

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 14th July 2025

Present:

Cllr. John Brown
Cllr. James Bunn
Cllr. Emel Fowler
Cllr. James Rushton
Cllr. Joanna Symons
Cllr. John Tompkins
Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk)

District Cllr. Simon Morgan (in attendance until 9pm)

County Cllr. Jane Fleming (in attendance 8.30-9.00pm)

Public: None

3446. Welcome Cllr. Brown welcomed those present to the meeting.

3447. To report, approve and record apologies for absence

Apologies were received and accepted from District Councillor Mark Durham.

3448. Disclosure of Interests/Consideration of Dispensations

3448.1 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).

There were none declared.

3448.2 To receive and consider any requests for dispensations.

There were no requests for dispensations.

3449. Public Forum

There were no members of the public present.

3450. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 9th June 2025.

RESOLVED the minutes be approved as a true record of the meeting and were duly signed by the chairman.

3451. Matters Arising - Progress report (not for resolution)

3431.1 The report compiled by the Clerk was noted. Matters for report are contained within the agenda.

3452. Policies, procedures and protocols to be adopted

(a) Action Plan. Discussion to update the wording regarding annual grants to local organisations that now require an application. Caveat the Neighbourhood Plan so that it is subject to government funding/updates. The whole Action Plan is also subject to any changes as a result of Devolution.

RESOLVED to adopt the Action Plan with the updates.

(b) IT Policy

RESOLVE to adopt the IT Policy. It was noted that enquiries have been made with MDC regarding Cyber training opportunities.

3453. Woodham Walter Women's Club

To consider any updates from Women's Club.

Cllr. Symons gave a brief update on the situation to date. It continues to be challenging to ascertain the best course of action. Councillors would need more information to consider any enhanced role (over and above the previously agreed commitment to become Custodian Trustee).

Cllr. Symons and Clerk along with joint Women's Club president Sue Willsmer will continue to liaise with the RCCE and report at future meeting.

3454. Planning – APPLICATIONS RECEIVED (for consideration or report)

3454.1 25/00578/OUTM Land West of The Cemetery, London Road, Maldon

Outline application with all matters reserved, except for access, for the erection of up to 275 residential units including affordable housing, land for a children's nursery (Class E), 1.8ha of land for an extension to Maldon Cemetery, drainage

works, landscaping, vehicular access to the A414, pedestrian/cycle access to Spital Avenue and London Road and association infrastructure works.

The following objections were raised

- Lack of primary and secondary education facilities
- Lack of health care facilities
- Local infrastructure unsuitable for another large development
- Concern that increased traffic will use Woodham Walter as a rat run
- Concern at increased traffic on A414
- The by-pass will be subsumed into housing estates so that there is no longer a bypass.

RESOLVED to object to the application.

3454.2 No other applications had been received.

3455. Planning – DECISIONS (for consideration or report)

3455.1 25/00418/PACUAR Highfields, Bassetts Lane REFUSED – PLANNING PERMISSION IS REQUIRED
Application for prior approval for the change of use of an agricultural building to one dwellinghouse (Use Class C3) and for associated operational development.

3455.2 Decisions Awaited - None

3455.3 Appeal Decisions

a) 23/00154/LDE Annexe at Guys Farm, Manor Road APPEAL DISMISSED
WWPC Response: No Comment

3455.4 Appeal Awaiting

a) 23/00860/AGR Meadows Barn, Bassetts Lane Appeal ref: APP/X1545/W/25/3366556
Prior notification for forestry building
WWPC Response to original application: Comments
WWPC Response to Appeal – support LPA and comments remain extant

3456. Other Planning Matters /Other MDC Matters (for consideration or report)

3456.1 Enforcement – to consider any updates or reports.

Agenda item 11.1 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 request updates to open cases.

RESOLVED to notify the Enforcement Department of the case raised.

3456.2 Chelmsford City Local Plan - Publication of Local Plan Regulation 19 Pre-Submission Consultation Feedback Report Noted. No action.

3456.3 Gypsy & Traveller Accommodation Assessment Final Report –noted MDC report. No action.

3457. Woodham Walter Neighbourhood Plan – Cllr. John Tompkins

- General Update and Report following meeting of the steering group.
- Withdrawal of MHCLG Funding Implication is currently unknown. Expected costs will be for some printing and then the referendum costs which are unknown. MDC appear to continue to have a statutory duty to support the Neighbourhood Plan.
- 1ST Draft Pre-Submission Reg 14 Consultation Document will be sent to MDC liaison officer for comment. Once his comments have been received and incorporated there will be a public consultation period of 6 week when the document will be made available on the Parish council website, village email and some printed copies will be available – including at Walter's Café.
- The confidential RCCE Housing Needs Survey Results had been received and there had been a 39% return rate (the average being 25%). The outcome had shown a requirement for 4-8 smaller more affordable housing. However, the sites suggested have all previously been rejected for a number of reasons, except one site which has not been tested, although has some obvious access challenges.
- Cllr. Brown continues to review the VDS which will likely have a few addendum items. Cllr. Brown will send his comments on the 1ST Draft Pre-Submission Reg 14 document to Cllr. Tompkins.

