

**MINUTES (DRAFT)**

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

Held at 8.00pm at Woodham Walter Women's Club.

**Monday 8<sup>th</sup> July 2024**

**Present:**

Cllr. John Brown (Chairman)

Cllr. James Bunn

Cllr. James Rushton

Cllr. John Tompkins

Cllr. Joanna Symons

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

District Councillor Simon Morgan (in attendance until 9.15 pm)

County Councillor Jane Fleming (in attendance from 8.40-9.15pm)

Public: 4: (1 in attendance until 8.35pm ) (3 in attendance until 8.40pm)

**3234. Welcome** Cllr. Brown welcomed those present to the meeting. No one present declared that they wished to record the meeting.

**3235. To report, approve and record apologies for absence.**

RESOLVED to accept apologies from Cllr. Jenny Hughes and District Cllr. Mark Durham

**3236. 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).

Cllr. John Brown declared an NRI in planning application 24/00472/LBC as his spouse works at the property.

Cllr. James Rushton declared ORI in any discussions regarding The Warren as his spouse is a member of the Gym.

RESOLVED to review the rules around Disclosure of Interests and the granting of Dispensations.

**3237. Public Forum**

There were 4 members of the public present.

A member of the public reported a number of planning enforcement queries with regards to three properties along Bassetts Lane and asked that the council report these to the Maldon District Council Enforcement Department for investigation.

A member of the public commented on the planning application 24/00511/PACUAR and noted that the MDC notification sign and been put in the wrong location. They also commented that it was difficult to ascertain the difference to previous applications and that the application contained some inaccuracies with regards to the historic use of the land.

A member of the public reported that a drain along Bassetts Lane had become covered over and that they had reported this to Highways and await inspection.

**3238. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 10<sup>th</sup> June 2024.**

RESOLVED to accept the minutes as a true record and accurate record of the meeting held on Monday 10<sup>th</sup> June 2024 and they were duly signed by the Chairperson.

**3239. Matters Arising - Progress report (not for resolution)**

3239.1 The report compiled by the Clerk was noted. Matters for report are contained within the agenda.

**3240. Planning – APPLICATIONS RECEIVED (for consideration or report)**

Cllr. Brown having declared an interest in application 24/00472/LBC left the meeting room. Cllr. James Rushton was elected to Chair this section of the meeting.

3240.1 24/00472/LBC Bassetts, Bassetts Lane  
Removal of existing bathroom window (W1 on north elevation) and block up with external render to match existing.

RESOLVED to support the application subject to the Conservation Officer recommendation.

Cllr. Brown returned to the meeting room and the Chair.

3240.2 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.

It was noted that this type of application requires the Officer to determine if the application adheres to the planning legislation. RESOLVED to write with comments regarding the Agricultural use report and querying the internal size of the accommodation and whether it complies with the legislation.

3240.3 For Information Only – Notification received regarding new Telegraph pole, Oak Farm Road

### **3241. Planning – DECISIONS (for consideration or report)**

3241.1 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.

3241.2 Await Decision  
24/00358/VAR, 24/00359/VAR & 24/00360/VAR Warren Lodges  
Variation of conditions to allow the siting of single storage shed for each lodge.  
WWPC Response: Object (sent 13/06/24)  
Request via Cllr. Morgan to call in to NW Area Planning Committee resulted in email correspondence. Cllr. Morgan confirmed that the request had been granted. Await date of meeting.

3241.3 Appeal Decisions Awaited

a) 23/00154/LDE Annexe at Guys Farm, Manor Road  
WWPC Response No Comment  
Remains outstanding – Final comments April 2024

b) 23/000521/OUT Land North of Top Road  
WWPC Response Object (additional response sent 13/06/24)  
The Council's and the Appellant's final statements have been submitted (in onedrive)

### **3242. Other Planning Matters (for consideration or report)**

3242.1 Enforcement/Historic Complaint – To consider response to Matt Winslow at MDC

RESOLVED to respond with comments regarding the improvement to the writing of conditions and whether S106 agreements could be used and to note there are still inadequacies in updates.

3242.2 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)).

Councillor's noted updates received which are contained within the confidential minute.

RESOLVED to continue to monitor and report matters of concern to the Enforcement Team.

3242.3 Woodham Walter Neighbourhood Plan. (NHP)

The following is a summary of the comments made:

- Grant funding is available at least towards some of the costs but at this stage final costings are unknown.
- Once the LPA has accepted the principle of a NHP they provide some of the information needed for evidence and they pay for the referendum.
- There will be costs associated including printing, employing specialists (e.g. RCCE for Housing Needs Survey, Environment Specialists etc).
- Time – it is anticipated that the project will take at least 2 years to complete.

