

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 March 2024 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 (**UPDATED V2**)

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 12th February 2024 and the Extraordinary Parish Council Meeting held on Tuesday 27th February 2024.

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 24/00127/LDP Woodham Walter CofE Primary School
Claim for lawful development certificate for the demolition of 1 existing modular building and the erection of 1 new single storey modular building for permanent use including associated operation development.

7.2 24/00100/HOUSE2 Spring Elms Cottages, Spring Elms Lane
Demolish existing rear conservatory and dilapidated boundary wall and replace with single storey extension with flat roof over with parapet to boundary side.

7.3 24/00150/TCA 2 The Maples, Rectory Road
T1 – Holly – Reduce in height by 5m.

7.4 24/00138/LDP Meadows Barn, Bassetts Lane
WWOOC claim for lawful development certificate for proposed use to allow up to 50 pitches for tents, motorhomes or campervans (excluding caravans), for temporary use of land as a recreational campsite up to 60 days per year.

7.5 To note any further applications received.

8. Planning – DECISIONS (for consideration or report)

8.1 23/01235/HOUSE Granville Hall, Hop Garden Lane APPROVE
First floor side extension and single storey rear extension.
Parish Council response sent 19/01/24 – Recommend refusal.

8.2 Decisions are awaited on the following applications:
24/00028/HOUSE & 24/00029/LBC Bassetts, Bassetts Lane
Replacement windows on sections of northern, southern and western elevations. Replacement door on existing porch.
New soil pipe on western elevation. (LBC inc. Internal alterations.)
Parish Council response sent 15/02/24 – Recommend approval.

9. Planning - Enforcement

9.1 To consider any updates or reports.

10. Other Planning Matters (for consideration or report)

10.1 Essex Minerals Local Plan Review – Consultation Deadline: 19th March.

Following on from Extraordinary Parish Council meeting, to note the following:

- Parish Council response has been further refined.
- Synopsis leaflet developed for distribution to properties in Woodham Walter and beyond.
- The website has been updated and village emails have been sent to inform residents and encourage individual responses to the consultation.
- Information and advice available at Walter's Soup & Social
- Continued liaison with "Stop The Quarry" village campaign group.

LDE/MAL/23/00154

Annexe at Guys Farm, Manor Road

Use as a single dwelling house (and its associated curtilage) within Class C3 of the T&C Planning (Use classes) Order 1987 (as amended) of the property known as Guys Farm Cottage, Manor Road.

10.3 Historic complaint to MDC remains extant– Cllr. Morgan has been liaising, dates received.

10.4 Solar Farm – to note that Lightsource BP are carrying out neighbour consultations.

11. To receive reports of the County and District Councillor's.**12. Financial Matters (for consideration or report)**

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

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
14-Feb-24	Balance				27,109.53
11-Mar-24	Transfer To Current Account		-	2,000.00	25,109.53
			-	2,000.00	25,109.53

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
12/02/2024	Balance				1,642.82
14/02/2024	Transferred from Instant Access Account		1,000.00		2,642.82
15/02/2024	February Debits (#149,151,153-157,159-161)			1,869.33	773.49
19/02/2024	February Debits (#150, 152)			223.35	550.14
26/02/2024	February Debits (#143)			21.95	528.19
11/03/2024	Transferred from Instant Access Account		2,000.00		2,528.19
11/03/2024	Outstanding Payment (#158)			21.95	2,506.24
11/03/2024	March Debits (#162-#179)			1,940.47	565.77
			3,000.00	4,097.05	565.77

