

WOODHAM WALTER PARISH COUNCIL  
NOTICE OF ORDINARY PARISH COUNCIL MEETING

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 9<sup>th</sup> October 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 Disclosable Pecuniary Interests (DPs), Other Registerable Interests (ORIs), or Non-Registerable Interests (NRIs) relating to items of business on the agenda having regard 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. Woodham Walter Primary School** – To welcome and discuss how we may collaborate - Head of School, Pippa Edlin
- 6. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 11<sup>th</sup> September and the Extra Ordinary Parish Council Meeting held on Wednesday 27<sup>th</sup> September.**
- 7. Matters Arising - Progress report (not for resolution)**  
The report compiled by the Clerk to be noted. Matters for report are contained within the agenda.
- 8. Planning – APPLICATIONS RECEIVED (for consideration or report)**
  - 8.1 None to date. To note any applications which have been received since the agenda was set.
- 9. Planning – DECISIONS (for consideration or report)**
  - 9.1 None to date. To note any decisions which have been received since the agenda was set.
  - 9.2 Awaiting decisions:
    - (a) 23/00306/FUL The Rookery, Lodge Farm Road  
Await response to query.
    - (b) 23/00762/FUL Woodham Walter Primary School
    - (c) 23/00846/FUL Grove Manor, Herbage Park Road
    - (d) 23/00858/FUL Warren Golf Club
- 10. Planning - Enforcement**
  - 10.1 No updates had been received. Await arrangements for meeting.
- 11. Other Planning Matters (for consideration or report)**
  - 11.1 Medium/Small Village classification – Await meeting
  - 11.2 Historic complaint to MDC – await meeting
  - 11.3 Area of Outstanding Natural Beauty (AONB) To receive any updates
  - 11.4 Affordable Housing Briefing (see also Agenda item 15.6)
  - 11.5 Solar Farm – to receive any updates
- 12. Climate Action** - to receive any updates
- 13. To receive reports of the County and District Councillor's.**
- 14. Financial Matters (for consideration or report) (ESTIMATE)**
  - 14.1 To receive the Summary of Accounts to date. This includes transactions since September meeting.

Date	Business Reserve Account Detail	Transaction		Balance
		Amount In	Amount Out	
13-Sep-23	Balance	0.00	0.00	37405.55
10-Oct-23	Transferred to Community Account (Oct Debits)		2000.00	35405.55
		0.00	2000.00	35405.55

Date	Community Account Transaction Detail	Amount In	Amount Out	Balance
11/09/2023	Balance			1790.09
11/09/2023	Purleigh Community (Re: Damaged Tent donation)	50.00		1840.09
14/09/2023	Party Tent Income (Hopkins)	75.00		1915.09
14/09/2023	September Debits		1128.03	787.06
	Outstanding September Debits #75	21.95		809.01
10/10/2023	Transferred from Community Account	2000.00		2809.01
12/10/2023	October Debits		2038.85	770.16
		2146.95	3166.88	770.16

14.2 To authorise the payments as listed in the payment schedules for October.

Ref:	Updated/Outstanding Payments Payee	Method	Net	VAT	Gross
#75	Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	18.29	3.66	21.95
	Sub Total		18.29	3.66	21.95
Ref:	October Payee	Method	Net	VAT	Gross
#87	A&J Lighting Solutions	DD	21.00	4.20	25.20
#88	Npower (ESTIMATE )	DD	60.00	3.00	63.00
#89	Mrs J Bannerman (Salary & Allowance) (ESTIMATE)	BACS	959.31	0.00	959.31
#90	Nest Pension (Employer £, Employee £) ESTIMATE	DD	169.29	0.00	169.29
#91-96	Barclaycard	DD	70.12	13.53	83.65
#98	Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	18.29	3.66	21.95
#97	Woodham Walter Village Hall (Walter's September)	BACS	22.50	0.00	22.50
#99	Skippers Ground Maintenance	BACS	560.00	112.00	672.00
	Sub Total		1880.51	136.39	2016.90
	Total		1898.80	140.05	2038.85

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
08/09/2023	Postage	2.50	0.00	2.50
		70.12	13.53	83.65

The BACS payments for October will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 12<sup>th</sup> October 2023.

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

14.4 Quarterly Expenditure Review – To receive 6 monthly report

14.5 Banking - To report on the progress of opening of the new bank accounts.

14.6 Grant Applications

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

(b) Winter Warmth application

(c) To receive any applications from local organisations (report only consideration not due until November meeting)

#### 15. Other Council Matters (for consideration or report)

15.1 Community Engagement Team (CET)

(a) August & September Reports

(b) To consider any other points from CET.

15.2 Woodham Walter Common – Essex Wildlife Trust (EWT)/Living Landscapes Update – To receive any updates. To note tour of the common takes place at 9.30am on Saturday 14<sup>th</sup> October.

15.3 Allotments Report.

- 15.4 To consider the following policies, procedures and protocols which are subject to further review.
- (a) Emergency Plan – on-going
  - (b) Action Plan – to be adopted (see onedrive)
- 15.5 Doctors & Dentists – Response from MP awaited, reminder sent.
- 15.6 Parish Forum – Clerk/Chairman attended recent MDC Parish & Town Council’s forum.
- Maldon District Future Transport Strategy (See onedrive)
  - Affordable Housing from RCCE Essex. (see onedrive)
- 16. Highways, Transport & Infrastructure (for consideration or report)**
- 16.1 Various matters on-going as detailed in the Highways log.
- 16.2 Maldon & Heybridge Transport & Bus Users Group
- 17. Local Issues (for consideration or report)**
- 17.1 Bell Meadow & Memorial Garden
- (a) Football Goals
  - (b) Playground Report
  - (c) Memorial Garden
  - No Parking Signs – Grant funding options on-going
  - County Broadband – on-going
  - (d) Tree Survey – Cllr. Warren & clerk to complete
  - (e) Any other reports.
- 17.2 Footpaths Report
- 17.3 School Report – Representative on Governing Body – Cllr.Symons – (see agenda item 5)
- 17.4 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 19<sup>th</sup> October.
- 17.5 Litter
- 17.6 Walter’s Third Thursday Café
- (a) Thursday 21<sup>st</sup> September – guest - MDC Health Improvement Officer.
  - (b) Thursday 19<sup>th</sup> October – the village archive will be available for inspection. Essex Police Fraud Prevention Officer
  - (c) Winter Warmth – general enthusiasm for monthly soup lunch. Clerk to apply for funding.
- 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) Maldon & Heybridge Transport & Bus Users Group | b) AGM – EALC               |
| c) Waste Strategy for Essex consultation          | d) Essex Police Newsletters |
| e) Dengie Climate Action Group                    | f) Hatfield Peverel NHP     |
| g) Insulation scheme info                         | h) RCCE AGM                 |
| i) Warbler - October                              | j)                          |
- 19. Points of Information/Items for future agenda**
- 20. Date of Next Parish Council Meeting:**  
Next scheduled Ordinary Parish Council - Monday 13<sup>th</sup> November at 8pm in Woodham Walter Women’s Club.
21. The Chairman to close the meeting

Dated: 3<sup>rd</sup> October 2023