

NOTICE OF ORDINARY PARISH COUNCIL MEETING with ANNUAL GENERAL 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, Woodham Walter CM9 6RQ on Monday 13th May 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

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. If any persons present intends to record and/or photograph the meeting they should inform the Chair of the meeting. Before each meeting starts, the Chair will ask if anyone intends to record and/or photograph so the public may be advised that the meeting is being recorded and/or photographed.

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Declarations of Acceptance of Office**
4. **To report, approve and record apologies for absence**
5. **Register of Members Interests**
6. **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).

To confirm the Dispensation as granted will remain in place until May 2027.

7. **Public Forum**
8. **To adopt the Maldon District Council Local Code of Conduct** (*No changes*)
9. **Reviews & Adoptions**
 - 9.1 **Standing Orders**
 - 9.2 **General Power of Competence** (*To note this remains in place until May 2027*)
 - 9.3 **To consider adopting the following policies, procedures and protocols.**
 - (a) Council's complaints procedure
 - (b) Equality and Diversity Policy
 - (c) Media Policy
 - (d) Staff Appraisal Policy & Staffing Committee & Staffing Sub Committee Terms of Reference.
 - (e) Council's Freedom of Information procedure and publication scheme
 - (f) Financial Regulations, Investment Strategy, Financial Risk Assessment, Banking Policy, Reserves Policy, Fixed Assets Policy, Direct Debits and Regular Payments
 - (g) Community Engagement Strategy
 - (h) Risk Management Policy
 - (i) Business Continuity Plan
 - (j) Data Breach Process / Data Protection Policy
 - (k) GDPR Privacy Notice and Policies
 - (l) Annual Contributions to Local Organisations and Rules & Guidance for Grants & Donations Policy
 - (m) Safeguarding Policy
 - (n) Privacy Policy
 - (o) Training and Development Policy
 - (p) Health & Safety Policy
 - (q) Grievance & Disciplinary Policy
 - (r) Neighbour Consultations Policy
 - (s) Biodiversity Policy
 - (t) Climate Action Statement
 - (u) Crime and Disorder Policy
 - (v) Vexatious Complaints Policy

- (w) Working Groups Policy
- (x) Recordings at Parish Council Meetings Policy

9.4 Councillors consent to email – Councillors to confirm they are happy to receive electronically the summons, Agenda and other papers of the meetings of the council.

9.5 Setting the dates, times & place of ordinary meetings of the full council for the year ahead. To be confirmed that the dates of the Parish Council meetings will be on the 2nd Monday of the month at 8pm in Woodham Walter Women’s Club. To note that meetings may take place virtually (if/when Legislation allows for this), or in the Woodham Walter Village Hall. Any changes to these arrangements will be duly notified. With the noted exception of the August meeting which will only take place if there is urgent business or planning applications to discuss and the date will be duly notified.

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

- (a) Confirmation of arrangements for insurance cover. To receive the report of the Clerk.
- (b) Risk Assessments – Clerk to arrange for these to be updated regularly
- (c) Emergency Plan – this document to be reviewed.
- (d) Action Plan – this document to be reviewed
- (e) Tree Inspections

9.7 To agree/confirm Councillors appointed to Working Groups and as representatives on Committees and as Councillors with special responsibilities.

- (a) Woodham Walter Primary School Governing Body: Cllr. Joanna Symons
- (b) Woodham Walter Allotment Association: Cllr. James Rushton, Mrs Jane Weedon, Mrs Sue Cumming
- (c) Bell Meadow Village Association: To appoint.
- (d) Village Design Statement: Cllr. John Tompkins, Mr David Beattie and Mr Bob Jones
- (e) Footpaths Officer – Cllr. Peter Warren
- (f) Tree Officer – Cllr. Peter Warren
- (g) Broadband, Website, Emails, IT – Cllr. John Brown
- (h) Defibrillator – Cllr. John Tompkins
- (i) Crime & Neighbourhood Watch – Cllr. Jenny Hughes
- (j) Climate Action & Biodiversity – Cllr. James Rushton

10. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 8th April 2024.

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

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

12.1 24/00362/PN Land adj. Barrow Cottage, Bassetts Lane ALLOWED

Prior notification of a temporary recreational campsite on the following dates: 25-28th May, 1-2, 8-9, 15-16, 21-23, 28 - 30th June, 5-7, 12-14, 19-21, 26-28th July, 2-4, 9-11, 16-18, 22-31st August and 1, 6-8, 13-15, 20 -22, 27-29th September.

