

## MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

**Monday 11<sup>th</sup> September 2023**

### **Present:**

Cllr. James Rushton (Chairman)

Cllr. John Brown

Cllr. James Bunn

Cllr. John Tompkins

Others: Jacky Bannerman (Parish Clerk)

District Councillor's Mark Durham and Simon Morgan (in attendance until 9pm)

County Councillor Jane Fleming (in attendance from 8.45pm-9pm)

Public: 1

**3007. Welcome** Cllr. Rushton welcomed those present to the meeting.

### **3008. To report, approve and record apologies for absence**

RESOLVED to accept apologies received from Cllr. Joanna Symons, Cllr. Peter Warren and Cllr. Jenny Hughes

**3008. 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).

There were no interests declared.

### **3009. Public Forum**

There was one member of the public present who wished to observe the meeting but had no comment.

### **3010. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 17<sup>th</sup> July 2023.**

RESOLVED to approve the minutes of the Ordinary Parish Council Meeting held on Monday 17<sup>th</sup> July 2023.

### **3011. Matters Arising - Progress report (not for resolution)**

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

### **3012. Planning – APPLICATIONS RECEIVED (for consideration or report)**

3012.1 There were no applications to discuss but it was noted that two applications had been received since the agenda was set.

RESOLVED to arrange an Extra Ordinary Meeting to discuss as both applications require a response prior to the next scheduled Ordinary meeting.

3012.2 23/00762/FUL Woodham Walter CofE Primary School, The Street

Proposed change of use of agricultural field to playing field for Woodham Walter C of E Primary School.

RESOLVED to query if the application had been correctly validated.

3012.3 23/00846/FUL Grove Manor, Herbage Park Road

Retrospective change of use of land to residential garden.

### **3013. Planning – DECISIONS (for consideration or report)**

3013.1 23/00701/TCA Almshouses, Rectory Road ALLOWED TO PROCEED

T1- buddleia – Fell

3013.2 23/00145/LDE Annexe at Guys Farm, Manor Road REFUSED

Use as a single dwelling house (and its associated curtilage)

3013.3 Awaiting decisions:

(a) 23/00306/FUL The Rookery, Lodge Farm Road

RESOLVED to follow up with the officer the reasons why a decision had not been issued.

(b) 23/00521/OUT Land between Ash Cottage and High Prospect, Top Road

Noted that the application does not appear on the North-West Area Planning Committee agenda for September and it is expected that a decision notice will be released by the officer soon.

#### **3014. Planning - Enforcement**

3014.1 No updates had been received. It was noted that a further request for a meeting had been submitted and awaits a response.

#### **3015. Other Planning Matters (for consideration or report)**

3015.1 Medium/Small Village classification – It was noted that a further request for a meeting had been submitted and awaits a response.

3015.2 Area of Outstanding Natural Beauty (AONB)

To consider Danbury & Little Badow application and whether Woodham Walter should also be included.

RESOLVED to add to the agenda the Extra Ordinary meeting (see above Min. ref: 3012.1)

All Councillors to review information prior to the meeting including a list of pros and cons which will be developed.

3015.3 To consider the response received from MDC regarding its use of the VDS. No further comments.

3015.4 Historic complaint to MDC - it was noted that a further request for a meeting had been submitted and awaits a response.

3015.5 Affordable Housing Briefing – EALC notification.

RESOLVED that Cllr. Rushton will attend the virtual briefing and report back. Cllr. Bunn reported that he remembered a housing needs survey completed in the village in excess of 20 years ago.

#### **3016. Climate Action**

Cllr. Rushton reported that he will attend an ECC training session regarding nature plans.

#### **3017. To receive reports of the County and District Councillor's.**

DC Morgan reported that working groups have been formed including to look at Planning Policy and LDP updates, Finance Group to consider that the budget predicts a deficit in 2025 so cuts are to services are likely.

South Essex Parking Partnership (SEPP) report received showed less enforcement in Maldon partly due to poor recruitment of officers and also because it is a less urban location.

The issues at St Peter's Hospital are being considered.

DC Durham reported that ECC had been dealing with the consequences of RAAC in schools and other public buildings (e.g. Hatfield Peveler Library is currently closed). Essex appears to have a disproportionately high occurrence as nearly all schools had returned a DofE survey however, in other counties not all forms have been returned. Essex has secured demountable buildings, structural marquees etc to help schools deal with the situation while works are undertaken.

Essex Waste Strategy Consultation is due out soon.