- Balance needed between potential advantages and the potential unknown changes that the new government may take.
- A working group of volunteers will be needed, a team of individuals with different expertise will be required to form an advisory committee/steering group. If there is insufficient support then the council will not be able to proceed.

RESOLVED to : Approach the LPA (Maldon District Council) to seek approval for designation and explore other aspects; Advertise for members of the advisory committee/steering group; Arrange for a launch perhaps on Bell Meadow Day.

### 3243. To receive reports of the County and District Councillor's.

District Cllr. Morgan reported that normal council business has resumed now the pre-election period is over. He noted that Woodham Walter is not the only council to have issues with the Enforcement department and he is Chairperson of the Overview & Scrutiny committee who have formed a working group to look at Customer Services and Enforcement.

It was noted that bin collections are due to change in July and Woodham Walter will be on Tuesdays.

Notification was given of a recent Planning Appeal decision which was allowed for 160 houses in Latchingdon despite it being outside the settlement boundary.

County Cllr. Fleming also reported that normal business has returned since the election and that she was due to attend a Full Council Meeting the next day. Other points of information included Locality Fund, Cycling strategy, National Grid pylons, Climate Action Packs. Various parish highways matters were also discussed. Clerk to email a list to Cllr. Fleming.

### 3244. Financial Matters (for consideration or report)

3244.1 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) (CR#9)		274.75		48,360.57
04-Jul-24	VAT Refund 2023-2024 (CR#11)		1,754.09		50,114.66
	Transferred to current account (July debits)			2,500.00	47,614.66
	Transferred to current account (August debits)			1,200.00	46,414.66
			2,028.84	3,700.00	46,414.66

Date	Unity Trust Current Account	Transaction Detail	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
04/07/2024	Outstanding June Debits (#38)			148.24	892.68
	UK Power Networks Wayleave (CR#10)		105.56		998.24
	Transferred from Instant Access Account (July Debits)		2,500.00		3,498.24
	July Debits			2,431.25	1,066.99
	Transferred from Instant Access Account (August Debits) (Estimate)		1,200.00		2,266.99
	August Debits			1,178.09	1,088.90
			3,805.56	8,423.82	1,088.90

RESOLVED to accept the Summary of Accounts to date.

3244.2 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	DD	52.99	2.65	55.64
#59		Mrs J Bannerman (Salary/Allowance)	BACS	826.08	-	826.08
#60		Nest Pension (Employer £56.11 Employee £89.78)	DD	145.89	-	145.89
#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
<b>August Estimates</b>						
#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>3,496.93</b>	<b>112.41</b>	<b>3,609.34</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	-	2.04	12.26
02/06/2024	Fasthosts (Mailbox)	35.54	7.11	42.65
13/06/2024	Tesco (Walter's Refreshments)	4.80	-	4.80
		<b>61.55</b>	<b>11.35</b>	<b>72.90</b>

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
		<b>42.59</b>	<b>8.52</b>	<b>51.11</b>

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
		<b>42.59</b>	<b>8.52</b>	<b>51.11</b>

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 12<sup>th</sup> July 2024. The BACS payments for August will be drawn up the Parish Clerk and require authorisation by 16<sup>th</sup> August 2024. The final amounts will be reported at the September meeting.

RESOLVED to approve the payments as listed in the schedule.

3244.3 Review of Bank Statements, Credit Card Statements and Account sheets for June.

Cllr. Bunn confirmed that he had reviewed the documents and found them to be reconciled correctly.

3244.4 Bank Account Signatories – It was confirmed that the changes to the mandate have been activated.

3244.5 Grants/Expenditure Updates

a) Goal posts

Ongoing See information Min Ref: 3247.1 re: approach from Maldon & Tiptree U8's to train at Bell Meadow which may open the possibility of re-applying for Football Foundation funding.

b) Memorial Garden Signs – ongoing.

RESOLVED that fundraising could take place at Bell Meadow Day.

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

RESOLVED Cllr. Tompkins will meet with clerk to carry out a site assessment

RESOLVED that councillors seek an oak noticeboard and agreed up to £2450. Costs for fixing will be researched.

### **3245. Other Council Matters (for consideration or report)**

#### **3245.1 Community Engagement Team (CET).**

The May report was noted (12 TruCAM captures). Await June Report.

#### **3245.2 Hoe Mill Lock**

Information was received with regards to a meeting with various agencies, organised by MDC CET to discuss concerns. Including consideration of Clear Way (as they have at Papermill Lock now) and possibility of CCTV. Community Safety Event with various agencies in attendance including MDC CET, Maldon Town Police Team, Essex Waterways and South Essex Parking Partnership due to take place on Saturday 27<sup>th</sup> July.

