

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 14th October 2024

Present:

Cllr. John Brown (Chairman)

Cllr. James Rushton

Cllr. John Tompkins

Cllr. Joanna Symons

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

County Councillor Jane Fleming (in attendance 8.45pm-9.05pm)

Public: 1: (in attendance until 8.06pm)

3271. Welcome Cllr. Brown welcomed those present to the meeting. No one present declared that they wished to record the meeting.

3272. To report, approve and record apologies for absence.

RESOLVED to accept apologies from Cllr. James Bunn and District Councillor Simon Morgan

3273. Disclosure of Interests/Consideration of Dispositions 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. Joanna Symons declared a non-pecuniary ORI as she is a Member of the Women's Club.

3274. Public Forum

There was one member of the public present who commented on the previous minutes ref: 3256 as they wanted to note that the klargester referenced is maintained more regularly than necessary and the issue is not caused by them. The fault lies in very old pipes. They also asked if there was any update on enforcement queries raised.

The Clerk confirmed that other than receiving reference numbers, no further updates had been received from Maldon District Council.

The member of the public then left the meeting room.

3275. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 9th September 2024.

RESOLVED to accept the minutes as a true and accurate record of the meeting held on Monday 9th September 2024 and they were duly signed by the Chairman.

3276. Matters Arising - Progress report (not for resolution)

3276.1 The report compiled by the Clerk was noted. Matters for report were contained within the agenda.

3277. Woodham Walter Women's Club

To receive report and information from Woodham Walter Women's Club and consider their proposal that the Parish Council act as Sole Trustee for the Woodham Walter Women's Club.

RESOLVED that this item be deferred to the November meeting as legal advice and information is awaited.

3278. Planning – APPLICATIONS RECEIVED (for consideration or report)

3278.1 There were no planning applications received.

3279. Planning – DECISIONS (for consideration or report)

3279.1 24/00546/PN

Land adj Highfields, Bassetts Lane

ALLOWED

Prior notification of a temporary recreational campsite on the following dates 27-29th June 2025, 4-6, 11-13, 18-20, 25-27 July 2025, 1-31 August 2025, 05-07, 12-14, 19-21, 26-28 September 2025.

WWPC: Comment (12/09/24)

Construction of single storey side and two storey side and rear extensions. Extensions to first floor to include balcony. Alterations to fenestration. New patio including swimming pool and pergola. Single storey side extension to outbuilding including alterations to fenestration, installation of solar panels and EV charger(s)
WWPC: Comment (11/09/24)

Councillors noted that the officer's report was comprehensive and useful.

Await Decisions

3279.3 24/00563/VARM

The Warren Lodge Park, Herbage Park Road

Proposal - Variation of condition 5 on approved planning permission 15/00590/FUL (Variation of condition 3 on approved planning permission FUL/MAL/11/00953 (Proposed addition of 26 new timber holiday lodges plus associated infrastructure within the existing Herbage Park Holiday Park) Variation: holiday accommodation occupancy period, and Variation of condition 2 on approved planning permission FUL/MAL/05/00798 (Change of use of disused gravel pit to site for 48 holiday lodges with formation of associated access tracks, landscaping and construction of central administrative and facilities building - Variation: holiday accommodation occupancy period.) This application seeks a variation of Condition 5 to allow the siting of a single storage shed for each lodge.

WWPC: Object (12/09/24)

Appeal Decisions Awaited

3279.4 23/00154/LDE

Annexe at Guys Farm, Manor Road

WWPC Response No Comment

Remains outstanding – Final comments April 2024

3279.5 23/000521/OUT

Land North of Top Road

WWPC Response Object (additional response sent 13/06/24)

3280. Other Planning Matters (for consideration or report)

3280.1 Enforcement – There were no updates to report.

3280.2 Woodham Walter Neighbourhood Plan.

- (a) Neighbourhood Area –MDC consultation. Due to an administrative error by MDC, the consultation deadline has been extended to 5th December 2024.
- (b) Any other updates - With the new deadline in mind it will probably be into the new year before any work can be done. Cllr. Tompkins is mindful that more volunteers will be needed and he plans to place an advert in the December Parish news and village email.

3280.3 Tree Preservation Order No.17/24 East of The Causeway, Ulting TL80910833

T1 Oak Notification received of provisional TPO made by the council on 20th August 2024 - CONFIRMED

3280.4 Campsite Legislation

To consider correspondences from MHCLG, RCCE, Priti Patel MP and copy of letter from MDC.

It was also noted that any future Neighbourhood Plan could take the points raised into consideration. It was also agreed that it would be up to neighbouring residents to put a case together to request an Article 4 Direction for individual sites and information will be forwarded to those that have expressed an interest. The Parish Council could then consider whether or not they support their proposal.