CC Fleming had submitted a written report with information including: Secondary School Place applications; Supported bus services consultation; Broadband Discounted Social Tariffs; Active Essex; Public Health Accelerator Grants; Library Day; Hatfield Peveler Library temporary closure; Essex Shared Lives matter Scheme; Help for young people with SEND; Essex year of Numbers; Volunteering opportunities; Essex Big Weekend; SME support; ACL Have a go week; Essex Apprenticeship Levy Transfer Service; Essex Care Search. The report will be available on the Parish Council website.

Cllr. Fleming reported the Saltmarsh Coast Walking Festival is currently running and it is hoped that it will become an annual event. There are free guided walks and maps available; The Maldon & Heybridge Transport/Bus user Group are due to meet on 20<sup>th</sup> September at 7.30pm at Maldon Town Council.

Cllr. Fleming invited the clerk to submit a list of potholes for repair – deadline October.

The general condition of trees and hedgerow adjacent to the highways around the village and beyond is a major concern and County & District Councillors were asked to raise the concerns with regards to encroachment into the carriageway.

Cllr. Fleming, Cllr. Morgan and Cllr. Durham then left the meeting room at 9pm.

### 3018. Financial Matters (for consideration or report)

3018.1 To receive the Summary of Accounts to date. This includes transactions since July meeting.

Date	Business Reserve Account Detail	Transaction	Amount In	Amount Out	Balance
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 (R#25)	75.00	0.00	1658.47
28/07/2023	Balance			1658.47
01/08/2023	Income (Party Tents R#26)/Party Tents Error R#27)	100.00	0.00	1758.47
16/08/2023	Income (Party Tents R#28)	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		1128.03	662.06
		2246.95	3190.31	662.06

RESOLVED to accept the summary of accounts.

3018.2 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

  

Ref:	August 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

  

Ref:	September 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	548.02	0.00	548.02
#79	Nest Pension (Employer £, Employee £) EST	DD	96.49	0.00	96.49
#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		1056.33	71.70	1128.03
	Total		<b>2930.82</b>	<b>237.54</b>	<b>3168.36</b>

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 14<sup>th</sup> September 2023.

RESOLVED to approve the payments.

3018.3 Review of Bank Statements, Credit Card Statements and Account sheets for July and August.

Cllr. Brown confirmed that he had reviewed the documents and the items were reconciled correctly.

3018.4 Banking

(a) To consider Banking Arrangements.

(b) To consider savings options

Councillors considered the following 4 options as set out in the Bank Report and Review compiled by the Clerk/RFO.

- To remain with Barclays Bank and complete the new application form for a Community Current Account and Instant Access Deposit Account.
- To open a Unity Trust Bank Current Account and Unity Trust Instant Access Deposit Account.
- To open a Metro Bank Community Account and Instant Access Deposit Account.
- To open an Instant Access investment fund with CCLA

Cllr. John Brown proposed and Cllr. James Bunn seconded that the recommendation of the Clerk should be accepted. All councillors were in agreement.

RESOLVED to open a Unity Trust Bank Current Account and Unity Trust Instant Access Deposit Account.

RESOLVED that the existing signatories (Cllr. James Rushton, Cllr. John Tompkins and Cllr. Jenny Hughes) will be transferred to the new account.

RESOLVED to update the Banking Policy and Review the Financial Regulations.

**3018.5 Grant Applications**

- (a) Research required re: goal posts/noticeboard/memorial garden signs - on-going
- (b) RESOLVED that the Clerk should remind local organisations of the requirement for grant applications to be received by 30<sup>th</sup> October.

**3018.6 Notice of Conclusion of Audit for Year Ended 31 March 2023**

Councillors noted that the notification of completion of limited assurance review for the year ended 31 March 2023 had been received. 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.

**3019. Other Council Matters (for consideration or report)**

**3019.1 Community Engagement Team (CET)**

- (a) July Report noted & August Reports awaited
- (b) To consider any other points from CET. Noted that they have visited Hoe Mill on several occasions and issued tickets.

**3019.2 Woodham Walter Common – Essex Wildlife Trust (EWT)/Living Landscapes Update – To receive any updates**

The Clerk reported that she had spoken to Neil Bedford at EWT to request the Management Plan and arrange a date for a tour. On-going.

**3019.3 Allotments Report – There were no updates.**

**3019.4 HM King Charles III Coronation Reports**

- (a) To review the final accounts from the event which were found to be £313 below the budget set.
- (b) To consider purchasing owl box

RESOLVED to purchase an owl box for installation on the boundary Bell Meadow. Advice with regards to positioning and installation to be investigated.