RESOLVED to support measures although query the relevance of a Clear Way on the Woodham Walter side.

RESOLVED that Cllr. Brown and Clerk will attend next virtual meeting.

RESOLVED Clerk and if possible, Councillor's will attend Community Safety Event on 27<sup>th</sup> July. 11am-1pm including a Litter pick.

#### **3245.3 Woodham Walter Common – Essex Wildlife Trust (EWT) – There were no updates.**

#### **3245.4 Climate Action. To consider any updates.**

It was reminded that an owl box is to be purchased for Bell Meadow.

#### **3245.5 Allotments Report. To follow up with the committee and the possibility of providing a suitable excel spreadsheet for the treasurer. It was also noted with concern that some produce had recently been stolen from the allotments.**

#### **3245.6 Clerks Training Day – The Clerk reported that she had attended the SLCC Annual Training Day. Including**

- Presentation on Martyn's Law. (it was noted that if/when this becomes legislation it could have some impact on events at Bell Meadow/village hall)
- Notification of new website rules WCAG2.2AA from October 24.
- Kompan Playground Maintenance

#### **3245.7 Community Shop Meeting – Cllr. Symons reported on the social supermarket/food club initiative which is being organised by the Maldon CVS in locations such as Heybridge and Southminster.**

#### **3245.8 Maldon Town & Parish Council Forum – 23<sup>rd</sup> July, 1300-1500.**

RESOLVED Cllr. Tompkins to attend with Clerk.

#### **3245.9 MDC Website – Councillor information updates noted**

#### **3245.10 Party Tents – It was noted that several bookings had been taking place. The Clerk had replaced some of the bungees and more tent pegs are required. Cllr. Bunn to advise on size of required screws.**

### **3246. Highways, Transport & Infrastructure (for consideration or report)**

#### **3246.1 Various matters on-going as detailed in the Highways log.**

#### **3246.2 Report of speeding traffic almost causing collision with pedestrian at Church hill and the request for traffic calming.**

RESOLVED there was no support for speed bumps. It was expected that other measures (such as a chicane) would require street lighting but this will be checked.

### **3247. Local Issues (for consideration or report)**

#### **3247.1 Bell Meadow & Memorial Garden**

##### **a) Football Goals**

To consider request from Maldon & Tiptree U8's to train at Bell Meadow. It was noted that this would open us up to re-apply to the Football Foundation for the funding which was previously refused as we did not have any formal FA registered training.

RESOLVED Councillors support the request in principle. Various points including no parking on Memorial Garden and no pitch lines. A fee of £10 per session (expected to be once/week). Sign to notify other users of timing and that dogs are requested to be on leads during sessions. Clerk to arrange meeting to discuss further.

##### **b) Playground Report**

Noted that screws had been tightened & additional nuts fixed to bench base.

##### **c) Bell Meadow**

RESOLVED to carry out summer tree survey. Cllr. Warren/Clerk to meet.

##### **d) Memorial Garden – no information to report.**

3247.2 Footpaths Report – Cllr. Warren to reported that the Maldon Ramblers had cleared footpaths FP 14 (Church to Wilderness), FP 36 (Stream to Wilderness). FP 22 (to the Mill) . They will also carry out works to FP 33 (new path to canal) and FP 23 (behind Cats). ECC Public Rights of Way officer had repaired the bridge on FP 36 but the bridge will be replaced in the Autumn. They had also cleared a tree to reveal the sign on FP 5.

3247.3 School Report – Representative on Governing Body –Cllr Symons – Reported that works are due to start to replace the demountable building. Ofsted are expected to visit in the new academic year. The School choir had attended Walter’s Café. The School fete was held. Investigations are ongoing with regards to changing to a multi-academy trust.

3247.4 Crime Reports/Neighbourhood Watch Report.  
 a) Various general reports and newsletters shared (None specific to WW)  
 b) Noted produce had been stolen from allotments.

3247.5 Litter – none reported

3247.6 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)
- The school choir would like to attend towards Christmas.

3247.7 Bell Meadow Village Association – To receive updates. To consider Parish Council attendance.

- Noted that the PROW officer had advised that the cost of a Temporary Traffic Regulation Order is in the region of £1300 and takes 8-12 weeks. The committee will use temporary fencing instead.
- RESOLVED to attend Bell Meadow with information about the Neighbourhood Plan. Also some fundraising for the Memorial Garden signs.

**3248. 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

**3249. Points of Information/Items for future agenda**  
 None.

**3250. 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 meet 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.

3251. The Chairman closed the meeting at 10.25pm.

Signed

Dated