

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 9th October 2023

Present:

Cllr. James Rushton (Chairman)

Cllr. John Brown

Cllr. James Bunn

Cllr. Jenny Hughes

Cllr. Joanna Symons

Cllr. John Tompkins

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

District Councillor Simon Morgan (in attendance until 8.45pm)

Public: None

3037. Welcome Cllr. Rushton welcomed those present to the meeting.

3038. To report, approve and record apologies for absence

RESOLVED to accept apologies received from County Cllr. Jane Fleming and Head of School Pippa Edlin.

3039. 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.

3040. Public Forum

There were no members of the public present.

3041. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 11th September and the Extra Ordinary Parish Council Meeting held on Wednesday 27th September.

RESOLVED to accept the minutes of the meetings held on Monday 11th September and Wednesday 27th September 2023.

3042. Matters Arising - Progress report (not for resolution)

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

3043. Planning – APPLICATIONS RECEIVED (for consideration or report)

3043.1 There were no applications to consider.

3044. Planning – DECISIONS (for consideration or report)

3044.1 There were no decisions to note.

3044.2 It was noted that decisions are awaited on the following applications:

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

Await response to query. Cllr. Morgan will chase this up.

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

(c) 23/00846/FUL Grove Manor, Herbage Park Road

(d) 23/00858/FUL Warren Golf Club

3045. Planning - Enforcement

3045.1 No updates had been received. It was reported that a meeting has been arranged.

3046. Other Planning Matters (for consideration or report)

3046.1 Medium/Small Village classification – It was reported that a meeting has been arranged.

3046.2 Historic complaint to MDC – await meeting. RESOLVED that Clerk should follow this up with Matthew Wimslow.

3046.3 Area of Outstanding Natural Beauty (AONB)

RESOLVED that the drafted leaflet should be printed and distributed to properties in the village. The leaflet will also be sent to Cllr. Morgan so that he can inform MDC. Information and links are being added to a website page.

3046.4 Affordable Housing Briefing (see also Agenda item 15.6)

Cllr. Rushton reported that he had attended the Parish & Town Council forum (with the Clerk) and a presentation had been given by the Rural Community Council of Essex (RCCE) about Affordable Rural Housing. It had been an interesting and thought-provoking presentation.

A discussion then took place with regards to the merits or otherwise of considering doing a Housing Needs Assessment and finding out more information about Affordable Housing, Neighbourhood Plans (NHP) or Parish Plans, whilst also noting that the Village Design Statement (VDS) is currently being updated.

Although a NHP had previously been considered, and dismissed as not being suitable for this village, this was some time ago and given the current interest in land around the parish as well as changes in legislation and policies, it was agreed that it would be a good idea to consider again so that decisions are not based on assumptions and to see if this would give us more control. It was accepted that time and resource would be major challenges. Considerations need to be approached from a technical point of view including wider implications and legislation and therefore external advice will be required.

RESOLVED to invite RCCE to a separate meeting to receive advice and information.

3046.5 Solar Farm

There were no updates. It was noted that information and links has been added to website page.

RESOLVED to develop a list of questions which will be submitted to Lightsource BP.

3046.6 Road Name Consultation – the consultation is outside of the Parish and not relevant for response.

3047. Climate Action - there were no updates

RESOLVED to chase up Skippers about the Wildflower area.

3048. To receive reports of the County and District Councillor’s.

Cllr. Morgan reported that at Full Council meeting on 14th September there had been a modelling exercise re: formation of LDP. They adopted principles that development should be confined to Maldon, Heybridge, larger towns and the crouch valley. The model proposals did not support a pepper-potting approach. The Northwest area (which includes Woodham Walter) was viewed as arcadian landscape so not for major proposals. Councillors were interested to learn of this modelling and will be interested to see how the proposals develop. It was also noted that Woodham Walter Parish borders the boundary with Maldon Town, which is within the Central Area, and consideration is needed to protect the distinct character of the village and to prevent the town merging with Woodham Walter.

With regards to the Maldon District Future Transport Strategy, Cllr Morgan reported that an update is expected on the A12/Hatfield Peverel link road.

Cllr. Morgan then left the meeting room at 8.45pm

3049. Financial Matters (for consideration or report) (ESTIMATE)

3049.1 To receive the Summary of Accounts to date. This includes transactions since September meeting.

Date	Business Reserve Account Detail	Transaction	Amount In	Amount Out	Balance
13-Sep-23	Balance		0.00	0.00	37405.55
09-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
09/10/2023	Transferred from Community Account	2000.00		2809.01
09/10/2023	October Debits		1889.68	919.33
		2146.95	3017.71	919.33

RESOLVED to accept the accounts summary.

