

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 9th December 2024

Present:

Cllr. John Brown (Chairman)

Cllr. James Rushton

Cllr. James Bunn

Cllr. Emel Fowler

Cllr. John Tompkins

Cllr. Joanna Symons

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

County Councillor Jane Fleming (in attendance 9.00-9.10pm)

Public: None

3309. Welcome Cllr. Brown welcomed those present to the meeting.

3310. To report, approve and record apologies for absence

Apologies were received from District Cllr. Simon Morgan and District Cllr. Mark Durham

3311. 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 an NRI with regards to the planning application at The Shrubbery (24/00870 & 24/00871) as she is a neighbour.

Cllr. Emel Fowler declared an NRI with regards to any discussions involving Lodge Farm or surrounding properties/land as she and her spouse is the owner / neighbour.

There were no other declarations made and the register was duly completed.

3312. Public Forum There were no members of the public present.

3313. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 11th November 2024.

The minutes were approved as a true record of the meeting and duly signed.

3314. Matters Arising - Progress report (not for resolution)

3314.1 The report compiled by the Clerk was noted. Matters for report are contained within the agenda.

3315. Planning – APPLICATIONS RECEIVED (for consideration or report)

3315.1 24/00870/HOUSE & 24/00871/LBC The Shrubbery, Curling Tye Lane

Single storey garden room to rear, replacement porch, alterations to windows on north elevation and removal of existing rooflight with addition of new rooflight. Insertion of two new dormer windows, removal of flue with internal alterations to ground floor kitchen and sitting room and to first floor bedrooms and bathrooms.

RESOLVED to support the application subject to the Conservation Officer comments. Councillors agreed that it was a good scheme

3315.2 24/00898/LDP

2 Hawkins Farm Cottages, Little Baddow Road

Claim for Lawful Development Certificate for a proposed rear flat roof dormer.

RESOLVED that whilst Councillors understand the limitations for response to a Claim for Lawful Development certificate, they asked that their comments regarding the poor design of the application with the only mitigation being that it is at the rear of the property, be conveyed. It is considered that the full width makes it look out of balance with the rest of the structure and it does not conform with the design requirements of the Woodham Walter Village Design Statement.

3315.3 There were no further application received.

3316. Planning – DECISIONS (for consideration or report)

3316.1 24/00860/AGR Meadows Barn, Bassetts Lane REFUSED

Prior notification for forestry storage building.

Planning Officer's Conclusion & Recommendation

It is concluded that the proposed development is not considered to be permitted development granted by Class E, Part 6, Schedule 2 of the GDPO.

RECOMMENDATION PLANNING PERMISSION IS REQUIRED The proposed development does not fall within the criteria as set out in Class E, Part 6, Schedule 2 of the of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) as the proposed development cannot be considered to be reasonably necessary for the purposes of forestry within the site. Planning permission is therefore required for the building proposed.

3316.2 23/00833/PN Meadows Barn, Bassetts Lane PRIOR APPROVAL NOT REQUIRED

Proposal: Prior notification of a temporary recreational campsite on the following dates:

07/06/2025 to 08/06/2025, 13/06/2025 to 15/06/2025, 20/06/2025 to 22/06/2025, 27/06/2025 to 29/06/2025, 04/07/2025 to 06/07/2025, 11/07/2025 to 13/07/2025, 18/07/2025 to 30/07/2025 and 01/08/2025 to 31/08/2025

It was noted that the above application had been approved and that the officer's report makes reference to there being no response from the Parish Council – but we did not know about the application. It is understood that there is no statutory requirement to consult third parties but previously we have been consulted and have always made a response – especially considering the perceived controversial nature of these applications. We don't believe that the application appeared on the weekly applications list either.

RESOLVED to write and comment that we were not consulted and request that we be informed of any future applications.

3316.3 Appeal Decision Received

23/000521/OUT Land North of Top Road DISMISSED

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

Planning Inspector's Conclusion

The proposal conflicts with the development plan taken as a whole and there are no material considerations, including the Framework, to suggest the decision should be made other than in accordance with the development plan. Therefore, for the reasons given, the appeal is dismissed.

Councillors were pleased to note the Planning Inspectors report and reasons for dismissing the appeal.

3316.4 Appeal Decisions Awaited

23/00154/LDE Annexe at Guys Farm, Manor Road

WWPC Response No Comment

Remains outstanding – Final comments April 2024

3317. Other Planning Matters /Other MDC Matters (for consideration or report)

3317.1 Enforcement – To consider any updates received

Agenda item 9.1 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)).

