

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 13<sup>th</sup> November 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 (DPIs), 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. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 9<sup>th</sup> October 2023.**

**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.

**7. Planning – APPLICATIONS RECEIVED (for consideration or report)**

7.1 23/00897/HOUSE The Cottage, Bassetts Lane

Proposed widening of drive at junction with Bassetts Lane.

For information only. The application was responded to using Clerks Delegated powers in order to meet the deadline for responding. The council supports the application.

7.2 23/00935/TCA Brookside, The Street

T4 Poplar – Re-pollard by 8m

7.3 23/00992/HOUSE Dabblers, Little Baddow Road

Single storey side and rear extension, front infill extension and front entrance porch. Fenestration alterations.

7.4 23/00968/PACUAR Highfields, Bassetts Lane

Prior notification for the change of use of an agricultural building to one dwellinghouse (Use Class C3) and for associated operational development.

7.5 23/01036/SCR Land East of Tom Tit Lane, W'ham Mortimer (& north of Old London Road, W'ham Walter)

EIA Screening Opinion request for a proposed solar photovoltaic farm together with associated infrastructure.

(NB: This is NOT the full planning application, this is to establish if the applicants will need to submit an Environmental Impact Assessment with their application or not).

7.6 23/01045/HOUSE Summerfield, Spring Elms Lane

Erection of gates.

7.7 23/01025/FUL The Rookery, Lodge Farm

Section 73a application for the installation of raised patio, glass balustrade and steps.

7.8 23/00314/OUTM Land south of Fambridge Road, Burnham Road and East of West Station Road, Althorne

Outline planning application with all matters reserved except for access, for phased mixed use development including up to 550 dwellings; up to 1000sqm commercial space early years facility; education provision; District Park; Local Park. Allotments.

7.9 To note any other applications.

**8. Planning – DECISIONS (for consideration or report)**

8.1 23/00846/FUL Grove Manor, Herbage Park Road REFUSE (Delegated)

Retrospective change of use of land to residential garden.

8.2 23/00306/FUL The Rookery, Lodge Farm Road WITHDRAWN.

8.3 Decisions are awaited on the following applications:

(a) 23/00762/FUL Woodham Walter Primary School

(b) 23/00858/FUL Warren Golf Club

**9. Planning - Enforcement**

9.1 To consider updates following meeting with MDC representative.

**10. Other Planning Matters (for consideration or report)**

10.1 Medium/Small Village classification – To note advice from meeting

10.2 Historic complaint to MDC – await meeting date

10.3 Area of Outstanding Natural Beauty (AONB)

To give further consideration to the application and the results of the public consultation

10.4 Housing Needs Survey / Village Design Statement - Parish Plan -Neighbourhood Plan

To consider information and any actions following meeting with RCCE

10.5 Solar Farm - To consider any response received to request for information.

10.6 Chelmer Valley Landscape Group – To consider if representative should attend future meetings

**11. Climate Action** - to be invited to joint meeting being organised by Claire Williamson from MDC.

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

**13. Financial Matters (for consideration or report) (ESTIMATE)**

13.1 To receive the Summary of Accounts to date. This includes transactions since October meeting.

Date	Business Reserve Account	Transaction Detail	Amount In	Amount Out	Balance
09-Oct-23	Balance				37405.55
13-Nov-23	Transferred to Community Account (Nov Debits)			3300.00	34105.55
			0.00	3300.00	34105.55

  

Date	Community Account	Transaction Detail	Amount In	Amount Out	Balance
09/10/2023	Balance				809.01
11/10/2023	Transferred from Business Reserve (Oct Debits)		2000.00		2809.01
11/10/2023	October Debits			1845.78	963.23
13/11/2023	Outstanding Debits #75 & #98			43.90	919.33
13/11/2023	Transferred from Business Reserve (Nov Debits)		3300.00		4219.33
13/11/2023	November Debits			3287.17	932.16
			5300.00	5176.85	932.16

13.2 Summary of Payments for November

Ref:	Updated/Outstanding Payments	Payee	Method	Net	VAT	Gross
#75	Topsorce Worldwide Uk Ltd (Eslip) Payroll		DD	18.29	3.66	21.95
#98	Topsorce Worldwide Uk Ltd (Eslip) Payroll		DD	18.29	3.66	21.95
	Sub Total			36.58	7.32	43.90

  

November						
Ref:	Payee	Method	Net	VAT	Gross	
#100	HMRC (1/4ly payment) (Paid 6/11/23)	BACS	622.44	0.00	622.44	
#101	A&J Lighting Solutions	DD	21.00	4.20	25.20	
#102	Npower	DD	63.69	3.18	66.87	
#103	Mrs J Bannerman (Salary/Allowance/Backpay) * see agenda 13.7	BACS	1093.16	0.00	1093.16	
#104	Nest Pension (Employer £79.48 , Employee £127.16)	DD	206.64	0.00	206.64	
#105-#110	Barclaycard	DD	97.23	17.52	114.75	
#111	Topsorce Worldwide Uk Ltd (Eslip) Payroll	DD	18.29	3.66	21.95	
#112	Woodham Walter Village Hall (Walter's October)	BACS	22.50	0.00	22.50	
#113	Skippers Ground Maintenance	BACS	230.00	46.00	276.00	
#114	Maldon District Council (CET)	BACS	607.95	121.59	729.54	
#115	Maldon District Council (Playground Inspection)	BACS	65.10	13.02	78.12	
#116	The Poppy Appeal (Royal British Legion)	CQ 101633	30.00	0.00	30.00	
	Sub Total		2425.56	209.17	3287.17	
	Total		<b>2462.14</b>	<b>216.49</b>	<b>3331.07</b>	

