

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 10th March 2025

Present:

Cllr. John Brown (Chairman)
Cllr. James Bunn
Cllr. James Rushton
Cllr. Joanna Symons
Cllr. John Tompkins
Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)
District Cllr. Simon Morgan (in attendance 8.00-8.40pm)
Public: None

3362. Welcome Cllr. Brown welcomed those present to the meeting.

3363. To report, approve and record apologies for absence

Apologies were received from Cllr. Emel Fowler and County Cllr. Jane Fleming

3364. Disclosure of Interests/Consideration of Dispensations

3364.1 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	DPI	Re: Planning App at Hollyoak House as spouse works for applicant.
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Cllr. John Tompkins	NRI	Re: Planning App at Hollyoak House as applicant is close friend.
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3364.2 To receive and consider any requests for dispensations.

Cllr. Joanna Symons	ORI Dispensation Granted. No Voting.	Women's Club discussions as she is Member and Joint President.
Cllr. Peter Warren	ORI Dispensation Granted. No Voting.	Women's Club discussions as he is Treasurer.
Cllr. James Rushton	ORI Dispensation Granted. No Voting.	Allotments discussions as he is allotment holder as well as Parish Council representative on Allotments Committee.

3365. Public Forum There were no members of the public present.

3366. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 10th February 2025

RESOLVED to approve the minutes as a true record of the meeting and duly signed by the Chairman.

3367. Matters Arising - Progress report (not for resolution)

3367.1 The report compiled by the Clerk was noted. Matters for report are contained within the agenda.

3368. Planning – APPLICATIONS RECEIVED (for consideration or report)

3368.1 25/00085/FUL Warren Golf Club, Old London Road
Erection of 4x4m treated timber shed to receive the irrigation pumps currently located within an existing greenkeeping shed, due for demolition under permission FUL/MAL/22/00620

RESOLVED to support the application.

3368.2 25/00133/WTPO Hollyoak House, Mead Pastures
TPO 04/78 T1 Oak - Remove dead wood from tree and reduce lower branches by 2m that are interfering with telephone lines.

Cllr. Brown left the meeting room and Cllr. James Rushton took the Chair.

RESOLVED to support the application subject to the Tree Officer.

Cllr. Brown re-entered the meeting room and took the Chair.

3368.3 No further planning applications had been received.

3369. Planning – DECISIONS (for consideration or report)

3369.1 24/00996 & 10006/VAR Little London House, Little London Lane APPROVE
Variation of condition 2 on approved planning permission 23/01092/HOUSE. (Single storey rear extension to dwellinghouse. Alterations to outbuilding comprising new internal staircase, two new conservation rooflights and new window).

3369.2 24/00997/HOUSE Little London House, Little London Lane APPROVE
Retrospective application for erection of two detached outbuildings comprising of gym and shed. Addition of fence in side garden.

3369.3 24/01001/HOUSE Little London House, Little London Lane APPROVE
Retrospective application for two oak gazebos, boiler housing cover, patio and garden wall.

3369.4 24/00961/PACUAR Highfields, Bassetts Lane REFUSE
Application for prior approval for the change of use of an agricultural building to one dwellinghouse (Use Class C3) and for associated operational development.

3369.5 25/00032/LDP 2 Hawkins Farm Cottages, Little Baddow Road APPROVE
Claim for lawful development certificate for a proposed loft conversion, including a flat-roof dormer to the rear elevation.

3369.6 Appeal Decisions Awaited

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

3370. Other Planning Matters /Other MDC Matters (for consideration or report)

3370.1 Enforcement – To consider any updates received.

The Press and Public 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.

3370.2 Chelmsford Local Plan Consultation (inc. Hammonds Farm and Commercial Development at Sandon) Deadline for responses is 18th March 2024. This is the final stage of the report (Regulation 19).

RESOLVED to respond with objections specifically to the Hammonds Farm and Commercial Development due to detrimental impact on roads, impact on access to health and other essential services.

3371. Woodham Walter Neighbourhood Plan – Cllr. John Tompkins

General Update and Report following meeting of steering group.

- Housing Needs survey documents received from RCCE and awaiting distribution
- Place Survey and Business Survey are both ready to be printed after final review.
- All survey's will be delivered together by volunteers including councillors.
- Links to electronic versions of the survey's will be available on the website. Electronic responses are encouraged wherever possible as this speeds up the analysis.
- There is no minimum return rate requirement, however the more received the better. RCCE advise that the usual average return rate is 28% but it is hoped with encouragement and advertising in our community this can be increased.
- Communications strategy being implemented including advertising via Parish magazine, noticeboard, Village Email and social media in due course.
- The following subject headings have been drafted/started: History, Environmental, Heritage, Transport, Sustainability.
- Monthly meetings of the steering group continue (Next 10th April at 7pm in Women's Club)
- Information will be available at each of the Third Thursday Walter's Café (Next: Thursday 20th March from 10-12 at Village Hall).
- The Neighbourhood Plan pages on the website have all be updated.
- Engagement meetings have been held at School and information has been distributed via PCC and a request to do so made to Women's Club.