RESOLVED to note the updates received in the confidential report.

3317.2 Woodham Walter Neighbourhood Plan.

(a) Neighbourhood Area –MDC consultation.

It was noted that the consultation deadline had passed and a formal notification from MDC is awaited. Cllr. Tompkins reported that he had attended the Parish & Town Council Forum at which Policy Officers gave a presentation. There are concerns with regards to the government grant aid of £10k which is to be reviewed. It was noted that Mayland/Maylandsea have included a design guide with their Neighbourhood Area document which is an interesting document which could also be considered by Woodham Walter, it also allows for an additional £8k of funding.

(b) Neighbourhood Area – The draft budget was shared. The project is likely to be a 3 year process including several consultations.

3317.3 Statement of Licensing Policy Consultation response received that as Parish Council are not statutory consultees they cannot automatically be consulted.

RESOLVED to respond that we understand the Statutory limitations but that we would be grateful to be included when technology allows for automated notifications.

3318. To receive reports of the County and District Councillor's.

It was noted that MDC send out regular Members Bulletins with useful information which is shared where relevant.

County Cllr. Fleming reported that she had attended the Parish & Town Council Forum which had been useful and interesting. A Full Council meeting was due to take place at Essex County Council with Devolution being discussed which will potentially include reorganisation at unitary level. An announcement is expected soon. It is unknown what effect this will have on Parish Councils.

The next deadline for Member led submissions for Highways issues is coming up. Clerk to make reports after the roadworks scheduled for this week. Reports can include pavements.

3318. Financial Matters (for consideration or report)

3318.1 To receive the Summary of Accounts to date. This includes transactions since November meeting.

Date	▼	Unity Trust Instant Access Account	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
12-Nov-24		Balance							36,937.13	
10-Dec-24		Transferred to Current Account (December Debits)			-		-		36,937.13	
10-Dec-24		Transferred to Current Account (Memorial garden signs)			-		1,553.91		35,383.22	
10-Dec-24		Transferred to Curren Account (Football Goals)					2,229.99		33,153.23	
									33,153.23	

Date	▼	Unity Trust Current Account	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
12/11/2024		Balance							2,340.52	
13/11/2024		November Debits (#125, 129,132)					934.50		1,406.02	
13/11/2024		Credit (Party Tents Hat Pev CC Inv.21/CR#21)			75.00				1,481.02	
15/11/2024		November Debits (#123, 127)					29.87		1,451.15	
15/11/2024		Credit (Donation Football Goals CR#22)			50.00				1,501.15	
19/11/2024		November Debits (#124)					67.83		1,433.32	
26/11/2024		November Debits (#126,128)					178.15		1,255.17	
28/11/2024		Credit (Bell Meadow Village Assoc. Grant CR#24,25)			745.00				2,000.17	
29/11/2024		Credit (Party Tents WWPS Inv.20/CR#23)			350.00				2,350.17	
30/11/2024		November Debits (#131)					6.00		2,344.17	
02/12/2024		Credit (Donations Football Goals CR#26,27)			195.00				2,539.17	
03/12/2024		Credit (Donation Football Goals CR#28)			100.00				2,639.17	
09/12/2024		Credit (Donation Football Goals CR#29)			50.00				2,689.17	
10/12/2024		Transfer from Instant Access Account							2,689.17	
12/12/2024		Credit (Donatons Football Goals CR#30)			50.00		-		5,378.34	
12/12/2024		December Debits (#133-142,145,146)					1,712.37		976.80	
12/12/2024		Transfer from Instant Access Account (Memorial Garden Signs)			1,553.91				2,530.71	
12/12/2024		Transfer from Instant Access Account (Football Goals)			2,229.94				4,760.65	
12/12/2024		December Debits (#143 Memorial Garden)					1,553.91		3,206.74	
12/12/2024		December Debits (#144 Football Goals)					2,229.99		976.75	
					5,348.85		6,712.62		976.75	

RESOLVED to accept the summary of accounts.