To note the application response was delegated to the Clerk. The council commented as per previous similar application 24/00138/LDP which had been withdrawn.

12.2 24/00320/FUL Queen Victoria, The Street

Proposed demolition of existing single storey rear extensions and construction of new two storey rear extension, with associated external works and parking alterations.

To note the application response was delegated to the Clerk. The council supported the application.

13. Planning – DECISIONS (for consideration or report)

13.1 24/00127/LDP Woodham Walter CofE Primary School REFUSED

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

13.2 24/00150/TCA 2 The Maples, Rectory Road ALLOWED TO PROCEED

T1 – Holly – Reduce in height by 5m.

WWPC response: Support sent 14/3/24

13.3 24/00243/AGR Meadows Barn, Bassetts Lane REFUSE

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

WWPC Response: Comment sent 10/4/24

13.4 24/00362/PN Land adj Barrow Cottage, Bassetts Lane ALLOWED
 Prior notification of a temporary recreational campsite on the following dates: 25-28th May, 1-2, 8-9, 15-16, 21-23, 28 - 30th June, 5-7, 12-14, 19-21, 26-28th July, 2-4, 9-11, 16-18, 22-31st August and 1, 6-8, 13-15, 20 -22, 27-29th September.
 WWPC Response: Comment

13.5 Await the following decisions:
 (a) 24/00320/FUL Queen Victoria WWPC Response: Support

14. Planning - Enforcement

- 14.1 To consider any updates or reports
- 14.2 To consider response received from Matt Winslow at MDC.

15. Other Planning Matters (for consideration or report)

- 15.1 Essex Minerals Local Plan Review to consider any updates
- 15.2 Trees in Conservation Area – await response to letter to MDC Enforcement/Conservation Officer
- 15.3 Campsite legislation – await response to letter to MP & Sec State

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

17. Financial Matters (for consideration or report)

17.1 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
31-Mar-24	Balance				25,294.71
11-Apr-24	Transferred to Current Account			4,500.00	20,794.71
17-Apr-24	VAT Refund (2022/23) (CR#1)		1,902.67		22,697.38
14-May-24	Transferred to Current Account			1,700.00	20,997.38
			1,902.67	6,200.00	20,997.38

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
11/04/2024	Balance				5,076.62
12/04/2024	April Debits (#3,#12,#14-17,#19)			2,338.99	2,737.63
15/04/2024	April Debits (#1,#5-#10)			223.41	2,514.22
16/04/2024	April Debits (#4, Part 1 of 2)			148.24	2,365.98
18/04/2024	April Debits (#2)			74.36	2,291.62
19/04/2025	April Debits (#13)			785.55	1,506.07
24/04/2024	April Debits (#4, Part 2 of 2)			23.53	1,482.54
25/05/2024	April Debits (#11)			23.44	1,459.10
	Outstanding April Debits (#18)			279.60	1,179.50
14/05/2024	Transferred from Instant Access Account		1,700.00		2,879.50
14/05/2024	May Debits (#20-34)			1,794.19	1,085.31
			1,700.00	5,691.31	1,085.31

17.2 Summary of Payments for April

Ref:	Updated/Outstanding Payments	Payee	Method	Net	VAT	Gross
#18	Playqup Leisure (Operational Inspection/Maintenance)		BACS	233.00	46.60	279.60
	Sub Total			233.00	46.60	279.60
Ref:	May	Payee	Method	Net	VAT	Gross
#20	A&J Lighting Solutions		DD	21.00	4.20	25.20
#21	Npower		DD	70.82	3.54	74.36
#22	Mrs J Bannerman (Salary/Allowance) (ESTIMATE)		BACS	1,114.96	-	1,114.96
#23	Nest Pension (Employer £66.37 Employee £126.70) (ESTIMATE)		DD	193.07	-	193.07
#24-#31	Barclaycard		DD	234.17	43.99	278.16
#32	Topsource Worldwide Uk Ltd (Eslip) Payroll		DD	19.53	3.91	23.44
#33	Woodham Walter Village Hall (Walter's March inc. soup)		BACS	60.00	-	60.00
#34	SLCC (Training Day)		BACS	25.00	-	25.00
	Sub Total			1,738.55	55.64	1,794.19
	Total			1,971.55	102.24	2,073.79