RESOLVED to write back to Priti Patel MP to put additional arguments to her. It is the principal of the legislation which we are concerned about not Article 4 directions for individual locations.

3281. To receive reports of the County and District Councillor's.

District Cllr. Morgan had sent the following report:

1. Doug Wilkinson, the new CEP started today.
2. We have made a robust response to the NPPF consultation.
3. We are looking to have an initial draft of the new LDP ready in the New Year
4. The report on the future of St. Peters has been delayed for 6 months.

County Cllr. Fleming reported that the deadline for the latest Member Led Highways scheme is approaching and she was asked why the Herbage Park Road and Old London Road potholes had not yet been attended to. She will also report a

large pothole on Manor Road. She had met with MP's, bus operators and user group and Community 360 Transport to discuss various issues and make attempts to improve services. Community 360 are due to start a new service on the Dengie with 2 new lease vehicles. More details to follow.

3282. Financial Matters (for consideration or report)

3282.1 To receive the Summary of Accounts to date. This includes transactions since September meeting.

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
31-Aug-24	Balance				45,814.66
10-Sep-24	Transferred to current account (September debits)			1,200.00	44,614.66
30-Sep-24	Interest Received (CR#19)		322.47		44,937.13
14-Oct-24	Transferred to current account (October debits)			6,800.00	38,137.13
					38,137.13

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
31/08/2024	Balance				979.01
09/09/2024	Income from Party Tent Hire (Inv. 19 CR#18)		50.00		1,029.01
10/09/2024	Transfer from Instant Access Account (September Debits)		1,200.00		2,229.01
11/09/2024	September Debits (#84, #91,#93-94)			944.64	1,284.37
13/09/2024	September Debits (#85)			110.60	1,173.77
16/09/2024	September Debits (Barclaycard #86-89)			58.36	1,115.41
17/09/2024	September Debits (#82)			25.20	1,090.21
17/09/2024	Income from Party Tent Hire (Paid twice in error Inv. 19 CR#20)		50.00		1,140.21
18/09/2024	September Debits (#83)			57.60	1,082.61
26/09/2024	September Debits (#90)			23.44	1,059.17
30/09/2024	Bank Charges (#114)			18.00	1,041.17
07/10/2024	Income from Bell Meadow Day/Book Marks (#CR 21)		55.16		1,096.33
14/10/2024	Transfer from Instant Access Account		6,800.00		7,896.33
14/10/2024	October Debits (#92-122)			6,828.05	1,068.28
					1,068.28
			8,155.16	8,065.89	1,068.28

RESOLVED to accept the summary of accounts including the noted updates since the agenda had been issued.

3282.2 Summary of Payments for October.

Ref:	October	Payee	Method	Net	VAT	Gross
#92		Harry Stebbing Noticeboards	BACS	1,894.00	378.80	2,272.80
#95		A&J Lighting Solutions	DD	21.00	4.20	25.20
#96		Npower	DD	58.97	2.95	61.92
#97		Mrs J Bannerman (Salary/Allowance)	BACS	930.12	-	930.12
#98		Nest Pension (Employer £64.26 Employee £102.81)	DD	167.07	-	167.07
#99-111		Barclaycard	DD	492.90	59.64	552.54
#112		Topsources Worldwide Uk Ltd (Eslipe) Payroll	DD	19.53	3.91	23.44
#113		Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#114		Unity Trust Bank (Charges)	DD	18.00	-	18.00
#115		HMRC (1/4ly payment)	BACS	570.54		570.54
#116		Glen Opie (Refund overpayment party tents)	BACS	50.00	-	50.00
#117		Cloud Next Ltd (Email and Website Hosting)	BACS	149.99	29.99	179.98
#118		Cloud Next Ltd (Email and Website Hosting)	BACS	14.99	2.99	17.98
#119		Maldon District Council (Community Engagement Team)	BACS	637.05	127.41	764.46
#120		Skippers Ground Maintenance (SI-8351)	BACS	330.00	66.00	396.00
#121		skippers Ground Maintenance (SI-8352)	BACS	500.00	100.00	600.00
#122		Skippers Ground Maintenance (SI-8353)	BACS	140.00	28.00	168.00
		Total		6,024.16	803.89	6,828.05

