

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, Woodham Walter CM9 6RQ on Monday 10th June 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. 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 with Annual General Meeting held on Monday 13th May 2024.**
- 6. Village Hall**

Initial discussion and information with regards to the trusteeship of the Village Hall.

Agenda item 6 to be held in closed session. The Press and Public to be excluded due to the confidential nature of business. (Public Bodies (Admission to Meetings) 1960, s1(20 AND Local Government Act 1972, s100 (2)).

- 7. Matters Arising - Progress report (not for resolution)**
 - 7.1 The report compiled by the Clerk to be noted. Matters for report are contained within the agenda.
- 8. Outstanding Matters from Annual General Meeting**
 - 8.1 Min ref: 3192 Declaration of Acceptance of Office – Cllr. Joanna Symons to sign
 - 8.2 Min ref: 3198.4 Councillors Consent to Email Service – Cllr. Joanna Symons to sign
 - 8.3 Min ref: 3198.6 a Insurance. To confirm the policy has been renewed with Zurich.
 - 8.4 Min ref: 3198.6 c Emergency Plan – to report that the plan has been updated. To report on matters outstanding.
 - 8.5 Min ref: 3198.6 d Action Plan – to consider amendments and adopt Action Plan
 - 8.6 Min Ref: 3198.7 a To agree/confirm Councillor Symons in the role of Parish Council representative on the School Governing Body.
- 9. Planning – APPLICATIONS RECEIVED (for consideration or report)**
 - 9.1 24/00412/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 operational development.
 - 9.2 3 applications various references Warren Lodge Park
 - a) 24/00358/VAR Variation of condition 3 on approved application 05/00798/FUL. Variation seeks to alter condition 3 to allow the siting of a single storage shed for each lodge.
 - b) 24/00359/VAR Variation of condition 4 on approved application 11/00953/FUL. Variation seeks to alter condition 4 to allow the siting of a single storage shed for each lodge.
 - c) 24/00360/VAR Variation of condition 6 on approved application 16/01373/FUL. Variation seeks to alter condition 6 to allow the siting of a single storage shed for each lodge.
 - 9.3 To note any other planning applications received.

10. Planning – DECISIONS (for consideration or report)

10.1 24/00320/FUL Queen Victoria, The Street APPROVE

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

11. Planning - APPEAL

11.1 Site: Land between Ash Cottage and High Prospect (Now known as Windcroft).

Proposal: Outline Application with all matters reserved for up to 6 dwellings and garages.

Application Ref: 23/00521/OUT

WWPC Response: Object

MDC Decision: Refuse

Appeal Ref: APP/X1545/W/24/3341022

The appeal will be determined on the basis of written representations. All representations made on the application will have been forwarded to the planning inspectorate and appellant. To consider if the Parish Council wish to comment, modify or withdraw previous representation. Deadline 20th June 2024.

12. Other Planning Matters (for consideration or report)

12.1 Enforcement/Historic Complaint – To consider response to Matt Winslow at MDC

12.2 Enforcement – To consider any updates to cases.

Agenda item 12.2 to held in closed session. The Press and Public to be excluded due to the confidential nature of business. (Public Bodies (Admission to Meetings) 1960, s1(20) AND Local Government Act 1972, s100 (2)).

12.3 Trees in Conservation Area – to note response and amendment to the Conservation Area document.

12.4 Chelmsford Local Plan Review. Consultation runs until 19th June. The Local plan includes that Hammonds Farm (Little Baddow) is a Proposed new development allocation in the review of Local Plan.

To consider response.

12.5 Woodham Walter Neighbourhood Plan. To note considerations will be deferred to later date.

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

To note Maldon District Council Announces Re-routing of Waste and Recycling Services – await detailed information.

To note May report from County Cllr. Fleming.