It was acknowledged that Cllr. Tompkins in particular (with support from a small team on the Neighbourhood Plan Steering Committee) had spent a significant amount of time compiling the comprehensive report and was thanked for the commitment he has given the project.

3458. To receive reports of the County and District Councillor's.

It was noted that Cllr. Fleming's June report had been shared with councillors and via village email and website. Regular MDC Members reports forwarded to Cllrs and where relevant shared via village email and website.

Cllr. Fleming reported that she had attended the Town & Parish Forum earlier in the day (as had the Clerk). It was noted that Connexin had been present and confirmed that to date no contact had been made with County Broadband regarding shared use of poles and that this is something they would action. Cllr. Tompkins reported he had asked about Connexin at a recent Essex & Suffolk Water event and is awaiting a response. Clerk reported that she had spoken to Connexin representatives at the Forum meeting and was assured of a detailed response on precise locations of proposed poles in the parish would be sent.

Cllr. Fleming also reported that a Local Plan update had been given with two development options proposed – Option 3 which focus development on larger villages/towns (Woodham Walter is not included in the list) or Option 5 which is the same as Option 3 plus larger developments at Althorne and Stow Maries.

Cllr. Fleming reported that Devolution considerations are ongoing and it remains undecided on the locations of the new Unitary Authorities which will fall under the Mayoral Strategic Authority of Greater Essex with a number of options being considered. She is advocating for Maldon being linked with Chelmsford.

Discussions with Cllr. Fleming regarding the bus which she has been helping to plead our case for the 99 service which is at risk of having at least one journey removed from the timetable – the morning journey to Maldon is a commercial service and ECC have awarded the tender to an alternative bus company who may not continue with the morning route to Maldon. The clerk continues to work at maintaining the service having made representations to the bus company and the ECC Transport representative who had also attended the Forum.

The next member led highways list will be in August.

Traffic Calming for Woodham Walter – Cllr. Fleming reported that the Local Highways Panel have already allocated funding until 2027 and no new applications are being accepted until after Devolution. She suggested that investigations into a possible scheme are looked at so that when any funding becomes available the Parish Council are ready to apply.

Traffic Lights at Hoe Mill Bridge – Cllr. Fleming will forward the response regarding priority traffic signs which has been discounted in favour of traffic lights.

Cllr. Morgan had taken part in the discussions but had no further information to add.

Cllr. Fleming and Cllr. Morgan then left the meeting.

3459. Financial Matters (for consideration or report)

3459.1 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
11-Jun-25	Balance		-		54,894.85
30-Jun-25	Interest received		304.18		55,199.03
14-Jul-25	Transfer to Current Account			3,800.00	51,399.03
11-Aug-25	Transfer to Current Account (Estimate)			1,300.00	50,099.03
			304.18	3,800.00	50,099.03

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
31/05/2025	Balance				1,626.65
02/06/2025	Credit #CR8 EALC Clerks Bursary		75.00		1,701.65
03/06/2025	Debit #31,33,35			598.17	1,103.48
11/06/2025	Transferred from Instant Access		2,700.00		3,803.48
12/06/2025	Debit #31, 37, 44, 45, 46, 47			2,175.25	1,628.23
16/06/2025	Debit #36, 39-41 Credit #CR 9 Inv. 25 Party Tent		225.00	284.34	1,568.89
17/06/2025	Debit #48, 49			500.00	1,068.89
19/06/2025	Debit #38			149.40	919.49
30/06/2025	Debit #43			6.00	913.49
03/07/2025	Credit #CR10 Inv.27 Party Tent		75.00		988.49
07/07/2025	Credit #CR11 Inv.30 Party Tent		75.00		1,063.49
14/07/2025	Transfer from Instant Access		3,800.00		4,863.49
14/07/2025	Debits July 2025 #50-63			3,688.17	1,175.32
11/08/2025	Transfer from Instant Access (Estimate)		1,300.00		2,475.32
11/08/2025	Debits August 25 (Estimate)			1,388.98	1,086.34
			8,250.00	8,790.31	1,086.34