Date	Barclaycard Payments (March Statement)	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
10/04/2024	Post Office (Postage)	2.55	-	2.55
12/04/2024	Tesco (Walter's Café & APM)	9.25	-	9.25
17/04/24	Tsohost (Auto renewal)	12.95	2.59	15.54
		234.17	43.99	278.16

Date	Barclaycard Payments (Estimate April)	Net	VAT	Gross
	Tesco (Walter's Café)	2.45	-	2.45
	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
	Fasthosts (Mailbox)	35.54	7.11	42.65
	Fasthosts (Linus PHP)	8.50	1.70	10.20
		51.09	10.22	61.31

The BACS payments for May will be drawn up by the Parish Clerk and require authorisation by Payment Date of 17th May 2024.

17.3 Review of Bank Statements, Credit Card Statements and Account sheets for April. To consider which councillor will take on this role.

17.3 Signatories – To consider banking mandate and signatories following appointment of Chairman/Vice chairman.

17.4 End of Financial Year. The former Chairman to report that he has reviewed the finance files for the year to end March 2024. The Clerk has been working on the AGAR forms as well as files and information for the Internal Auditor, await report. The AGAR will be completed and ready for approval at the next Ordinary Meeting of the Parish Council.

17.5 To note the 2024/2025 Precept has been received. As it was a week late MDC have agreed to pay statutory interest @2% above base rate.

17.5 VAT – to note that the 2022/23 VAT refund has been received.

17.6 Grant Applications

(a) Goal posts - the Football Foundation turned down our application as we do not host any formal training sessions. There may be funding available through Active Essex or Ride London but again we need to show that there are formal training sessions. To consider how/if we can provide any training or consider how we can raise the remaining funds. Cost of goals: c£3000 (£1160 earmarked reserves)

(b) Memorial Garden Signs – no response from County Broadband Charitable Foundation, despite several messages being sent.

(c) Research/applications on-going re: noticeboard

18. Other Council Matters (for consideration or report)

18.1 Community Engagement Team (CET).

- To note March & April report
- To note annual TruCAM statistics

18.2 Woodham Walter Common – Essex Wildlife Trust (EWT). To receive any updates or information.

18.3 Climate Action. To receive any updates or information.

18.4 Allotments Report. To receive any updates or information.

18.5 Annual Parish Meeting – Matters Arising

- Invite Community Engagement Team and Community Safety Officer to Walter's Café.
- Overgrown Footpath 18 (Behind old Falconers Lodge). To ask Maldon Ramblers to attend.

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

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

19.2 Member Led Local Maintenance

20. Local Issues (for consideration or report)

20.1 Bell Meadow & Memorial Garden

(a) Football Goals – see 17.6a

(b) Playground Report

- Repair and Maintenance inspection carried out and repair completed on trail rope. See report. No matters for immediate attention.
- Annual Independent Safety Inspection arranged by MDC – report expected in June/July.

(c) Bell Meadow – to note any information

(d) Memorial Garden – to note any information

(e) To consider any further information

20.2 Footpaths Report.

20.3 School Report – Representative on Governing Body – Cllr Symons

20.4 Crime Reports/Neighbourhood Watch Report.

(a) Concerning increase in crime including several cars broken into and contents stolen and one property burgled.

(b) Various reports and newsletters shared (none specific to WW)

(c) Report from Neighbourhood Watch Coordinator

(d) Correspondence from victim of recent car break in

(e) Request from resident for additional Neighbourhood Watch Signs (Bassetts Lane)

20.5 Litter – none reported

20.6 Walter’s Third Thursday Community Café

18th April – Café (Maldon Citizens Advice attended and provided useful information to those present)

16th May – Café (guest to be confirmed)

20.7 Woodham Walter Women’s Club – to receive report and due consideration to any proposals.

20.8 Bell Meadow Village Association – to note any information

21. 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. Priti Patel Annual Report	d. Warbler
e. MDC D Day	f. EALC Certificate of Membership

22. Points of Information/Items for future agenda

23. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council Meeting - Monday 10th June 2024 at 8pm in Woodham Walter Women’s Club.

24. The Chairman to close the meeting

Dated: 7th May 2024

Mrs Jacky Bannerman (Clerk to the Parish Council)
PO Box 12797, Woodham Walter CM9 9FG
Email: parishclerk@woodhamwalter-pc.gov.uk Tel: 01245 373686 (before 6pm)
www.woodhamwalter-pc.gov.uk