14. Financial Matters (for consideration or report)

14.1 To receive the Summary of Accounts to date. This includes transactions since May meeting.

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
15-May-24	Balance		-	-	52,485.82
31-May-24	Balance		-	-	52,485.82
14-Jun-24	Transferred to Current Account (June Debits)		-	4,400.00	48,085.82
			-	4,400.00	48,085.82

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
13/05/2024	Party Tent Income (CR #4)		50.00		1,509.10
14/05/2024	Transfer from Barclays Instant Access Account (CR#6)		32.11		1,541.21
14/05/2024	Party Tent Income (CR #5)		75.00		1,616.21
15/05/2024	May Debits (#20)			25.20	1,591.01
15/05/2024	Transferred from Instant Access Account (May Debits)		1,500.00		3,091.01
16/05/2024	May Debits (#18, 22, 24-31, 33, 34)			1,637.50	1,453.51
17/05/2024	May Debits (#21)			66.72	1,386.79
20/05/2024	May Debits (#23)			181.19	1,205.60
24/05/2024	Party Tent Income (CR#7)		50.00		1,255.60
29/05/2024	May Debits (#32)			23.44	1,232.16
04/06/2024	Party Tent Income (CR#8)		75.00		1,307.16
14/06/2024	Transferred from Instant Access Account (June Debits)		4,400.00		5,707.16
14/06/2024	June Debits (#35-54)			4,663.38	1,043.78
			6,182.11	6,597.43	1,043.78

14.2 Summary of Payments for June

Ref:	June	Payee	Method	Net	VAT	Gross
#35	A&J Lighting Solutions		DD	21.00	4.20	25.20
#36	Npower (ESTIMATE)		DD	70.82	3.54	74.36
#37	Mrs J Bannerman (Salary/Allowance) (ESTIMATE)		BACS	775.00	-	775.00
#38	Nest Pension (Employer £50 Employee £90.00) (ESTIMATE)		DD	140.00	-	140.00
#39-#45	Barclaycard		DD	118.07	22.82	140.89
#46	Topsource Worldwide Uk Ltd (Eslip) Payroll		DD	19.53	3.91	23.44
#47	Woodham Walter Village Hall (Walter's)		BACS	30.00	-	30.00
#48	Skippers Ground Maintenance		BACS	320.00	64.00	384.00
#49	Skippers Ground Maintenance		BACS	690.00	138.00	828.00
#50	Zurich Insurance Company Ltd		BACS	410.49	-	410.49
#51	Woodham Walter Women's Club (Annual Grant)		BACS	243.00	-	243.00
#52	Woodham Walter Village Hall (Annual Grant)		BACS	325.00	-	325.00
#53	Essex Wildlife Trust (Annual Grant)		BACS	1,000.00	-	1,000.00
#54	Heelis & Lodge (Internal Audit) (ESTIMATE)		BACS	220.00	44.00	264.00
Total				4,382.91	280.47	4,663.38

Date	Barclaycard Payments (May Statement)	Net	VAT	Gross
24/04/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
02/05/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
03/05/2024	Post Office (Stamps)	2.55	-	2.55
06/05/2024	Fasthosts (Linus PHP)	8.50	1.70	10.20
14/05/2024	Amazon (Files)	12.99	2.60	15.59
16/05/2024	Coop (Walter's Refreshments)	1.45	-	1.45
18/05/24	Microsoft 365	49.99	10.00	59.99
		118.07	22.82	140.89

Date	Barclaycard Payments (Estimate June)	Net	VAT	Gross
24/05/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
28/04/2024	Amazon (Party Tent Accessories)	24.38	4.87	29.25
29/05/2024	Amazon (Party Tent Accessories) REFUND	- 10.22	- 2.04	- 12.26
02/06/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
	Fasthosts (Linus PHP)	8.50	1.70	10.20
		65.25	13.05	78.30

All invoices listed have been 'examined, verified and certified' by the RFO. The BACS payments for June will be drawn up by the Parish Clerk and require authorisation by Payment Date of 14th June 2024.

