

**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 8<sup>th</sup> July 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 (V2 UPDATED 02/07/24)

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 or Clerk 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 held on Monday 10<sup>th</sup> June 2024.**

**6. Matters Arising - Progress report (not for resolution)**

6.1 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 24/00472/LBC Bassetts, Bassetts Lane  
Removal of existing bathroom window (W1 on north elevation) and block up with external render to match existing.

7.2 24/00511/PACUAR Highfields, Bassetts Lane  
Prior approval application for the change of use of an agricultural building to one dwellinghouse (Use Class C3) and for associated operational development.

7.3 To note any other planning applications received.

**8. Planning – DECISIONS (for consideration or report)**

8.1 24/00412/LDP Woodham Walter CoFe Primary School APPROVE  
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. Other Planning Matters (for consideration or report)**

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

9.2 Enforcement – To consider any reports or updates to cases.

Agenda item 9.2 may 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).

9.3 Woodham Walter Neighbourhood Plan.

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

**11. Financial Matters (for consideration or report)**

11.1 To receive the Summary of Accounts to date. This includes transactions since June meeting.

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
12-Jun-24		Balance	-	-	48,085.82
30-Jun-24		Interest Received (Quarterly)	274.75		48,360.57
08-Jul-24		Transferred to current account (July debits)		2,500.00	45,860.57
16-Aug-24		Transferred to current account (August debits)		1,200.00	44,660.57
			274.75	3,700.00	44,660.57

Date	Unity Trust Current Account	Transaction Details	Amount In	Amount Out	Balance
12/06/2024	Balance				5,707.16
13/06/2024	June Debits (#37,47,48,49,50,51,52,53,54,56)			4,396.31	1,310.85
17/06/2024	June Debits (#35,39-45)			166.09	1,144.76
19/06/2024	June Debits (#36)			62.40	1,082.36
26/06/2024	June Debits (#46)			23.44	1,058.92
30/06/2024	June Debits (#55)			18.00	1,040.92
	Outstanding June Debits (#38)			148.24	892.68
	Transferred from Instant Access Account (July Debits)		2,500.00		3,392.68
	July Debits			2,451.98	940.70
	Transferred from Instant Access Account (August Debits) (Estimate)		1,200.00		2,140.70
	August Debits			1,178.09	962.61
			3,700.00	8,444.55	962.61

### 11.2 Summary of Payments for July and estimated payments for August.

Ref:	July	Payee	Method	Net	VAT	Gross
#57	A&J Lighting Solutions		DD	21.00	4.20	25.20
#58	Npower (Estimate)		DD	59.43	2.97	62.40
#59	Mrs J Bannerman (Salary/Allowance) (Estimate)		BACS	837.70	-	837.70
#60	Nest Pension (Employer £57.02 Employee £91.22) (Estimate)		DD	148.24	-	148.24
#61-64	Barclaycard		DD	61.55	11.35	72.90
#65	Topsource Worldwide Uk Ltd (Eslip) Payroll		DD	19.53	3.91	23.44
#66	Woodham Walter Village Hall (Walter's)		BACS	30.00	-	30.00
#67	HMRC (1/4ly PAYE)		BACS	827.90	-	827.90
#68	Royal Mail Group Ltd (PO Box)		BACS	353.50	70.70	424.20
	August Estimates	Payee				
#70	A&J Lighting Solutions		DD	21.00	4.20	25.20
#71	Npower (Estimate)		DD	59.43	2.97	62.40
#72	Mrs J Bannerman (Salary/Allowance) (Estimate)		BACS	837.70	-	837.70
#73	Nest Pension (Employer £57.02 Employee £91.22) (Estimate)		DD	148.24	-	148.24
#74-75	Barclaycard (Estimate)		DD	42.59	8.52	51.11
#76	Topsource Worldwide Uk Ltd (Eslip) Payroll		DD	19.53	3.91	23.44
#77	Woodham Walter Village Hall (Walter's)		BACS	30.00	-	30.00
	<b>Total</b>			<b>3,517.34</b>	<b>112.73</b>	<b>3,630.07</b>