Date	Barclaycard Payments (Statement 21/10/23)	Net	VAT	Gross
21/09/2023	Co-Op (Walter's refreshments) #105	1.95	0.00	1.95
24/09/2023	Fasthosts (Mailbox Clerk) #106	5.43	1.09	6.52
02/10/2023	Fasthosts (Mailbox) #107	27.75	5.55	33.30
06/10/2023	Fasthosts (Linus PHP) #108	5.78	1.16	6.94
10/11/2023	Vistaprint (AONB Leaflet) #109	48.62	9.72	58.34
19/10/2023	Co-Op (Walter's refreshments) #110	7.70	0.00	7.70
		97.23	17.52	114.75

Date	Barclaycard Payments (Scheduled November)	Net	VAT	Gross
	Fasthosts (Mailbox Clerk)	5.43	1.09	6.52
	Fasthosts (Mailbox)	27.75	5.55	33.30
	Fasthosts (Linus PHP)	5.78	1.16	6.94
	Walter's refreshments			
		33.53	6.71	40.24

The BACS payments for November will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 15<sup>th</sup> November 2023.

- 13.3 Review of Bank Statements, Credit Card Statements and Account sheets for October.
- 13.4 Banking - To report on the progress of opening of the new bank accounts.
- 13.5 Grant Applications
- Research required re: goal posts/noticeboard/memorial garden signs - on-going
  - Winter Warmth application – not successful. To consider how/if we can provide soup lunch.
  - To receive any applications from local organisations (report only consideration not due until December meeting)
- 13.6 Street Lighting Maintenance Contract – to agree renewal
- 13.7 2023/24 Local Government Services Pay Agreement – To approve implementation of the new pay rates which have been agreed by NALC, SLCC and ALCC.
- 14. Other Council Matters (for consideration or report)**
- 14.1 Community Engagement Team (CET)
- October Report to be noted.
- 14.2 Woodham Walter Common – Essex Wildlife Trust (EWT)
- To receive report following tour of the common on Saturday 14<sup>th</sup> October
  - To receive any other related updates
- 14.3 Allotments Report
- 14.4 Remembrance Sunday – The Chairman will represent the Parish Council at the St Michael's Service and lay the wreath. The Memorial shelter to be readied for Sunday. Risk Assessment completed.
- 14.5 Annual Staff Review – Cllr. Rushton to action.
- 15. Highways, Transport & Infrastructure (for consideration or report)**
- 15.1 Various matters on-going as detailed in the Highways log.
- 15.2 Various drainage issues reported. (See Highways log) 2/11 Clerk liaised with residents on The Street and made reports of issues. See also email.
- 15.3 Various Potholes reported to County Councillor Fleming.
- 16. Local Issues (for consideration or report)**
- 16.1 Bell Meadow & Memorial Garden
- Football Goals
  - Playground Report
    - Graffiti on slide/slide frame. Mostly removed. Some further work required.
  - Memorial Garden
    - No Parking Signs – Grant funding options on-going. To report on advice from Planning Department that no application is required.
    - County Broadband – To consider proposed contract/payment

- (d) Tree Survey completed
  - Cllr. Warren/Clerk to report
- (e) To consider any other related updates.

16.2 Footpaths Report

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

To note that Head of School Pippa Edlin will attend the December meeting (postponed due to length of agenda).

To note Federation consultation document.

16.4 Crime Reports/Neighbourhood Watch Report.

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

16.5 Litter

- (a) 2 fly tips reported on Little Baddow Road. CET attended and removed rubbish and erected deterrent sign, no further reports received since sign was put up.

16.6 Walter's Third Thursday Café

- (a) Thursday 19<sup>th</sup> October – the village archive was available for inspection and those present had enjoyed looking through.
- (b) Winter Warmth – not successful in application. To consider if a soup group is feasible. Clerk to research costs.
- (c) Thursday 16<sup>th</sup> November – Year 6 children will attend to talk about their recent residential trip. Maldon CVS are attending to provide a Slipper Swap.

16.7 Queen Victoria – to provide any updates if received.

**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) Community Forum Notes    | b) Community Energy Schemes       |
| c) EALC AGM Resources pack  | d) Essex Rural Partnership Nov 23 |
| e) Essex Police Oct 23      | f) Heritage Winter Talks          |
| g) MD Climate Action Update | h) Waste Reform                   |
| i) Women's club Magic Night | j) MDC Conservation Awards        |

**18. Points of Information/Items for future agenda**

**19. Date of Next Parish Council Meeting:**

Next scheduled Ordinary Parish Council - Monday 11<sup>th</sup> December at 8pm in Woodham Walter Women's Club.

20. The Chairman to close the meeting

Dated: 8<sup>th</sup> November 2023