

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 11th November 2024

Present:

Cllr. John Brown (Chairman)

Cllr. James Rushton

Cllr. James Bunn

Cllr. John Tompkins

Cllr. Joanna Symons

Others: Jacky Bannerman (Parish Clerk)

Emel Fowler (Candidate/Newly appointed Parish Councillor) (in attendance until 9.40pm)

District Councillor Simon Morgan (in attendance until 8.32pm)

Public: 3: (in attendance until 8.30pm)

3290. Welcome Cllr. Brown welcomed those present to the meeting. No one present declared that they wished to record the meeting.

3291. To report, approve and record apologies for absence.

RESOLVED to accept apologies from Cllr. Peter Warren and County Cllr. Jane Fleming.

3291. 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. Joanna Symons declared a non-pecuniary ORI as she is a Member of the Women's Club.

There were no other interests declared and the register was duly signed. See also Minute ref: 3295

3292. Public Forum

There were 3 members of the public present. Two wanted to observe the meeting and had no comments. One commented that they were interested in hearing deliberations on the Planning for a Forestry building at Meadows Barn as they may be interested in considering a similar development.

3293. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 14th October 2024.

RESOLVED to accept the minutes as a true and accurate record of the meeting held on Monday 14th October 2024 and they were duly signed by the Chairman.

3294. Matters Arising - Progress report (not for resolution)

3294.1 The report compiled by the Clerk was noted. Matters for report were contained within the agenda.

3295. Parish Councillor Vacancy To consider applicants for co-option to the council.

Mrs Emel Fowler had been the only applicant. She was invited to address members and gave a brief introduction and summary of the reasons she would like to be considered for the position.

Councillors then voted unanimously to co-opt Mrs Fowler to the position of councillor. The Declaration of Acceptance of Office form was signed by Cllr. Fowler and the Parish Clerk confirmed receipt.

The Clerk will carry out relevant duties such as notifying Maldon District Council, updating the website and provide an email address and login details for the council onedrive. Cllr. Fowler will be sent a link in order that she can submit her Declaration of Interests prior to the next meeting.

Cllr. Fowler declared a DPI with regards to Planning Application HOUSE/MAL/24/00715 at 4 Lodge Farm as land within her spouse's ownership is adjacent. Cllr. Fowler also declared a DPI with regards to Footpath 16 which is across land within her spouse's ownership. The register was duly signed.

3296. 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.

Cllr. Symons reported that some historic paperwork had been found by a Maldon Solicitor and that further research is required.

RESOLVED that this item be deferred to future meeting dependent on outcome of advice.

3297. Planning – APPLICATIONS RECEIVED (for consideration or report)

3297.1 HOUSE/MAL/24/00715 4 Lodge Farm Cottages, Old London Road
Two storey side link extension to existing garage, conversion of garage including alterations to garage roof height and fenestration alterations.

Cllr. Fowler having declared an interest left the meeting room during the discussion.

RESOLVED to support the application.

Cllr. Fowler returned to the meeting room.

3297.2 AGR/MAL/24/00860 Meadows Barn, Bassetts Lane
Prior notification for forestry storage building.

RESOLVED to write with the same response as the previous similar application and support officers comments. Councillors noted it will be down to MDC to decide if the application meets with the legislation.

3298. Planning – DECISIONS (for consideration or report)

3298.1 24/00563/VARM The Warren Lodge Park, Herbage Park Road APPROVE(NW)
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

3298.2 23/00154/LDE Annexe at Guys Farm, Manor Road
WWPC Response No Comment
Remains outstanding – Final comments April 2024
3298.3 23/000521/OUT Land North of Top Road
WWPC Response Object (additional response sent 13/06/24)

3299. Other Planning Matters (for consideration or report)

3299.1 Enforcement – A request has been made for updates.

3299.2 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. Consequently, there is also a delay to MDC decision.

RESOLVED to write and convey concern at the impact of the delay and query if the statutory deadlines will be met. Agreed to forward information to Cllr. Morgan.

3299.3 Campsite Legislation – no updates

3300. To receive reports of the County and District Councillor's.

District Cllr. Morgan reported that the new Chief Executive is in position; considering impact of devolution, a white paper is expected shortly; Boundary review is underway; likely increase in council tax of 2.99% next year.

Members of the public then left the meeting room.

Cllr. Morgan then left the meeting room.

