

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 8th April 2024 at 8.00pm. All councillors are hereby summoned to attend. Members of the public and press are cordially invited to attend.

SignedJacky 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 March 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 24/00243/AGR Meadows Barn, Bassetts Lane

Claim for lawful development certificate for proposed new steel and oak frame barn with hardstanding.

7.2 To note any further applications received.

8. Planning – DECISIONS (for consideration or report)

8.1 None

8.2 Await the following decisions:

(a) 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.

WWPC Response: Comment sent 14/3/24

(b) 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.

WWPC response: Support sent 14/3/24

(c) 24/00150/TCA 2 The Maples, Rectory Road

T1 – Holly – Reduce in height by 5m.

WWPC response: Support sent 14/3/24

(d) 24/00138/LDP Meadows Barn, Bassetts Lane

WWOOClaim 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.

WWPC response: Comment sent 27/03/24

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

10.2 Historic complaint to MDC – Report on meeting attended by Cllr. Tompkins, the Clerk and District Cllr. Morgan (See notes in onedrive)

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 March meeting.

| Date | Unity Trust Instant Access Account | Transaction Detail | Amount In | Amount Out | Balance |
|-----------|------------------------------------|--------------------|-----------|------------|-----------|
| 12-Mar-24 | Balance | | | | 25,109.53 |
| 31-Mar-24 | Interest received | | 185.18 | | 25,294.71 |
| 08-Apr-24 | Transferred to Current Account | | | 3,800.00 | 21,494.71 |
| | | | 185.18 | 3,800.00 | 25,294.71 |

| Date | Unity Trust Current Account | Transaction Detail | Amount In | Amount Out | Balance |
|------------|---|--------------------|-----------|------------|----------|
| 12/03/2024 | Balance | | | | 2,528.19 |
| 13/03/2024 | March Debits #164, #177-179) | | | 1,436.60 | 1,091.59 |
| 15/03/2024 | March Debit #162 | | | 25.20 | 1,066.39 |
| 18/03/2024 | March Debits #166-175 | | | 234.48 | 831.91 |
| 19/03/2024 | March Debit #163 | | | 72.51 | 759.40 |
| 27/03/2024 | March Debit #176 | | | 23.44 | 735.96 |
| 31/03/2024 | March Debit #180 | | | 18.00 | 717.96 |
| 02/04/2024 | Outstanding Credit (UK Power Networks Wayleave Receipt #39) | | 6.90 | | 724.86 |
| 02/04/2024 | Outstanding Debit #165 | | | 148.24 | 576.62 |
| 08/04/2024 | Transferred from Instant Access Account | | 3,800.00 | | 4,376.62 |
| 08/04/2024 | April Debits #1-#17 | | | 3,352.36 | 1,024.26 |
| | | | 3,806.90 | 5,310.83 | 1,024.26 |

12.2 Summary of Payments for April

| Ref: | Updated/Outstanding Payments | Payee | Method | Net | VAT | Gross |
|------|---|-------|--------|--------|------|--------|
| #158 | Topsource Worldwide Uk Ltd (Eslip) Payroll | | DD | 0.00 | 0.00 | 0.00 |
| #165 | Nest Pension (Employer £57.02, Employee £91.22) | | DD | 148.24 | | 148.24 |
| | Sub Total | | | 148.24 | - | 148.24 |