Date	Barclaycard Payments (September Statement)	Net	VAT	Gross
24/08/2024	Fasthosts (Mailbox Clerk) (#99)	7.05	1.41	8.46
27/08/2024	RSPB (Owl box) (#100)	130.00	-	130.00
30/08/2024	Amazon (Party Tent Renewals) (#101-103)	62.42	12.49	74.91
02/09/2024	Fasthosts (Mailbox) (#104)	35.54	7.11	42.65
04/09/2024	Amazon (Stickers) (#105)	5.82	1.17	6.99
03/09/2024	Amazon (Paper/Ink Cartridge) (#106-107)	75.37	15.07	90.44
04/09/2024	Blackwater Printing (BM Day/Walters) (#108)	42.00	8.40	50.40
06/09/2024	B&Q (Storage boxes for Party Tents) (#109)	13.34	2.66	16.00
18/09/2024	Tesco (Walter's Refreshments) (#110)	5.10	-	5.10
19/09/2024	Amazon (Ink Cartridge B&W) (#111)	56.62	11.33	67.95
		433.26	59.64	492.90
Date	Barclaycard Payments (October Estimate)	Net	VAT	Gross
01/10/2024	Fasthosts (Final Bill) tbc			
17/10/2024	Tesco (Walter's Refreshments) (ESTIMATE)	10.00	-	10.00
		10.00	-	10.00

RESOLVED to accept the payments as set out in the payment schedule including the updates since the agenda had been issued.

3282.3 Review of Bank Statements, Credit Card Statements and Account sheets for September.

It was reported that Cllr. James Bunn had reviewed the sheets and found them to be reconciled correctly.

3282.4 To review the Forecast Financial Report to 31/03/2024. It was noted that the budget is broadly in line with expectations. The Clerk will provide a statement of balances report to councillors.

3282.5 Bank Account Signatories – to report any updates and adopt Banking Policy.

The bank account signatories details have been submitted to Unity Trust Bank and we await confirmation of the changes.

RESOLVED to adopt the updated Banking Policy.

3282.6 Grants/Expenditure Updates

RESOLVED to apply to the Bell Meadow Village Association for funding towards goal posts and/or memorial garden signage. Cllr. Rushton to investigate any other grants for memorial garden signage.

3282.7 Macmillan Coffee Morning – it was reported that £222.30 cash raised had been paid directly to the charity. Along with Just Giving donations the final total raised was £277.30

3283. Other Council Matters (for consideration or report)

3283.1 Community Engagement Team (CET).

- August report was noted. Councillors felt that more time within the contracted hours should be devoted to TRUcam.
- Await September Report. To be chased up.
- Email asking if any additional hours are required for TruCAM next year? Councillors agreed that the existing contract of 5 hours was suitable.

3283.2 Hoe Mill Lock

- It was noted that a new Community Safety Grant programme may be useful
- It was noted that Cllr. Brown will attend virtual update meeting in November

3283.3 Woodham Walter Common – Essex Wildlife Trust (EWT) – There were no updates.

3283.4 Climate Action. Cllr. Rushton reported that Sustainable Danbury had hosted an event in Danbury with advice and information.

3283.5 Allotments Report.

- To receive report from Cllr. Rushton/Clerk
Cllr. Rushton and Clerk met with Jane Weedon (Allotments Association (AA) Chair/Treasurer) and Sue Cummings (AA Secretary) to discuss the current agreements and working relationship. A number of documents are in need

of review and update/creation including Agreement with landowner, Agreement with Parish Council and Allotments association (needs creating), AA constitution (needs updating), Tenancy agreement (needs updating) and accounts (needs independent examination). The plan is to get all these things in place prior to the next AA AGM in March.

3283.6 gov.uk To confirm that the domain provider has been changed

3283.7 Party Tents

a) To confirm the school have hired the tents for an extended period

3283.8 Parish Councillor Vacancy – It was reported that MDC have instructed that the Parish Council may co-opt a new member. Advertisement has been placed on noticeboard, website, village email and Parish Magazine. Deadline for applications 4th November. It is hoped that a new councillor will be appointed at the November meeting.

3283.9 Broadband in Women's Club Room – to consider ways in which a broadband connection can be achieved

It was agreed that connection is becoming more and more relevant for the Parish Council and that the meeting will function better if this could be achieved.

RESOLVED to provide an additional £10/month to the Women's Club to help share the costs.

3283.10 Duke of Edinburgh Volunteer – noted that a new volunteer has taken on the role.

3283.11 Dispensations/Interests – to consider options under certain circumstances. Advice/Training.

Where an authority considers a dispensation is in the interests of residents, it can be agreed by the Clerk/Council. There are occasions where councillors have membership of other village organisations, so no direct pecuniary benefit and it would therefore be in the best interests of the community for that councillor to remain in the meeting room with non-voting rights, but with the ability to take part in the discussion and offer advice and information.

RESOLVED to draft update to Standing Orders and consider at next meeting. Also to check the advice/training available.

3283.12 Parish & Town Forum – Thursday 5th December 2-4pm, Maldon Town Hall

RESOLVED the Clerk will attend along with councillor representative if possible.