3318.2 Summary of Payments for December.

Ref:	December	Payee	Method	Net	VAT	Gross
#133		A&J Lighting Solutions	DD	21.00	4.20	25.20
#134		Npower	DD	74.03	3.70	77.73
#135		Mrs J Bannerman (Salary/Allowance) (ESTIMATE)	BACS	659.00	-	659.00
#136		Nest Pension (Employer £40 Employee £80) (ESTIMATE)	DD	120.00	-	120.00
#137		Barclaycard (None)	DD	-	-	-
#138		Topsource Worldwide Uk Ltd (Eslip) Payroll	DD	19.53	3.91	23.44
#139		Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#140		Unity Trust Bank (Charges) (October)	DD	6.00	-	6.00
#141		SLCC (Society of Local Council Clerks) Annual Membership	BACS	190.00	-	190.00
#142		ICO	DD	35.00	-	35.00
#143		Hartwood Timber (Memorial Garden Signs) (ESTIMATE)	BACS	1,294.92	258.99	1,553.91
#144		NetWorld (Football Goals) (ESTIMATE)	BACS	1,858.33	371.66	2,229.99
#145		Skippers Ground Maintenance	BACS	270.00	54.00	324.00
#146		Skippers Ground Maintenance (Await Invoice - Noticeboard)	BACS	185.00	37.00	222.00
Total				4,762.81	733.46	5,496.27

Date	Barclaycard Payments (November Statement)	Net	VAT	Gross
	None		-	-
			-	-
			-	-
			-	-
Date	Barclaycard Payments (January Estimate)	Net	VAT	Gross
19/12/2024	Tesco (Walter's Refreshments) (ESTIMATE)	10.00	-	10.00
		10.00	-	10.00

All invoices listed have been 'examined, verified and certified' by the RFO. Where estimated, the Clerk will await final invoices/payslips. The BACS payments will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 12th December 2024.

RESOLVED to approve the schedule of payments.

3318.3 Review of Bank Statements, Credit Card Statements and Account sheets for November.
Cllr. Bunn reported that he had carried out a review and found them to be reconciled correctly.

3318.4 2025/26 Budget

(a) To begin considerations

It was reported that works on the budget preparations is ongoing. It was agreed that a separate working party meeting will be held to share information with councillors prior to the January meeting at which the budget and precept requirement will be approved.

(b) To note 2025/26 tax base for Parish is 282.0 This is an increase on the previous year, so effectively more properties will share the Parish precept.

3318.5 Grants/Expenditure Updates

(a) It was reported that the grant application made to Bell Meadow Village Association (Football Goals/Memorial Garden Signs) had been successful. £300 for football goals and £445 for memorial garden signs.

(b) It was reported that the recent appeal for donations had resulted in an additional £445

(c) Grant application received from Parish Magazine – await more info

3318.6 To consider placing order for Memorial Garden Signs

Updated Quotation: £1433.91 (Exc. VAT)

Allocated budget	£1000.00
BMVA Grant	£445.00
Fundraising	£55.16
Total:	£1500.16

Plus Installation Costs

RESOLVED to proceed with the purchase of the Memorial garden signs. It was agreed that the fitting can be done by a working party of volunteer councillors. To arrange purchase of steel fence post spike holders (to value of £200).

3318.7 To consider placing order for Football Goals

Updated quotation: £1858.33 (Exc. VAT) received with negotiated 20% discount.

Allocated Budget	£1000
BMVA 2023 Grant	£160
BMVA 2024 Grant	£300
Donations	£445
Total:	<u>£1905.00</u>

Plus Installation/removal of existing goals:

RESOLVED to proceed with purchase of football goals. It was agreed that the breaking up and removal of old posts can be done by a working party of volunteer councillors. Chains will be used to secure the new goals to the anchors.

RESOLVED to write a note in Parish magazine and village email to thank all those who had made donations towards the appeals.

3319. Other Council Matters (for consideration or report)

3319.1 Community Engagement Team (CET).

The October & November Reports were noted. The Clerk reported that an enquiry made re; playground inspections.

3319.2 Woodham Walter Common – Essex Wildlife Trust (EWT) There were no updates to report.

3319.3 Chelmer Valley Landscape Group – There were no updates to report.

3319.4 Climate Action – Cllr. Rushton reported that he will look at the Wider Essex Climate Action Network Consultation being carried out by ECC.

3319.5 Allotments Report – actions are ongoing.

3319.6 Dispensations/Interests – Standing orders being drafted. It is expected that these will be presented for approval at the January meeting. It was noted that the Clerk had received advice and information from the Maldon Town Clerk who had also recently embarked on a similar process.

