Sub Total | | | 294.00 | 8.80 | 302.80 |

| August | | | | | | |
|--------|---|--------|---------|--------|---------|--|
| Ref: | Payee | Method | Net | VAT | Gross | |
| #58 | A&J Lighting Solutions | DD | 21.00 | 4.20 | 25.20 | |
| #59 | Npower | DD | 37.35 | 1.87 | 39.22 | |
| #60 | Mrs J Bannerman (Salary & Allowance) | BACS | 591.54 | 0.00 | 591.54 | |
| #61 | Nest Pension (Employer £38.48, Employee £61.56) | DD | 100.04 | 0.00 | 100.04 | |
| #62-70 | Barclaycard | DD | 131.82 | 25.72 | 157.54 | |
| #71 | Topsource Worldwide Uk Ltd (Eslip) Payroll | DD | 18.29 | 3.66 | 21.95 | |
| #72 | Woodham Walter Village Hall (Walter's July) | BACS | 22.50 | 0.00 | 22.50 | |
| #73 | Pauline Boughtwood (refund) | BACS | 50.00 | 0.00 | 50.00 | |
| #74 | Maldon District Council (Community Engagement Team) | BACS | 607.95 | 121.59 | 729.54 | |
| | Sub Total | | 1580.49 | 157.04 | 1737.53 | |
| | Total | | 1874.49 | 165.84 | 2040.33 | |

| September | | | | | | |
|-----------|---|--------|---------|--------|---------|--|
| Ref: | Payee | Method | Net | VAT | Gross | |
| #76 | A&J Lighting Solutions | DD | 21.00 | 4.20 | 25.20 | |
| #77 | Npower | DD | 36.87 | 1.84 | 38.71 | |
| #78 | Mrs J Bannerman (Salary & Allowance) EST | BACS | 0.00 | 0.00 | 500.00 | |
| #79 | Nest Pension (Employer £, Employee £) EST | DD | 0.00 | 0.00 | 100.00 | |
| #80-84 | Barclaycard | DD | 103.16 | 20.00 | 123.16 | |
| #75 | Topsource Worldwide Uk Ltd (Eslip) Payroll | DD | 18.29 | 3.66 | 21.95 | |
| #85 | Woodham Walter Village Hall (Walter's August) | BACS | 22.50 | 0.00 | 22.50 | |
| #86 | PKF Littlejohn (Audit) | BACS | 210.00 | 42.00 | 252.00 | |
| | Sub Total | | 411.82 | 71.70 | 1083.52 | |
| | Total | | 2286.31 | 237.54 | 3123.85 | |

| Date | Barclaycard Payments (21st July Statement) | Net | VAT | Gross |
|------------|--|--------|-------|--------|
| 24/06/2023 | Fasthosts (Mailbox Clerk) #62 | 5.43 | 1.09 | 6.52 |
| 28/06/2023 | Amazon (Party Tent Pegs/Rachets) #63-65 | 61.98 | 12.40 | 74.38 |
| 29/06/2023 | Tesco (Box for Party Tents/Stationery) #66 | 7.58 | 1.52 | 9.10 |
| 02/07/2023 | Fasthosts (Mailbox) #67 | 27.75 | 5.55 | 33.30 |
| 06/07/2023 | Fasthosts (Linus PHP) #68 | 5.78 | 1.16 | 6.94 |
| 18/07/2023 | Ringcentral (Calling Credits Package) #69 | 20.00 | 4.00 | 24.00 |
| 19/07/2023 | Tesco (Walter's Refreshments) #70 | 3.30 | 0.00 | 3.30 |
| | | 131.82 | 25.72 | 157.54 |

| Date | Barclaycard Payments (21st August Statement) | Net | VAT | Gross | |
|------------|--|-----|--------|-------|--------|
| 24/07/2023 | Fasthosts (Mailbox Clerk) #80 | | 5.43 | 1.09 | 6.52 |
| 27/07/2023 | Fasthosts (Gov.uk renewal) #81 | | 61.00 | 12.20 | 73.20 |
| 02/08/2023 | Fasthosts (Mailbox) #82 | | 27.75 | 5.55 | 33.30 |
| 06/07/2023 | Fasthosts (Linus PHP) #83 | | 5.78 | 1.16 | 6.94 |
| 16/08/2023 | Iceland (Walter's August) #84 | | 3.20 | 0.00 | 3.20 |
| | | | 103.16 | 20.00 | 123.16 |

