

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 11th December 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 13th November 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. Woodham Walter Primary School – to welcome Head of School Pippa Edlin

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

8.1 23/01129/HOUSE The Cottage, Bassetts Lane
S73A application for the construction of fence and native species of hedge within front garden.

8.2 23/01092/HOUSE & 23/01093/LBC Little London House, Little London Lane
Single storey rear extension to dwellinghouse. Alterations to outbuilding comprising new internal staircase, two new conservation rooflights and new window.

8.3 To note any further applications.

9. Planning – DECISIONS (for consideration or report)

9.1 23/00968/PACUAR Highfields, Bassetts Lane REFUSE (Delegated)
Prior notification for the change of use of an agricultural building to one dwellinghouse (Use Class C3) and for associated operational development.

9.2 23/00897/HOUSE The Cottage, Bassetts Lane APPROVE (Delegated)
Proposed widening of drive at junction with Bassetts Lane.

9.3 23/00935/TCA Brookside, The Street ALLOWED TO PROCEED (Delegated)
T4 Poplar – Re-pollard by 8m

9.4 Decisions are awaited on the following applications:

- (a) 23/00762/FUL Woodham Walter Primary School (Agreed Expiry deadline updated to 20/12/23)
- (b) 23/00992/HOUSE Dabblers, Little Baddow Road (Determination deadline 15/12/23)
- (c) 23/01045/HOUSE Summerfield, Spring Elms Lane (Determination deadline 22/12/23)
- (d) 23/01025/FUL The Rookery, Lodge Farm (Determination deadline 22/12/23)
- (e) 23/10136/SCR Land East of Tom Tit Lane, Woodham Mortimer (Agreed Expiry deadline 06/12/23)

10. Planning - Enforcement

10.1 To consider any updates

11. Other Planning Matters (for consideration or report)

11.1 Medium/Small Village classification – await response to query

11.2 Historic complaint to MDC remains extant– await meeting date.

11.3 Housing Needs Survey / VDS- Parish Plans-NHP

To consider information and any actions following meeting with RCCE.

11.4 Solar Farm – await response to questions asked of Lightsource BP.

12. **Climate Action** - Chairman invited to a joint meeting being organised by Claire Williamson from MDC.

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 November meeting.

Date	Business Reserve Account	Transaction Detail	Amount In	Amount Out	Balance
13-Nov-23	Balance				34783.11
16-Nov-23	Transferred to Community Account (Nov Debits)			3300.00	31483.11
21-Nov-23	Transferred to Community Account (Unity Trust)		0.00	500.00	30983.11
04-Dec-23	Interest Received		123.03	0.00	31106.14
13-Dec-23	Transferred to Community Account (Dec Debits)		0.00	0.00	31106.14
			123.03	3800.00	31106.14

Date	Community Account	Transaction Detail	Amount In	Amount Out	Balance
13/11/2023	Balance				963.23
16/11/2023	Transferred from Business Reserve Account (Nov Debits)		3300.00		4263.23
16/11/2023	November Debits			3287.17	976.06
17/11/2023	Deposit (WWVillage Lunch Donation/Book Mark Sales)		144.00	0.00	1120.06
21/11/2023	Transferred from Business Reserve Account (Unity Trust Debit)		500.00		1620.06
24/11/2023	Top Source Outstanding DD (#75 #98)			43.90	1576.16
13/12/2023	Transferred from Business Reserve Account (Dec Debits)		3000.00		4576.16
13/12/2023	December Debits			2404.12	2172.04
			6944.00	5735.19	2172.04

14.2 Summary of Payments for November

Ref:	Updated/Outstanding Payments	Payee	Method	Net	VAT	Gross
#111	Topsource Worldwide Uk Ltd (Eslip) Payroll		DD	18.29	3.66	21.95
#116	The Poppy Appeal (Royal British Legion)		CQ 101633	35.00	0.00	35.00
	Sub Total			53.29	3.66	56.95