- Public engagement events planned at the Village Hall for drop-in sessions on Saturday 12th April (to provide information and assistance if required for completing surveys) and Saturday 17th May when initial analysis of results will be available. There will also be a presentation and information available at the Annual Parish Meeting on Thursday 15th May.

3372. To receive reports of the County and District Councillor's.

District Cllr. Morgan reported that the full council meeting had passed the budget; an EGM on 22nd February was held to discuss local devolution and the submission that MDC will make with regards to the unitary authorities. Cllr. Morgan indicated that he would attend the next Walter's Third Thursday Café.

Cllr. Morgan then left the meeting room.

3373. Financial Matters (for consideration or report)

3373.1 To receive the Summary of Accounts to date. This includes transactions since February meeting.

Date	▼	Unity Trust Instant Access Account	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
10-Feb-25		Balance			-				31,209.77	
11-Mar-25		Transferred to Current Account			-		3,300.00		27,909.77	
					-		3,300.00		27,909.77	

Date	▼	Unity Trust Current Account	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
07/02/2025		Balance							3,596.90	
13/02/2025		February Debits (#161, 165, 167,168)					922.84		2,674.06	
17/02/2025		February Debits (#159, 162, 163)					185.30		2,488.76	
19/02/2025		February Debits (#160)					86.79		2,401.97	
24/02/2024		February Debits (#164)					70.80		2,331.17	
28/02/2025		February Debits (#166)					6.00		2,325.17	
04/03/2025		February Debits (#169)					764.46		1,560.71	
11/03/2025		Transfer from Instant Access			3,300.00				4,860.71	
11/03/2025		February Debits (#170) (RCCE await invoice)					1,724.31		3,136.40	
11/03/2025		UK Power Networks (Wayleave)			52.78				3,189.18	
11/03/2025		March Debits					2,239.50		949.68	
					3,352.78		6,000.00		949.68	

RESOLVED to accept the Summary of Accounts.

3373.2 Summary of Payments for March.

Ref:	▼	December	Payee	▼	Method	▼	Net	▼	VAT	▼	Gross	▼
#171		A&J Lighting Solutions			DD		21.00		4.20		25.20	
#172		Npower			DD		71.62		3.58		75.20	
#173		Mrs J Bannerman (Salary/Allowance)			BACS		856.57		-		856.57	
#174		Nest Pension (Employer £58.04 Employee £92.86)			DD		150.90		-		150.90	
#175		Barclaycard (Avery - Goal Post Labels)			DD		22.19		4.44		26.63	
#176		Barclaycard (M&S Flowers)			DD		16.67		3.33		20.00	
#177		Barclaycard (Tesco -Walter's refreshments)			DD		4.40		-		4.40	
#178		Skippers Ground Maintenance (Branch removal)			BACS		160.00		32.00		192.00	
#179		Topsource Worldwide Uk Ltd (Eslip) Payroll			DD		19.53		3.91		23.44	
#180		Woodham Walter Village Hall (Walter's)			BACS		30.00		-		30.00	
#181		Unity Trust Bank (Charges) (January)			DD		6.00		-		6.00	
#182		John Tompkins (Amazon Fence Spikes)			BACS		67.96		13.60		81.56	
#183		Woodham Walter Women's Club (Hire of Hall - NP Meetings)			BACS		240.00		-		240.00	
#184		Starboard Systems Ltd (Scribe Accounts Annual)			BACS		348.00		69.60		417.60	
#185		Woodham Walter Village Hall (Hire of Hall - NP Events) (ESTIMATE)			BACS		90.00		-		90.00	
		Total					2,104.84		134.66		2,239.50	

Date	Bardlaycard Payments (February Statement)	Net	VAT	Gross
22/01/2025	Avery (Goal Post Labels)	22.19	4.44	26.63
24/01/2025	M&S (Flowers for Party Tent)	16.67	3.33	20.00
20/02/2025	Walter's Café (Refreshments)	4.40	-	4.40
		43.26	7.77	51.03

Date	Bardlaycard Payments (Estimated March Statement)	Net	VAT	Gross
20/03/2025	Walter's Café (Refreshments) Estimate	10.00		10.00
	Printing Neighbourhood Plan Surveys (ESTIMATE)	256.00	51.20	307.20
		266.00	51.20	317.20

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 14th March 2025 or as soon as possible.

RESOLVED to approve the payments listed in the Payment schedule.

3373.3 Review of Bank Statements, Credit Card Statements and Account sheets for January and February.
Cllr. Bunn confirmed that he had reviewed the documents and found them to be reconciled correctly.