| Date | Barclaycard Payments (Scheduled September) | Net | VAT | Gross |
|------------|--|-------|------|-------|
| 21/08/2023 | Claremont Garden Centre (Treatment for picnic bench) | 16.66 | 3.33 | 19.99 |
| 24/08/2023 | Fasthosts (Mailbox Clerk) | 5.43 | 1.09 | 6.52 |
| 29/08/2023 | Simply Shredding (GDPR) | 12.00 | 2.40 | 14.40 |
| 02/09/2023 | Fasthosts (Mailbox) | 27.75 | 5.55 | 33.30 |
| 06/09/2023 | Fasthosts (Linus PHP) | 5.78 | 1.16 | 6.94 |

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

13.3 Review of Bank Statements, Credit Card Statements and Account sheets for July and August.

13.4 Banking issues

(a) To consider Banking Arrangements. Barclays Bank are causing some difficulties with regards to the Legal Entity of the bank account – ongoing. Forms and information received and Clerk will analyse and compare with alternative banks.

(b) To consider savings options

13.5 Grant Applications

(a) Research required re: goal posts/noticeboard/memorial garden signs - on-going

(b) To remind local organisations of the requirement for grant applications to be received by 30th September.

13.6 Notice of Conclusion of Audit for Year Ended 31 March 2023

Notification of completion of limited assurance review for the year ended 31 March 2023. The audit of accounts for Woodham Walter Parish Council for year ended 31 March 2023 has been completed and the accounts have been published. The Annual Governance and Accountability Return is available for inspection by any local government elector. The notice will be published on the noticeboard and website along with the relevant documents. The auditor noted that the information is in accordance with Proper Practices.

14. Other Council Matters (for consideration or report)

14.1 Community Engagement Team (CET)

(a) July & August Reports

(b) To consider any other points from CET

14.2 Woodham Walter Common – Essex Wildlife Trust (EWT)/Living Landscapes Update – To receive any updates

14.3 Allotments Report

14.4 HM King Charles III Coronation Reports

(a) To review the final accounts from the event

(b) To consider purchasing owl box

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

(a) Emergency Plan

(b) Action Plan

14.6 Doctors & Dentists - to note that despite reminders a response has still not been received from Rt. Hon. Priti Patel MP to our letter regarding poor access to Doctors and Dentists appointments.

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

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

15.2 Bus Consultation (proposed change to service 99A (Remove flexible element and retain fixed timetable only))

15.3 Quiet Lanes – to consider enquiry from local resident

16. Local Issues (for consideration or report)

16.1 Bell Meadow & Memorial Garden (PLEASE REMEMBER TO FILL IN THE SHEET)

(a) Annual Safety Report 2023 – received and to be reviewed.

(b) Football Goals

(c) Playground Report

• Await receipt of bolt covers and black pegs from Caloo.

(d) Memorial Garden

• No Parking Signs – To consider quotations received following tender round.

• County Broadband – To receive any update

16.2 Footpaths Report - Cllr. Peter Warren

16.3 School Report – Representative on Governing Body – Cllr.Symons

16.4 Crime Reports/Neighbourhood Watch Report.

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

(b) Essex Police Fraud Prevention Officer will be attending Walter's Café on 21st September.

16.5 Litter

16.6 Walter's Third Thursday Café

(a) Thursday 21st July. Guests included Community Agents, United in Kind, Alzheimer's Society, Cllr. Morgan (DC surgery). Thursday 17th August – Guests included Citizens Advice and Maldon Community Voluntary Service.

(b) Thursday 21st September – guests Essex Police Fraud prevention Officer and MDC Health Improvement Officer.

16.7 Hoe Mill – parking/litter/anti-social behaviour etc To receive any updates.

16.8 Village Archive Information

16.9 Tide Festival – To receive any updates or information following the event

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

a) Barclays Service at MDC offices

b) Business Survey Report

c) Digital Switchover Info

d) Community Watch Magazine August & Sept

e) Essex Police Newsletters July & August

f) Hedgehog Highways Info

g) Oyster Spring/Summer 23

h) MDC Resident Survey Report

i) Ufest 18th August

j) Warbler August & September

k) Bus Consultation

l) Saltmarsh Coast Walking Festival

18. Points of Information/Items for future agenda

19. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council - Monday 9th October at 8pm in Woodham Walter Women's Club.

20. The Chairman to close the meeting

Dated: 5th September 2023