12.2 Summary of Payments for March

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

Ref:	March	Payee	Method	Net	VAT	Gross
#162	A&J Lighting Solutions		DD	21.00	4.20	25.20
#163	Npower		DD	69.06	3.45	72.51
#164	Mrs J Bannerman (Salary/Allowance)		BACS	849.45	-	849.45
#165	Nest Pension (Employer £57.02, Employee £91.22)		DD	148.24	-	148.24
#166-175	Barclaycard (#166-#175)		DD	210.31	24.17	234.48
#176	Topsorce Worldwide Uk Ltd (Eslip) Payroll		DD	19.53	3.91	23.44
#177	Woodham Walter Village Hall (Walter's x1, Extra Mtg)		BACS	67.50	-	67.50
#178	Maldon District Council (Elections)		BACS	102.05	-	102.05
#179	Scribe Accounts Renewals (2024)		BACS	348.00	69.60	417.60
	Sub Total			1,835.14	105.33	1,940.47
	Total			1,853.43	108.99	1,962.42

Date	Barclaycard Payments (February statement)	Net	VAT	Gross
24/01/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
25/01/2024	Postage (County Broadband)	3.45	-	3.45
01/02/2024	Tesco (Walter's Soup Lunch)	20.06	-	20.06
02/02/2024	Fasthosts (Mailbox)	27.75	5.55	33.30
06/02/2024	Postage (Barclays)	2.25	-	2.25
06/02/2024	Fasthosts (Linus PHP)	8.50	1.70	10.20
14-Feb-24	Amazon (Toner)	55.82	11.16	66.98
15-Feb-24	Blackwater Sign & Print (Minerals Flyer)	60.00	-	60.00
15-Feb-24	Amazon (Coloured Paper)	21.73	4.35	26.08
15/02/2024	Tesco (Walter's Cafe)	3.70	-	3.70
		210.31	24.17	234.48

Date	Barclaycard Payments (Estimate March)	Net	VAT	Gross
24/02/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
02/03/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
	Fasthosts (Linus PHP) (EST)	8.50	1.70	10.20
	Blackwater Sign & Print (Minerals Leaflet) (EST)	106.00	-	106.00
	Tesco (Walter's Soup)	25.00	-	25.00
		171.09	10.22	181.31

The BACS payments for March will be drawn up by the Parish Clerk and require authorisation by Payment Date of 14th March 2024.

12.3 Bank Signatories – to report that the mandate is not quite as we had expected in that only 1 signatory is required to authorise payments. It is currently set up as a dual signatory which had been understood to mean that 2 councillors needed to authorise the payments set up by the Clerk/RFO, but in order for this to be the case we need to set up a tri-signatory. To consider making this change.

12.4 Review of Bank Statements, Credit Card Statements and Account sheets for February.

12.5 Grant Applications

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

12.6 Internal Audit – to appoint internal auditor

13. Other Council Matters (for consideration or report)

13.1 Community Engagement Team (CET).

- To note February report. TruCAM speed monitoring had resulted in 2 drivers reported for speeding offences.
- 2024/25 Contract

13.2 Woodham Walter Common – Essex Wildlife Trust (EWT). Chase management plan/tree Risk Assessment

13.3 Climate Action. To receive any updates.

13.4 Allotments Report. To receive any updates.

13.5 Annual Parish Meeting. To receive any updates.

13.6 Working Group Policy

13.7 Training

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

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

14.2 Hedging

15. Local Issues (for consideration or report)

15.1 Bell Meadow & Memorial Garden

(a) Football Goals

(b) Playground Report

(c) Memorial Garden

(d) 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 - none

15.6 Walter's Third Thursday Community Café & Soup and Social Lunch

7th March - Final Soup & Social Lunch. The Clerk will provide a table of information about the Minerals Local Plan Review and volunteers will be on hand to advise.

21st March – Café (including Essex Fire & Rescue Home Safety information, where you can book a home visit for a fire safety check, also Maldon CVS will be on hand and there may be some free items)

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. Maldon CVS bulletin	b. Essex Police – various newsletters
c. Rural England Prosperity Fund	d. Ufest
e. Warbler	f.

17. Points of Information/Items for future agenda

18. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council - Monday 8th April 2024 at 8pm in Woodham Walter Women's Club.

Annual Parish Meeting – Tuesday 16th April 2024 at 7pm in Woodham Walter Village Hall.

19. The Chairman to close the meeting

Dated 6th March 2024

Mrs Jacky Bannerman (Clerk to the Parish Council)

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