**3019.5 To consider the following policies, procedures and protocols which are subject to further review.**

- (a) Emergency Plan – on-going
- (b) Action Plan – on-going

**3019.6 Doctors & Dentists – Councillors were disappointed to note that despite reminders a response has still not been received from Rt. Hon. Priti Patel to our letter regarding poor access to Doctors and Dentists appointments. RESOLVED to write another physical letter requesting a response.**

**3020. Highways, Transport & Infrastructure (for consideration or report)**

**3020.1 Various matters on-going as detailed in the Highways log.**

Noted that the tree/hedging overhanging the Little Baddow Road had been reported and cleared earlier in the day.

RESOLVED to report the overhanging willow trees at Hoe Mill.

RESOLVED to chase up the report with regards to the blocked gullies on Church Hill.

RESOLVED to raise concerns with regards to any remedial works carried out at Memorial Garden/Opposite The Bell and the impact it could have on the drainage and subsequent flooding in The Bell car park.

**3020.2 Bus Consultation (proposed change to service 99A (Remove flexible element and retain fixed timetable only)**

RESOLVED to write in support that the service is maintained.

**3020.3 Quiet Lanes – to consider enquiry from local resident.**

RESOLVED that as councillors could not see any benefits that they do not support the proposal.

**3021. Local Issues (for consideration or report)**

**3021.1 Bell Meadow & Memorial Garden**

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

It was noted that the report highlighted a couple of low or very low risk points but that having checked with the manufacturer of the equipment, it all meets safety standards and no action is required.

(b) Football Goals

RESOLVED to arrange for the goals to be moved. Cllr. Bunn will attend with metal detector to ascertain the location of the anchors.

(c) Playground Report

- Bolt covers and black pegs have been received from Caloo and will be installed.

(d) Memorial Garden

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

It was noted that out of 5, the Parish Council had received 1 quotation in the tender process. Councillors were content that the quotation received was acceptable and selection Option 2 but that the quantity of signs will be reviewed with 2 large and 4 smaller ones.

RESOLVED that Cllr. Tompkins will proceed with a planning application and seek grant funding.

- County Broadband – on-going

(e) Picnic Bench - it was noted that the old bench has become rotten and very rickety with slats removed.

RESOLVED that Cllr. Tompkins will remove the bench.

RESOLVED to instigate the maintenance of the other wooden benches/picnic tables.

3021.2 Footpaths Report - Cllr. Peter Warren and sent a written report. The annual cut of the 12 footpaths on the ECC schedule was carried out over two days in late July. Prior to this several paths were impossible to walk. Two more signs have rotted and fallen over. These have been reported to Highways (a fingerpost on FP19 and a waymark post on FP14) and should be re-erected this Autumn along with several others. This summer the prize for the best footpath goes to FP4, south of Glendale, where the landowner had sown wild flowers on each side of the path. Very colourful!

It was noted that gates have appeared in the middle of the field opposite Ashmans, the landowner proposes to fence off FP19 where it crosses his land. Highways have been made aware and met with the owner to ensure that the definitive line is being followed. The path will be 2m wide.

3021.3 School Report – Representative on Governing Body – Cllr.Symons – No updates available.

3021.4 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 21<sup>st</sup> September.

3021.5 Litter

(a) It was noted that a complaint had been received with regards to rubbish at Rushes Lock. Clerk to direct complaint to Essex Waterways.

3021.6 Walter's Third Thursday Café

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

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

(c) Thursday 18<sup>th</sup> October – the village archive will be available for inspection.

(d) Winter Warmth – to consider if funding can be utilised for a monthly lunchtime soup club. Clerk to consider if there would be support.

(e) To develop flyers to promote Walter's Café.

3021.7 Hoe Mill – parking/litter/anti-social behaviour etc – a meeting is to be convened.

3021.8 Village Archive Information – the archive continues to be viewed by Cllr. Tompkins prior to other interested parties. It will also be taken to the Walter's Café on Thursday 18<sup>th</sup> October.

It was noted that local residents may have historic photographs which could be added to the archive and Councillors thought this was a good idea.

3021.9 Tide Festival – To receive any updates or information following the event

It was noted that a small number of complaints has been received with regards to noise disturbance. But on the whole the event appeared to be small scale and fortunately the concerns expressed by the council and police which resulted in the Disposal Order were not significant.

RESOLVED to write to the Council to alert them that local residents were impacted by the noise and that the event had continued for an extended period on the Sunday. To ask that the Parish Council are consulted/alerted to any future applications for events at that site.

**3022. 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 18 <sup>th</sup> August          | j) Warbler August & September             |
| k) Bus Consultation                       | l) Saltmarsh Coast Walking Festival       |

**3023. Points of Information/Items for future agenda**

**3024. Date of Next Parish Council Meeting:**

Extra Ordinary meeting to be scheduled.

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

3025. The Chairman closed the meeting at 10.20pm

Signed

Dated