3319.7 Parish & Town Forum – Thursday 5th December 2-4pm, Maldon Town Hall. To receive any updates. Cllr Tompkins and Clerk had attended and found it to be interesting and useful. Slides from presentations will be shared in due course. Cllr. Tompkins noted that the presentation from Highways had not been very useful and this was addressed and noted by County Cllr. Fleming.

3319.8 Payroll Update – await information.

3319.9 New Parish Councillor – Cllr. Emel Fowler signed the consent to email service/the Email has been set up/and access to onedrive set up/Register of Interests completed.

3319.10 Report from Staffing Committee re: Annual Staff Review

Agenda item 14.2 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)).

It was reported that the review had taken place and the Clerk was thanked for her work.

RESOLVED to accept the report.

3319.11 Memorial Shelter – to consider quotation for ivy removal.

RESOLVED to accept quotation from Ground Maintenance contractors and proceed with removal.

3320. Highways, Transport & Infrastructure (for consideration or report)

3320.1 Various matters on-going as detailed in the Highways log.

3320.2 Various road surfacing and pot hole repairs undertaken and more are scheduled.

3320.2 99 Bus Services – Cllr. Rushton reported on attendance at Winter Transport Meeting at County Hall. Cllr. Rushton was able to convey the positive opinion from the village in particular from students accessing colleges in Chelmsford and residents accessing shopping in Maldon and Chelmsford. Whilst there is no guarantee of the continued service, a review is in progress and a consultation may follow. They will take into account the number of passengers along with the context in the community and if other options are available. The bus is available for tracking on the My Trip app.

3321. Local Issues (for consideration or report)

3321.1 Bell Meadow & Memorial Garden

- (a) Football Goals – No information to report.
- (b) Playground Report - No information to report.
- (c) Bell Meadow - No information to report.
- (d) Memorial Garden – Some small branches had been cleared from the road after the recent storm.

3321.2 Footpaths Report – Cllr. Peter Warren reported that although muddy he had not been made aware of any fallen trees after the storms. The New Year's Day Walk is arranged - Meet in The Cats car park, Blue Mill Lane, Woodham Walter at 11am for just over a 3 mile walk, covered at a leisurely pace, returning to The Cats shortly before 1pm for refreshments. Anne at The Cats has very kindly offered to provide us with some hot food, free of charge (donations please, in aid of Farleigh Hospice). The route may be a bit muddy in places so please wear suitable footwear.

3321.3 School Report

(a) Representative on Governing Body – Cllr Symons reported that the Bishop of Bradwell had opened the new school classrooms.

(b) Multi-Academy Trust Consultation – To consider Parish Council response.

Cllr. Tompkins reported that he had attended the recent information meeting where the reasons behind the changes were explained. He had learnt that there will be a local management committee which will include PCC Members from St Michael's Church but not automatically a Parish Council representative, this would be at the discretion of the committee.

RESOLVED to respond to the consultation and state that the Parish Council consider the change to a Multi-Academy Trust is down to the School Governing Body to decide. However, the Parish Council would like to continue to have a role within the new structure with the maintenance of a representative member of the Parish Council.

3321.4 Crime Reports/Neighbourhood Watch Report.

- (a) Various general reports and newsletters shared
- (b) Meet the Police at Walter's Café on Thursday 19th December.

3321.5 Litter – none

3321.6 Walter's Third Thursday Community Café

- Thursday 19th November – guests had included the Community Projects Officer from Maldon CVS, Community Safety Officer & Police representatives, MDC Energy Champions coordinator. Plus 60 children from Woodham Walter Primary school visited and sung a selection of festive songs.
- Thursday 21st December – Maldon Meet The Police session.
- Thursday 16th January – Guest tbc

3322. 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) Southminster Music Festival	(f) Village News & Events
(g) Farleigh Hospice Christmas Tree Recycling	(h) Net Zero Housing Conference

(i) RCCE Oyster Magazine	(j)
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3323. Points of Information/Items for future agenda

3324. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council Meeting – Monday 13th January 2025 at 8pm in Woodham Walter Women’s Club.

The Press and Public to be excluded due to the confidential nature of business. (Public Bodies (Admission to Meetings) 1960, s1(2) AND Local Government Act 1972, s100 (2).

9.1 Enforcement – To consider any updates received – See onedrive.

12.10 Report from Staffing Committee re: Annual Staff Review

3325. The Chairman closed the meeting at 9.35pm.

Signed
Dated