| Ref: | April | Payee | Method | Net | VAT | Gross |
|--------|--|-------|--------|-----------------|---------------|-----------------|
| #180 | Unity Trust Bank Charges | | DD | 18.00 | - | 18.00 |
| #1 | A&J Lighting Solutions | | DD | 21.00 | 4.20 | 25.20 |
| #2 | Npower (ESTIMATE) | | DD | 69.06 | 3.45 | 72.51 |
| #3 | Mrs J Bannerman (Salary/Allowance) (ESTIMATE) | | BACS | 990.00 | - | 990.00 |
| #4 | Nest Pension (Employer £65.00, Employee £110.00) (EST) | | DD | 175.00 | - | 175.00 |
| #5-#10 | Barclaycard | | DD | 187.05 | 11.16 | 198.21 |
| #11 | Topsource Worldwide Uk Ltd (Eslip) Payroll | | DD | 19.53 | 3.91 | 23.44 |
| #12 | Woodham Walter Village Hall (Walter's March inc. soup) | | BACS | 60.00 | - | 60.00 |
| #13 | HMRC (1/4ly Payment) (ESTIMATE) | | BACS | 785.55 | - | 785.55 |
| #14 | EALC/NALC Affiliation Fee | | BACS | 187.05 | 11.16 | 194.81 |
| #15 | RCCE Membership Fee | | BACS | 36.75 | 7.35 | 44.10 |
| #16 | Maldon District Council (CET Jan-Mar) | | BACS | 607.95 | 121.59 | 729.54 |
| #17 | CPRE Membership | | BACS | 36.00 | - | 36.00 |
| | Sub Total | | | 3,192.94 | 162.82 | 3,352.36 |
| | Total | | | 3,341.18 | 162.82 | 3,500.60 |

| Date | Barclaycard Payments (March Statement) | 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 |
| 06/03/2024 | Fasthosts (Linus PHP) | 8.50 | 1.70 | 10.20 |
| 06/03/2024 | Blackwater Sign & Print (Minerals Leaflet) | 106.00 | - | 106.00 |
| 07/03/2024 | Tesco (Walter's Soup) | 21.27 | - | 21.27 |
| 11/03/2024 | Amazon (Stationery) | 8.69 | 0.94 | 9.63 |
| | | 187.05 | 11.16 | 198.21 |

| Date | Barclaycard Payments (Estimate April) | Net | VAT | Gross |
|------------|---------------------------------------|--------|-------|--------|
| 21/03/2024 | Tesco (Walter's Café) | 2.45 | - | 2.45 |
| 24/03/2024 | Fasthosts (Mailbox Clerk) | 7.05 | 1.41 | 8.46 |
| 30/03/2024 | Ring Central (Annual Subscription) | 155.88 | 31.18 | 187.06 |
| 02/04/2024 | Fasthosts (Mailbox) | 35.54 | 7.11 | 42.65 |
| 06/04/2024 | Fasthosts (Linus PHP) | 8.50 | 1.70 | 10.20 |
| | | 206.97 | 41.40 | 248.37 |

The BACS payments for April will be drawn up by the Parish Clerk and require authorisation by Payment Date of 12th April 2024.

- 12.3 Review of Bank Statements, Credit Card Statements and Account sheets for March.
- 12.4 End of Financial Year – information received from PKF Littlejohn. Clerk to begin work.
- 12.5 Grant Applications

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

13. Other Council Matters (for consideration or report)

13.1 Community Engagement Team (CET).

- To note March report (awaited)

13.2 Woodham Walter Common – Essex Wildlife Trust (EWT).

13.3 Climate Action. To consider any updates.

13.4 Allotments Report. To consider any updates.

13.5 Annual Parish Meeting – 7pm Tuesday 16th April. Annual Reports are due from printer – to arrange distribution. Refreshments (Tina & Kim have kindly agreed to serve, Jacky to get biscuits/use Walter’s etc).

13.6 Little Baddow Parish Council – proposal for joint local parish councils meeting; update on Hammonds Lane development and AONB.

13.7 Recording at Parish Council Meetings – to consider adopting policy in order to formalise arrangements

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 – No updates
- (b) Playground Report – broken rope attachment
- (c) Memorial Garden – No information to report
- (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)
- (b) Car broken into on Little Baddow Road 31/3

15.5 Litter – none reported

15.6 Walter’s Third Thursday Community Café

21st March – Café (including Essex Fire & Rescue Home Safety information, Maldon CVS and Minerals Plan documents and response forms).

18th April – Café (guests to be confirmed)

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. Parish & Town Councils meeting | d. RCCE Membership |
| e. Warbler April | f. EALC County Bulletin |

17. Points of Information/Items for future agenda

18. Date of Next Parish Council Meeting:

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

Next scheduled Ordinary Parish Council with Annual General Meeting - Monday 13th May 2024 at 8pm in Woodham Walter Women’s Club.

19. The Chairman to close the meeting

Dated 3rd April 2024