3301. Financial Matters (for consideration or report)

3301.1 To receive the Summary of Accounts to date. This includes transactions since October meeting.

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
15-Oct-24	Balance				38,137.13
11-Nov-24	Transferred to Current Account (November Debits)			1,200.00	36,937.13
					36,937.13

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
15/10/2024	Balance				7,871.13
16/10/2024	October Debits (#92, #97, #99-111, #113, #115-122,			6,472.78	1,398.35
17/10/2024	October Debits (#96)			61.92	1,336.43
18/10/2024	October Debits (#98)			167.07	1,169.36
28/10/2024	October Debits (#112)			23.44	1,145.92
31/10/2024	November Debits (#130)			5.40	1,140.52
11/11/2024	Transfer from Instant Access Account (November Debits)		1,200.00		2,340.52
11/11/2024	November Debits (#123-129, 131-132)			1,216.35	1,124.17
			1,200.00	7,946.96	1,124.17

3301.2 Summary of Payments for November. Noted amendments.

Ref:	October	Payee	Method	Net	VAT	Gross
#123	A&J Lighting Solutions	DD		21.00	4.20	25.20
#124	Npower	DD		64.60	3.23	67.83
#125	Mrs J Bannerman (Salary/Allowance/Backpay)	BACS		869.50	-	869.50
#126	Nest Pension (Employer £59.50 Employee £95.21)	DD		154.71	-	154.71
#127	Barclaycard	DD		4.67	-	4.67
#128	Topsource Worldwide Uk Ltd (Eslip) Payroll	DD		19.53	3.91	23.44
#129	Woodham Walter Village Hall (Walter's)	BACS		30.00	-	30.00
#130	Unity Trust Bank (Charges) (October)	DD		5.40	-	5.40
#131	Unity Trust Bank (Charges) (November)	DD		6.00	-	6.00
#132	Royal British Legion (Poppy Wreath)	BACS		35.00	-	35.00
	Total			1,210.41	11.34	1,221.75

Date	Barclaycard Payments (October Statement)	Net	VAT	Gross
16/10/2024	Tesco (Walter's Refreshments)	4.67	-	4.67
		4.67	-	4.67
Date	Barclaycard Payments (November Estimate)	Net	VAT	Gross
19/11/2024	Tesco (Walter's Refreshments) (ESTIMATE)	5.00	-	5.00
		5.00	-	5.00

3301.3 Review of Bank Statements, Credit Card Statements and Account sheets for October.

Cllr. Bunn confirmed that he had reviewed the sheets, found them to be reconciled correctly and duly signed.

3301.4 2025/26 Budget

RESOLVED to begin considerations. Clerk will provide draft budget statement at the December meeting including consideration of Neighbourhood Plan and additional costs for broadband in Women's Club. Councillors to consider any other budget items. The budget and precept request will be ratified at the January meeting.

3301.5 Bank Account Signatories – it was reported that the updated mandate had been confirmed.

3301.6 Grants/Expenditure Updates

(a) Grant application received from WM&H Parish News. To consider in principle if the council would like a full application in order that this could be put in the 2025/26 budget.

Councillors were sympathetic to request and asked for a full application to be submitted.

RESOLVED to request full application.

(b) Grant application made to Bell Meadow Village Association (Football Goals/Memorial Garden Signs) Decision expected in December.

3302. Other Council Matters (for consideration or report)

3302.1 Community Engagement Team (CET).

a) New Style report noted for September. Await October.

3302.2 Hoe Mill Lock

Cllr. Brown report on update meeting held including MDC CET, Essex Waterways, Police and Langford & Ulting Parish Council. The temporary heras fencing at the Hoe Mill lock appeared to have worked well to deter visitors and parking issues had also been reduced. Essex Waterways are therefore looking at a more permanent fencing solution which is sympathetic to the location. There had also been a reduction in anti-social behaviour. It was also reported that an application has been submitted to the PFCC for portable CCTV grant funding. Langford & Ulting Parish Council has applied to extend the double yellow lines to alleviate issues for passing traffic.

However, some of the issues (anti-social behaviour, parking issues, littering etc) appear to have moved to other locations such as Rushes Lock (the lock is in Woodham Walter but the access/parking is via Bumfords Lane). A request for supplementary funding for additional CET patrols was discussed but councillors RESOLVED that they did not support this request.

3302.3 Woodham Walter Common – Essex Wildlife Trust (EWT) There were no matters for report.

3302.4 Chelmer Valley Landscape Group – it was noted that minutes to a previous meeting had been shared.

3302.5 Climate Action – There were no matters for report.

3302.6 Allotments Report – actions are ongoing.

3302.7 Broadband in Women's Club Room – Noted that this has now been installed.

RESOLVED to arrange additional funding to cover 6 month period to next grant.