- 14.3 Review of Bank Statements, Credit Card Statements and Account sheets for May.
- 14.4 Bank Account Signatories – To report on progress. Application submitted, await confirmation of changes.
- 14.5 End of Financial Year 2023/2024
- (a) To note that through the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors.
 - (b) The Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings
 - (c) The Chairman to confirm he has reviewed the Accounts file
 - (d) Relevant financial information is available on the Woodham Walter Parish Council website
 - (e) Internal Auditor Report – Await Detailed written report and AGAR Annual Internal Audit Report which is expected prior to the meeting and will be shared with councillors. To consider any recommendations.
 - (f) The Clerk/RFO to confirm that the AGAR form Section 2 has been duly certified in advance of the meeting.
 - (g) Councillors to note the explanation of variances documents have been completed and shared with Councillors.
 - (h) End of Year Accounts – Annual Return for the financial year ended 31 March 2024. Councillors to confirm the answers to the questions in Section 1 - Annual Governance Statement 2023/2024 in the Annual Return for the year ended 31 March 2024.
 - (i) End of Year Accounts – Accounting Statements for the financial year ended 31 March 2024. To confirm Section 2 to approve the Accounting Statements and the Chairman to sign the declaration.

Clerk to arrange to display the relevant information on the noticeboard and the website as per the rules.

- 14.6 Grants/Expenditure Updates
 (a) Goal posts – Await information (approaches made to Cllr.Hafiz and Cllr. Fleming)
 (b) Memorial Garden Signs – Await information (approaches made to Cllr.Hafiz and Cllr. Fleming)
 (c) Noticeboard - To consider suitable noticeboard from research documentation provided by the Clerk.

15. Other Council Matters (for consideration or report)

- 15.1 Community Engagement Team (CET).
 • The April report to be noted. Await May Report.
 • To note they held their first patrol at Hoe Mill on 2nd June with representatives from CEP/SEPP/Essex Police/Essex Waterways. They will be doing further events over the summer and ask if the Parish Council would also like to attend (may be a litter pick?).
- 15.2 Woodham Walter Common – Essex Wildlife Trust (EWT) – To consider any updates
- 15.3 Climate Action. To note ECC have updated their Climate Action Information guides.
- 15.4 Allotments Report. To consider updates including response from Mr & Mrs Maynard.

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

- 16.1 Various matters on-going as detailed in the Highways log.
 16.2 Salt Bag partnership 2024/25 – to consider renewing membership of scheme

17. Local Issues (for consideration or report)

- 17.1 Bell Meadow & Memorial Garden
 (a) Football Goals
 (b) Playground Report
 (c) Bell Meadow – Skippers have confirmed that they will sow additional wildflower seeds. To note that the hedge at the gateways will be trimmed back in advance of the general hedge cut scheduled prior to Flower Festival weekend.
 (d) Memorial Garden
 (e) To consider any further information for report.
- 17.2 Footpaths Report. Cllr. Warren to report.
- 17.3 School Report – Representative on Governing Body –Cllr Symons
- 17.4 Crime Reports/Neighbourhood Watch Report.
 (a) Note one further occurrence of car break in on Little Baddow Road. Plus other similar incidents in Maldon area. Update from Police via NHW coordinator, the same suspect has been re-arrested and remains on bail pending two court hearings.
 (b) Additional Neighbourhood Watch Signs – comment from NHW coordinator
 (c) Various general reports and newsletters shared
- 17.5 Litter – none reported
- 17.6 Walter’s Third Thursday Community Café
 20th June – Woodham Walter Primary School choir to attend
- 17.7 Bell Meadow Village Association – Cllr. Hughes to update. To consider Parish Council attendance.

18. Correspondence – Various items of correspondence have been received and shared with Councillors and where appropriate the public via the website and village emails.

a) Various Essex Police Newsletters	b) CVS Newsletter
c) Police Fire & Crime Bulletin	d) Lithium iron batteries
e) Warbler June 24	f) Various MDC updates

19. Points of Information/Items for future agenda

20. Date of Next Parish Council Meeting:

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

21. The Chairman to close the meeting

Dated: 4th June 2024