3373.4 Projector – to consider purchasing a projector which would need to be suitable for the Women's Club and Village Hall. Costs in the region of £400-£500 including screen. Discussion with regards to the number of times it would be required which would include for use by the Neighbourhood Plan group as well as Parish Council meetings in both venues, especially where complex planning applications are being discussed.

RESOLVED to investigate hire costs and consider further at next meeting.

3373.5 Internal Auditor – to appoint (Heelis & Lodge see report)

Discussion concluded that Heelis & Lodge continue to offer independent internal audits which satisfies the requirements.

RESOLVED to appoint Heelis & Lodge.

3373.6 End of Financial Year to 31st March 2025 Noted. Clerk to begin year end tasks and Annual Governance & Accountability Return

3374. Other Council Matters (for consideration or report)

3374.1 Community Engagement Team (CET)

- (a) January report noted /February report awaited
- (b) 2025/26 agreement RESOLVED to accept the draft agreement.

3374.2 Woodham Walter Common – Essex Wildlife Trust (EWT). There were no updates.

3374.3 Chelmer Valley Landscape Group. Notes from previous had been received. Next meeting 18th March at 10.15 (Zoom) There were no volunteers and apologies will be conveyed.

3374.4 Climate Action. There were no updates.

3374.5 Allotments Report – To receive any updates including receiving the following documents

- (a) Land owner agreement
- (b) Parish Council/Allotment Association Agreement
- (c) Allotment Association Constitution
- (d) Tenant Agreement

Some minor amendments were noted and the documents will be taken forward.

3374.6 Parish & Town Forum – Next meeting 25th March 1pm-3pm (Parish Clerk's 12pm-1pm) at Maldon TC. Agenda to be shared and Councillor representative to consider if they can attend.

3375. Highways, Transport & Infrastructure (for consideration or report)

3375.1 Various matters on-going as detailed in the Highways log.

3375.2 Dangerous pothole on Manor Road raised again and finally they have put some cones to warn of danger.

3375.3 99 Bus Service – Love Your Bus Grant – application submitted, await response. The service is under threat and promoting its use is encouraged.

3376. Local Issues (for consideration or report)

3376.1 Bell Meadow & Memorial Garden

- (a) Football Goals
 - Ground anchors – Cllr. Bunn has now detected some but 2 new ones are to be ordered. He will then fit along with chain/padlocks.
 - Football Training – whilst the Parish Council are pleased that the facility is being used, after discussion it was agreed that the football team who are regularly using the facility should be formally contacted so that an agreement can be put in place. Clerk will also order stickers for the goals requesting organised teams make contact to seek permission.
- (b) Playground Report - there were no reports.
- (c) Bell Meadow
 - Branch removed from Oak Tree. Further signs of work required.
 - Tree Survey – to consider whether we should appoint a contractor to carry out survey
RESOLVED to instruct independent tree inspection.
 - To consider any other reports

- (d) Memorial Garden
- Working party installed new signs. Notes of thanks received from several parishioners.
 - To consider planting bulbs/plants RESOLVED to plant bulbs in the Autumn around the Memorial Garden Signs to help disguise the red foot plates. An offer has been made to plant them.
 - To consider any other reports

3376.2 Footpaths Report – to receive report of footpath officer. Cllr. Warren reported that the paths were drying out generally. A new finger post had been installed opposite Little London.

3376.3 School Report – to receive report of representative on Governing Body – Cllr Symons reported that work is progressing towards the Canonion Learning Trust.

3376.4 Essex Police/Crime Reports/Neighbourhood Watch Report.

- (a) Various general reports and newsletters shared
(b) Meet the Police at Walter's Café on Thursday 20th March.

3376.5 Litter

- a) Annual litter pick – successful event with 16 volunteers covering entire parish.
b) Request made to Chelmsford City Council to litter pick between Anchor & Warren.

3376.6 Walter's Third Thursday Community Café

- Thursday 20th March – Neighbourhood Plan Info, Maldon Meet The Police session. Essex Fire Safety Officer, Community Energy Information and District Cllr. Surgery.

3376.7 Woodham Walter Women's Club – To receive update from Women's Club regarding trusteeship and the role the Parish Council may play.

Cllr. Symons reported that the trust deeds have now been located. Further legal advice is being sought but subject to this there was general agreement that the Parish Council would act as Trustees to the Women's Club in the event that the club was to fold as the Parish Council would work in the best interests of maintaining the facility as a community asset.

3377. 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/News/Info/Training	(d) Maldon Members Bulletins
(e) Essex Warbler Newsletter	(f) Village News & Events
(g) Clerk Magazine (SLCC)	(h) Walk for Life
(i) Spruce tree pest	(j)

3378. Points of Information/Items for future agenda

None

3379. Date of Next Parish Council Meeting:

Next scheduled Ordinary Parish Council Meeting – Monday 14th April 2025 at 8pm in Woodham Walter Women's Club.

3380. The Chairman closed the meeting at 10.10pm.