3302.8 Dispensations/Interests – Standing orders being drafted.

3302.9 Parish & Town Forum – Thursday 5th December 2-4pm, Maldon Town Hall. Clerk will share agenda.

3302.10 Payroll – notification of significant increase in charges from £19.53 to £59 per month.

RESOLVED to consider alternatives such as HMRC's Basic PAYE tools.

3303. Highways, Transport & Infrastructure (for consideration or report)

3303.1 Various matters on-going as detailed in the Highways log. It was noted that pothole repairs are expected to be done on 18th November – await to see which ones.

3303.2 Salt Bin at Bassetts Lane Junction – Cllr. Fleming reported that there is no funding available.

Discussion concluded that councillors do not support the purchase of a salt bin. Salt stocks have been offered if a volunteer can be found. Subject to budget constraints the Parish Council may ask Skippers to grit this area during severe weather.

3303.3 PROW informal consultations

Cllr. Fowler having declared an interest left the meeting room during the discussion.

Agenda item 15.3 was 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)).

Full minutes are contained within confidential appendix.

RESOLVED to write with no objections.

3303.4 Rough Sleeper Count – 13th November.

Councillors had no evidence of rough sleeping in the parish recently. This will be confirmed and reported after night of 13th November.

3304. Local Issues (for consideration or report)

3304.1 Bell Meadow & Memorial Garden

(a) Football Goals

- Maldon & Tiptree U8's confirm that they are no longer interested in training at Bell Meadow as they have been offered facilities at The Plume School.
- Consider how to fund goal posts. We have £1160 in the budget. The cost of the selected goals is currently £2599.99 + £195 delivery. Application made to Bell Meadow Village Association await decision (expected December). Request for funding from residents to go in December Parish magazine and village email.

(b) Playground Report

- Gate closers have been fixed. Monitor. Cllr. Brown to replace screw which appears to be working loose.

(c) Bell Meadow – There were no issues to report.

(d) Memorial Garden – There were no issues to report.

3304.2 Footpaths Report – Cllr. Peter Warren reported:

The rotting footbridge over the stream on FP36 has been replaced by a volunteer work party from Maldon & Dengie Ramblers. The bridge is now a little higher than the old one and I have asked if a step could be installed at its western end.

In the same vicinity there is a large clump (10m x 5m) of Japanese Knotweed growing on the north bank of the stream on the fork of land between FP36 and FP19. This needs to be thoroughly eradicated when the land ownership has been determined.

A waymark post on FP29, 100m from Curling Tye Lane, has rotted and fallen over. Reported to ECC.

3304.3 School Report – Representative on Governing Body –Cllr Symons reported that Ofsted visited the school and they await the results of the inspection. She continues to work with the school on their Spelling, Punctuation and Grammar and Personal Development policies. The school choir are looking forward to attending Walter’s Café on 21st November. The school will also be supporting the Village Christmas Tree Event on 6th December. It was noted that the official opening of the new classroom is on 28th November. Cllr. Tompkins reported that he will engage with the school with regards to the Neighbourhood Plan.

3304.4 Crime Reports/Neighbourhood Watch Report.

- (a) Various general reports and newsletters shared
- (b) Queen Vic – attempted burglary

3304.5 Litter – none

- (a) Litter pick along Little Baddow Road completed thanks to local resident after hedge cutting exposed a significant quantity of litter.

3304.6 Walter’s Third Thursday Community Café

- Thursday 17th October – Police Community Safety Officer – including FREE personal safety merchandise.
- Thursday 21st November - Sharon Robinson (Community Projects Officer) MCVS, Luke Foss - Community Safety Officer & PC Smith (National Anti Social Behaviour Week) (10-11am), Imogen Kay - MDC Energy Champions coordinator School Choir Visit (11am)
- Thursday 19th December – Guests tbc

3304.7 Woodham Walter Village Hall Association – The Public Meeting and AGM had successfully appointed 3 new trustees who are in the process of hand over and updating various policies and procedures. The first event of the new committee is a Christmas Tree Lighting Event on Friday 6th December from 4.30-6.30pm. It is hoped that a new fresh approach will revitalise the Village Hall as an important asset for the community. The 3 new Trustees are Dalen Smart (Chair), Richard Sandlan (Secretary) and Jacky Bannerman (Treasurer). There are also several volunteers who have already come forward to help and this is encouraged.

3305. 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) EALC County Updates	d) Maldon Members Bulletins
e) Warbler	e) Village News & Events
f) MDC Carer & Skills support info	g) Santa Fun Run

3306. Points of Information/Items for future agenda

3307. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council Meeting – Monday 9th December 2024 at 8pm in Woodham Walter Women’s Club.

3308. The Chairman closed the meeting at 9.45pm.

Signed
Dated