Ref:	December	Payee	Method	Net	VAT	Gross
#117	A&J Lighting Solutions		DD	21.00	4.20	25.20
#118	Npower		DD	72.98	3.65	76.63
#119	Mrs J Bannerman (Salary/Allowance)		BACS	1000.00	0.00	1000.00
#120	Nest Pension (Employer £**, Employee £**)		DD	300.00	0.00	300.00
#121-#123	Barclaycard		DD	38.96	7.80	46.76
#124	Topsource Worldwide Uk Ltd (Eslip) Payroll		DD	18.29	3.66	21.95
#125	Woodham Walter Village Hall (Walter's November)		BACS	22.50	0.00	22.50
#126	Skippers Ground Maintenance		BACS	160.00	32.00	192.00
#127	HMRC (Interest Payment)		BACS	1.08	0.00	1.08
#128	Information Commissioners Office		DD	35.00	0.00	35.00
#129	SLCC Membership Renewal		BACS	183.00	0.00	183.00
#130	Deposit to new Unity Trust Bank Account		CQ 101634	500.00	0.00	500.00
	Sub Total			1669.81	51.31	2404.12
	Total			1723.10	54.97	2461.07

Date	Barclaycard Payments (Statement 21/11/23)	Net	VAT	Gross
24/10/2023	Fasthosts (Mailbox Clerk)	5.43	1.09	6.52
02/11/2023	Fasthosts (Mailbox)	27.75	5.55	33.30
06/11/2023	Fasthosts (Linus PHP)	5.78	1.16	6.94
		38.96	7.80	46.76

Date	Barclaycard Payments (Scheduled December)	Net	VAT	Gross
21/11/2023	Post office (Stamps)	6.00	0.00	6.00
24/11/2023	Fasthosts (Mailbox Clerk)	5.43	1.09	6.52
02/12/2023	Fasthosts (Mailbox)	27.75	5.55	33.30
06/12/2023	Fasthosts (Linus PHP)	5.78	1.16	6.94
06/12/2023	Walter's refreshments (Estimate)	70.00	0.00	70.00
		114.96	7.80	122.76

The BACS payments for December will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 13th December 2023.

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

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

14.5 Grant Applications

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

(b) To receive any applications from local organisations

- 14.6 2024/25 Draft Budget Considerations
- 15. Other Council Matters (for consideration or report)**
- 15.1 Community Engagement Team (CET)
- (a) November Report to be noted.
- 15.2 Woodham Walter Common – Essex Wildlife Trust (EWT)
- (a) To receive any updates
- (b) To note land acquisition appeal for Fir Tree Wood
- 15.3 Allotments Report
- 15.4 Annual Staff Review – to receive report of Staffing Committee
- 15.5 Parish & Town Council Forum – Clerk/Chairman to attend on 14th December
- 16. Highways, Transport & Infrastructure (for consideration or report)**
- 16.1 Various matters on-going as detailed in the Highways log.
- 16.2 Various drainage issues update.
- 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 – application submitted as below.
- (d) County Broadband
- To consider proposed contract/wayleave. To note that the requested enhanced payment has been declined. However, on their advice, an application has been made to their Hypercharged Foundation.
- (e) Skippers have rotavated the Wildflower Area.
- (f) To consider any other related updates
- 17.2 Footpaths Report
- 17.3 School Report – Representative on Governing Body – Cllr.Symons (See agenda item 7)
- 17.4 Crime Reports/Neighbourhood Watch Report.
- (a) Various reports and newsletters shared (none specific to WW)
- (b) Local report of burglary at Blue Mill Lane.
- 17.5 Litter
- (a) Fly tip reported at Tom Tit Lane
- 17.6 Walter’s Third Thursday Café
- (a) Thursday 16th November – Year 6 children attended to talk about their recent residential trip, this was well received by the guests and children. Maldon CVS provided Slipper Upgrades to 7 residents.
- (b) Winter Soup Lunch – Thursday 7th December.
- (c) Thursday 21st December – coffee with mince pies
- (d) MCVS Community Supermarket – interest expressed.
- 17.7 Bell Meadow Village Association - Update
- 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) Essex Fire & Rescue Annual Report | b) D-Day 80 Anniversary Guide |
| c) EALC County Update November | d) Essex Police Newsletters |
| e) ECC Electoral Boundary Review | f) Malon Police Bulletin |
| g) Warbler December | h) |
- 19. Points of Information/Items for future agenda**
- 20. Date of Next Parish Council Meeting:**
Next scheduled Ordinary Parish Council - Monday 8th January at 8pm in Woodham Walter Women’s Club.
21. The Chairman to close the meeting.

Dated: 5th December 2023