

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 8th January 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 11th December 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. Planning – APPLICATIONS RECEIVED (for consideration or report)

7.1 23/01183/HOUSE Bassetts Lodge, Bassetts Lane
Construction of single storey side and two storey rear extensions. Extensions to first floor to include balcony. Alterations to fenestration. New patio including swimming pool and pergola. Single storey side extension to outbuilding including alterations to fenestration, installation of solar panels and EV charger(s).

7.2 To note any further applications received.

8. Planning – DECISIONS (for consideration or report)

8.1 23/00762/FUL Woodham Walter Primary School APPROVED (Delegated)

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

8.2 23/01045/HOUSE Summerfield, Spring Elms Lane APPROVED (Delegated)

Erection of gates.

Note: The materials used for the gates was revised to wooden.

8.3 23/00992/HOUSE Dabblers, Little Baddow Road APPROVED (Delegated)

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

8.4 23/01025/FUL The Rookery, Lodge Farm APPROVED (Delegated)

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

Note: The Public Right of Way (FP16) is protected by the Highways Act 1980 and shall be maintained free and unobstructed at all times.

8.5 Decisions are awaited on the following applications:

(a) 23/01129/HOUSE The Cottage, Bassetts Lane

S73a application for the construction of fence and native species hedge within front garden.

(b) 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.

9. Planning - Enforcement

9.1 To consider any updates or reports.

10. Other Planning Matters (for consideration or report)

10.1 Medium/Small Village classification – to note response to query received.

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

10.3 Essex Minerals Local Plan Review – Councillors to attend briefing session on 30th January. We are informed that one or more sites within the parish have been put forward for consideration for inclusion in the new Mineral Local Plan. The public consultation is scheduled for February.

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

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

12.1 To receive the Summary of Accounts to date. This includes transactions since December meeting.

Date	Barclays Business Reserve Account	Transaction Detail	Amount In	Amount Out	Balance
12-Dec-23	Balance				28,106.14
29-Dec-23	Transferred to Unity Trust Savings (20492960)			15000.00	13,106.14
02-Jan-24	Transferred to Unity Trust Savings (20492960)			13106.14	-
			0.00	28106.14	-

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
30-Nov-23	Balance				-
29-Dec-23	Transferred from Barclays Business Reserve		15000.00	0.00	15,000.00
31-Dec-23	Interest		3.39	0.00	15,003.39
02-Jan-24	Transferred from Barclays Business Reserve		13106.14	0.00	28,109.53
			28109.53	0.00	28,109.53

Date	Barclays Community Account	Transaction Detail	Amount In	Amount Out	Balance
12/12/2023	Balance				5,214.47
13/12/2023	December Debits (#119, 125, 126, 129)			1224.62	3,989.85
15/12/2023	December Debit (#117)			25.20	3,964.65
18/12/2023	December Debit (#121-123)			46.76	3,917.89
19/12/2023	December Debits (#118, 120)			225.64	3,692.25
21/12/2023	December Debit (#128)			35.00	3,657.25
27/12/2023	Outstanding Debit (#111)			21.95	3,635.30
29/12/2023	Transferred to Unity Trust Current Account (20492957)			3635.30	0.00
			0.00	5214.47	0.00

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
29/11/2023	Balance				-
29/12/2023	Transferred from Barclays Community Account		3635.30		3,635.30
31/12/2023	Service Charge			1.17	3,634.13
08/01/2023	Outstanding Debits (#124)			21.95	3,612.18
08/01/2023	January Debits (#			2197.34	1,414.84
			3635.30	2220.46	1,414.84

12.2 Summary of Payments for January (ESTIMATE)

Ref:	Updated/Outstanding Payments	Payee	Method	Net	VAT	Gross
#130	Deposit to new Unity Trust Bank Account (UNCASHED)		CQ 101634	500.00		500.00
	Sub Total			500.00		500.00

Ref:	January	Payee	Method	Net	VAT	Gross
#131	A&J Lighting Solutions		DD	21.00		25.20
#132	Npower (ESTIMATE)		DD	72.98		76.63
#133	Mrs J Bannerman (Salary/Allowance) (ESTIMATE)		BACS	800.00		800.00
#134	Nest Pension ESTIMATE (Employer £40 , Employee £80)		DD	120.00		120.00
#135-	Barclaycard		DD	72.74		81.56
#143	Topsource Worldwide Uk Ltd (Eslip) Payroll		DD	18.29		21.95
#144	Woodham Walter Village Hall (Walter's December x2)		BACS	45.00		45.00
#145	HMRC (ESTIMATE)		BACS	900.00		900.00
#146	Assoc. Local Council Clerks Membership		BACS	50.00		50.00
#147	National Allotment Society Membership		BACS	66.00		77.00
#148	Unity Trust Service Charge		DD	1.17		1.17
	Sub Total			2167.18		2198.51
	Total			2667.18		2698.51

Date	Barclaycard Payments (Statement 21/12/23)	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 Soup Lunch	16.93	0.00	16.93
07/12/2023	Walter's Soup Lunch	2.65	0.44	2.21
		64.54	8.24	71.90

The BACS payments for January will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 11th January 2024.

- 12.3 Review of Bank Statements, Credit Card Statements and Account sheets for December.
- 12.4 Banking
- (a) The Unity Trust current and instant access bank accounts have now been opened. Balances transferred and Instruction to close Barclays Bank Accounts.
- (b) To adopt amended Banking and Financial Policies to reflect the change if bank accounts.
- 12.5 Grant Applications
- (a) Research required re: goal posts/noticeboard/memorial garden signs - on-going
- (b) To receive any applications from local organisations – await further information from Allotment Association
- 12.6 To approve the 2024/25 Budget Considerations and Precept request.
- 13. Other Council Matters (for consideration or report)**
- 13.1 Community Engagement Team (CET)
- (a) December Report to be noted.
- 13.2 Woodham Walter Common – Essex Wildlife Trust (EWT). To receive any updates.
- 13.3 Climate Action - To receive any updates or reports
- 13.4 Allotments Report – to receive any updates.
- 13.5 Parish & Town Council Forum – To receive notes
- 14. Highways, Transport & Infrastructure (for consideration or report)**
- 14.1 Various matters on-going as detailed in the Highways log.
- 15. Local Issues (for consideration or report)**
- 15.1 Bell Meadow & Memorial Garden
- (a) Football Goals
- (b) Playground Report
- (c) Memorial Garden
- (d) County Broadband – await response
- (e) To receive any further updates
- 15.2 Footpaths Report.
- 15.3 School Report – Representative on Governing Body – Cllr.Symons
- 15.4 Crime Reports/Neighbourhood Watch Report.
- (a) Various reports and newsletters shared (none specific to WW)
- 15.5 Litter
- (a) To set the date of the February litter pick
- 15.6 Walter's Third Thursday Café
- (a) Thursday 4th January 2024 – Soup Lunch
- (b) Thursday 18th January – Community Hub
- 16. Correspondence** – Various items of correspondence have been received and shared with Councillors and where appropriate the public via the website and village emails.
- a) Essex Police Newsletter
- b) MDC Winter Service Community Guide
- 17. Points of Information/Items for future agenda**
- 18. Date of Next Parish Council Meeting:**
Next scheduled Ordinary Parish Council - Monday 12th February 2024 at 8pm in Woodham Walter Women's Club.
19. The Chairman to close the meeting.

Dated: 2nd January 2024