3283.13 Chelmer Valley Landscape Group – to consider if the Parish Council should be represented on this committee.

They are setting up as a Charitable Incorporated Organisation and are the amalgamation of the Area of Outstanding Natural Beauty and Danbury Landscapes Groups. They have invited Parishes adjacent to the Chelmer Valley to attend and are also looking for Trustees.

RESOLVED that the Parish Council will send a representative to the meetings as it is considered important to be included. The first meeting is on 5th December.

3284. Highways, Transport & Infrastructure (for consideration or report)

3284.1 Various matters on-going as detailed in the Highways log.

3284.2 Street Lights – To consider which lights to replace as part of the upgrade to LED

RESOLVED to replace as and when issues arise, the budget will be earmarked and carried over if not required during the year.

3284.3 Traffic Calming – on-going

3284.4 Hedges – Herbage Park Road/Little Baddow Road – notification that Highways have instructed landowner to cut hedges – this work has now taken place.

3284.5 Drainage – Church Hill – noted that the drains were cleared

3284.6 Water Leak opp The Bell – the pipe burst and ESW attended to fix again and reinstated with grass seed. It is hoped that the hedge will survive as they tried to dig under the roots rather than removing. Monitor.

3284.7 Salt Bin at Bassetts Lane Junction – another request from local resident. Cllr. Fleming has made application to Local Highways Panel (who have no budget remaining so a long wait expected.) Local resident has been offered salt stocks from Parish Council Salt Partnership Programme but has not so far found volunteer. Risk Assessment information has been supplied.

3284.8 Maldon Half Marathan – local resident complaint at lack of notice, difficulty using roads due to number of runners and paint used to mark road at Cut-a-Thwart junction (paint remains).

Councillors thought that there would be no obligation for organisers to notify. No action. Cllr Tompkins will speak to a contact for more information.

3284.9 Complaint from local resident with regards to over grown hedges along Spring Elms Lane. It was agreed that advice with regards to hedge maintenance should be shared via the village email. Where significant issues exist reports can be made with Highways.

3285. Local Issues (for consideration or report)

3285.1 Bell Meadow & Memorial Garden

(a) Football Goals

- Maldon & Tiptree U8's to train at Bell Meadow. No further contact received.
- Offer to weld broken post – liaison with Cllr. Bunn
- Consider how to fund goal posts. We have £1160 in the budget. The cost of the selected goals has increased to £2599.99 + £195 delivery.
The goals are in need of replacement.
RESOLVED to ask for donations from local residents, apply to the Bell Meadow Village Association for funds and then take a vote at the next meeting to increase the budget so that the goals can be purchased.

(b) Playground Report

- It was reported that the gates closers are faulty.

(c) Bell Meadow

- Tawny Owl box purchased has now been erected by Skippers. Concern expressed that the ash tree could be suffering from signs of Ash dieback. To make enquiries.
- Sticks by hedge – councillors were pleased to see that these were removed again and wild flower sign installed.

(d) Memorial Garden

- Water Leak opp Bell reported to ESW – Burst pipe was fixed. Clerk liaised with ESW.

3285.2 Footpaths Report – Cllr. Warren reported that Bridleway 10 (Redgates to Twitty Fee) had been improved by volunteer working parties. FP36 (The Street to woods) the bridge is due to be replaced next week. The wobbly stile at Crossways has been removed.

3285.3 School Report – Representative on Governing Body –Cllr Symons reported that the new Head Teacher Mrs Dennis is in position with Mrs Roach as Executive Head. Works towards joining a Multi-Academy Trust are on-going. Building works are nearing completion. Cllr. Symons is working with the school on Spelling and Grammar.

3285.4 Crime Reports/Neighbourhood Watch Report.

(a) Various general reports and newsletters shared

(b) Continued reports of suspicious young men with hoodies/face coverings and electric bikes seen around village. Reports of suspicious behaviour or dangerous driving should be reported to the Police.

3285.5 Litter – none

3285.6 Walter's Third Thursday Community Café

- Thursday 19th September – a Macmillan Coffee Morning from 10-12. £277 raised. Thanks to helpers and visitors.
- Thursday 17th October – Police Community Safety Officer – including FREE personal safety merchandise.

3285.7 Bell Meadow Village Association – To receive any updates It was reported that the event had made a good profit and the committee are looking at how this can be distributed to local organisations.

3285.8 Woodham Walter Village Hall Association – it was noted that a date had been set for an Extra Ordinary Meeting along with the AGM regarding trustees to be held on 24th October at 7.30pm.

3286. 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) Danbury Eco Day	d) Maldon Transport
e) EALC County Updates	e) Maldon Members Bulletins
f) Warbler	g) Village News & Events

3287. Points of Information/Items for future agenda None

3288. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council Meeting – Monday 11th November 2024 at 8pm in Woodham Walter Women's Club.

3289. The Chairman closed the meeting at 10.05pm.

Signed

Dated