Date	Barclaycard Payments (June Statement)	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	-
02/06/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
13/06/2024	Tesco (Walter's Refreshments)	4.80	-	4.80
		61.55	11.35	72.90

Date	Barclaycard Payments (Estimate July)	Net	VAT	Gross
24/06/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
02/07/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
		42.59	8.52	51.11

Date	Barclaycard Payments (Estimate August)	Net	VAT	Gross
24/07/2024	Fasthosts (Mailbox Clerk)	7.05	1.41	8.46
02/08/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
		42.59	8.52	51.11

All invoices listed have been 'examined, verified and certified' by the RFO. The BACS payments for July will be drawn up by the Parish Clerk and require authorisation by Payment Date of 12<sup>th</sup> July 2024. The BACS payments for August will be drawn up the Parish Clerk and require authorisation by payment date of 16<sup>th</sup> August 2024. The final amounts will be reported at the September meeting.

### 11.3 Review of Bank Statements, Credit Card Statements and Account sheets for June.

### 11.4 Bank Account Signatories – To confirm that the changes to the mandate have been made.

### 11.5 Grants/Expenditure Updates

(a) Goal posts – Ongoing

(b) Memorial Garden Signs – ongoing

(c) Noticeboard - To consider suitable noticeboard from research documentation provided by the Clerk in onedrive.

The earmarked budget is £2000.

**12. Other Council Matters (for consideration or report)**

- 12.1 Community Engagement Team (CET).
  - The May report to be noted (12 TruCAM captures). Await June Report.
- 12.2 Hoe Mill Lock
  - To receive report with regards to meeting with various agencies
  - To consider attendance at Community Safety Event on 27<sup>th</sup> July.
- 12.3 Woodham Walter Common – Essex Wildlife Trust (EWT) – To consider any updates.
- 12.4 Climate Action. To consider any updates.
- 12.5 Allotments Report. To consider updates
- 12.6 Clerks Training Day – To report that the Clerk had attended the SLCC Annual Training Day.
- 12.7 Community Shop Meeting – Cllr. Symons to report
- 12.8 Maldon Town & Parish Council Forum – 23<sup>rd</sup> July, 1300-1500.
- 12.9 MDC Website – Councillor information updates

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

- 13.1 Various matters on-going as detailed in the Highways log.
- 13.2 Report of speeding traffic almost causing collision with pedestrian at Church hill.

**14. Local Issues (for consideration or report)**

- 14.1 Bell Meadow & Memorial Garden
  - (a) Football Goals
    - To consider request from Maldon & Tiptree Under 8's to train at Bell Meadow.
  - (b) Playground Report
  - (c) Bell Meadow
  - (d) Memorial Garden
  - (e) To consider any other reports
- 14.2 Footpaths Report – Cllr. Warren to report.
- 14.3 School Report – Representative on Governing Body – Cllr Symons – To receive report.  
To note that works are due to start to replace the demountable building.
- 14.4 Crime Reports/Neighbourhood Watch Report.
  - (a) Various general reports and newsletters shared (None specific to WW)
- 14.5 Litter – none reported
- 14.6 Walter's Third Thursday Community Café  
20<sup>th</sup> June – Woodham Walter Primary School choir attend  
18<sup>th</sup> July – District Cllr. Simon Morgan (DC Surgery) and Sharon Robinson (Community Projects Officer, MCVS)
- 14.7 Bell Meadow Village Association – To receive updates. To consider Parish Council attendance.

**15. 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) Oyster Magazine	d) Bell Meadow Day poster
e) EALC County Update	e) Maldon Members Bulletin

**16. Points of Information/Items for future agenda**

**17. Date of Next Parish Council Meeting:**

Next scheduled Ordinary Parish Council Meeting - Monday 9<sup>th</sup> September 2024 at 8pm in Woodham Walter Women's Club.

August Meeting – we do not usually meeting during August. We will only meet if there is urgent business or planning applications to consider, the date will be advertised on the website, village email and on the noticeboard.

- 18. The Chairman to close the meeting.

Dated: 2<sup>nd</sup> July 2024