3049.2 Summary of Payments for October

Updated/Outstanding Payments					
Ref:	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
October					
Ref:	Payee	Method	Net	VAT	Gross
#87	A&J Lighting Solutions	DD	21.00	4.20	25.20
#88	Npower	DD	54.45	2.72	57.17
#89	Mrs J Bannerman (Salary & Allowance)	BACS	834.64	0.00	834.64
#90	Nest Pension (Employer £57.93, Employee £92.69)	DD	150.62	0.00	150.62
#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		1731.62	136.11	1867.73
	Total		1749.91	139.77	1889.68

Date	Barclaycard Payments (Statement 21/09/23)	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

Date	Barclaycard Payments (Scheduled October)	Net	VAT	Gross
21/09/2023	Co-Op (Walter's refreshments)	1.95	0.00	1.95
24/09/2023	Fasthosts (Mailbox Clerk)	5.43	1.09	6.52
02/10/2023	Fasthosts (Mailbox)	27.75	5.55	33.30
06/10/2023	Fasthosts (Linus PHP)	5.78	1.16	6.94
tbc	Vistaprint (AONB Leaflet/Walter's Flyers)			
		38.96	7.80	46.76

RESOLVED to accept the payments as detailed in the schedule.

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

3049.3 Review of Bank Statements, Credit Card Statements and Account sheets for September.

Cllr. Brown confirmed that he had reviewed the documents and found them to be reconciled correctly.

3049.4 Quarterly Expenditure Review – To receive 6 monthly report

It was noted that the report had been received and all appears to be in order. There were no queries. The Clerk reported that she is due to complete further Scribe Training in forecasting and budget setting so that a more detailed report will be available in the future.

3049.5 Banking - To report on the progress of opening of the new bank accounts.

It was reported that all details have now been received and the bank account can be opened. It was agreed to wait until after the October payments have been actioned.

RESOLVED to accept the Resolution and Declaration statement from Unity Trust Bank.

3049.6 Grant Applications

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

- (b) Winter Warmth application – ongoing
- (c) To receive any applications from local organisations (report only consideration not due until November meeting)

The deadline for expressions of interest is 30th October and all local organisations had been sent an email with information. It was reported that the Allotment Association had expressed an interest. The Clerk will liaise to request the required information prior to consideration at the November meeting.

3050. Other Council Matters (for consideration or report)

3050.1 Community Engagement Team (CET)

(a) August & September Reports noted. As well as regular playground checks, the team had carried out several TruCAM patrols resulting in 33 captures with consequential action by the Police. The team had also focussed on patrols at Hoe Mill where 6 vehicles were moved on and 6 issued with parking tickets (on the Woodham Walter side of the lock plus others on Ulting side).

3050.2 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 14th October.

3050.3 Allotments Report – No information to report (other than min ref: 3049.6c)

3050.4 To consider the following policies, procedures and protocols which are subject to further review.

- (a) Emergency Plan – on-going
- (b) Action Plan – RESOLVED to adopt the Action Plan.

3051.5 Doctors & Dentists

It was noted that responses had been received from Rt. Hon Priti Patel MP and Rt. Hon. Sir John Whittingdale MP who had both acknowledged the points raised. No further action.

It was noted that a new system for booking non-urgent appointments had been launched by the Danbury Medical Centre and that this had generally been received well by those present.

3052.6 Parish Forum – Clerk/Chairman attended recent MDC Parish & Town Council's forum.

- Maldon District Future Transport Strategy
- Affordable Housing from RCCE Essex.

Noted. Discussed earlier in the meeting. (Min ref: 3046.4 and 3048)

3053. Highways, Transport & Infrastructure (for consideration or report)

3053.1 Various matters on-going as detailed in the Highways log.

(a) To report defect in centre of carriageway on Rectory Road opposite Mead Pastures.

3053.2 Maldon & Heybridge Transport & Bus Users Group. There were no volunteers available to attend the meetings.

3055. Local Issues (for consideration or report)

3055.1 Bell Meadow & Memorial Garden

(a) Football Goals

Cllr. Bunn will attend with metal detector to find the anchors and fit the chains.

(b) Playground Report

Cllr. Brown will attend to fix the black pegs and bolt covers.

(c) Memorial Garden

- No Parking Signs – Grant funding options on-going. Planning application to be submitted.
- County Broadband – request has been sent to the wayleave department. Await response.

(d) Tree Survey – Cllr. Warren & clerk to complete.

(e) There were no others reports.

3055.2 Footpaths Report. Cllr. Warren reported that a dead ash tree had fallen across the footbridge on FP19 but had been cleared within a few days by the adjacent landowner (who informed that a wooded area is to be created either side of the new fencing.) The trunk will be cleared by the landowner in due course.

3055.3 School Report – Representative on Governing Body – Cllr.Symons reported that she is due to attend a joint Governors meeting next week. Year 6 students will be attending the November Walter's Café to tell guests about their residential trip.

3055.4 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 19th October.

3055.5 Litter

- (a) Several small fly tips along Little Baddow Road have been reported to the council
- (b) The TV stand which appeared adjacent to Queen Vic carpark will be reported to the council as it has been there for several days and presents a hazard.

3055.6 Walter's Third Thursday Café

- (a) Thursday 21st September – guest - MDC Health Improvement Officer.
- (b) Thursday 19th 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.

3056. 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) |

3057. Points of Information/Items for future agenda

3058. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council - Monday 13th November at 8pm in Woodham Walter Women's Club.

3059. The Chairman closed the meeting at 9.20pm

Signed

Dated