3459.2 Summary of Payments for July and August

Ref:	Payee	Method	Net	VAT	Gross
#19	Printing (Bus Flyer/questionnaire) (await - estimate)	BACS	100.00	20.00	120.00
#23	Npower (ESTIMATE) BILLS PAUSED WHILE UMS UPDATES	DD	69.56	3.48	73.04
#48	Heelis & Lodge (Internal Audit) (PAID)	BACS	260.00	-	260.00
#49	Skippers Ground Maintenance (PAID)	BACS	200.00	40.00	240.00
#50	A&J Lighting Solutions	DD	21.00	4.20	25.20
#51	Mrs J Bannerman (Salary/Allowance)	BACS	939.29	-	939.29
#52	Nest Pension (Employer £66.82 Employee £106.92)	DD	173.74	-	173.74
#53-55/CR#13	Barclaycard	DD	33.88	0.87	34.75
#56	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#57	Unity Trust Bank (Charges)	DD	6.00	-	6.00
#58	Point Graphics Ltd Danbury Focus Magazine (July Bus Advert)	BACS	150.00	30.00	180.00
#59	HMRC 1/4ly payment	BACS	965.39	-	965.39
#60	Royal Mail Group Ltd (PO Box)	BACS	371.50	74.30	445.80
#61	Essex County Council (Tree Survey)	BACS	540.00	108.00	648.00
#62	Lop & Top Tree Services (OPM treatment)	BACS	200.00	40.00	240.00
AUGUST	Regular payments Estimate	BACS/DD	1,353.91	35.07	1,388.98
Total			5,414.27	355.92	5,770.19

Date	Barclaycard Payments (June Statement)	Net	VAT	Gross
29/05/2025	W Harris of Chelmsford (Shredding)	12.83	2.57	15.40
10/06/2025	Amazon (Refund re: card)	-8.49	-1.70	-10.19
10/06/2025	1st Money (Payroll x 2 months)	25.80	0.00	25.80
18/06/2025	Tesco (Refreshments for Walter's)	3.74	0.00	3.74
		33.88	0.87	34.75
Date	Barclaycard Payments (Estimated July Statement)	Net	VAT	Gross
17/07/2025	Tesco (Refreshments for Walter's)	10.00		10.00
	1st Money (Payroll)	12.90		12.90
	Amazon (Toner, card, tent pegs) (est)	130.00		130.00
		152.90	-	152.90

All invoices listed have been 'examined, verified and certified' by the RFO. Where estimated, the Clerk will await final invoices. The BACS payments will be drawn up by the Parish Clerk and require authorisation by two councillor signatories by Payment Date of 17th July 2025 and 14th August 2025 or as soon as possible.

3459.3 Review of Bank Statements, Credit Card Statements and Account sheets for May and June.
Cllr. Bunn confirmed that he had reviewed the documents and found them to be reconciled correctly.

3459.4 End of Financial Year 2024/2025

It was confirmed that the AGAR was sent to the Auditor and relevant information posted on website and noticeboard.

3459.5 Love Your Bus – Expect funding to be received on 23rd July

3460. Other Council Matters (for consideration or report)

3460.1 Community Engagement Team (CET)

(a) June report /Annual TruCAM report received.

3460.2 Woodham Walter Common – Essex Wildlife Trust (EWT). Invitation to attend a walk including viewing bat boxes. Clerk to arrange.

3460.3 Chelmer Valley Landscape Group. Date of next meeting: tbc

3460.4 Climate Action. An invitation to attend a meeting at Hatfield Peverel had been received.

3460.5 Allotments Report – To receive any updates

(a) Tenant Agreements (await some tenants, who have been chased)

3460.6 Parish & Town Council Forum – Monday 14th July at 2pm.

The clerk reported she had attended the meeting including the Clerks forum prior to the main meeting and had liaised with Connexin and the ECC Transport representative. Subjects covered in the meeting included Devolution, Local Plan progress, Community Grant Fund, Connexin, Bus Transport and Love Your Bus Grants, Rain Gardens. Clerk will share minutes and slides from presentations with councillors once received.

3460.7 Training – Martyns Law – clerk to attend RCCE session on 29th July.

3461. Highways, Transport & Infrastructure (for consideration or report)

3461.1 Various matters on-going as detailed in the Highways log

3461.2 99 Bus Service – Clerk reported that gaining information has been extremely frustrating. After many emails we have finally received some information about the new operator for the 99 service which will be KonnectBus. However, they currently appear to have removed the morning shopper service. Clerk has sent several emails pleading the case and await responses. Clerk also spoke to ECC Bus representative at Forum. It is extremely frustrating that ECC awarded funding for promoting the service which has been proving successful – only to change operator and remove one of the most essential journeys which is relied on by a number of residents to give them independent access out of the village for essential services. If it had been known that the service was to be withdrawn we could have applied for additional funding. Clerk continues to liaise with Cllr. Fleming, ECC and KonnetBus.

3461.3 Telegraph poles (Mead Pastures, Top Road and Bassetts Lane) for water meter network. Clerk has engaged with Connexin and they will send details of the precise locations.

3461.4 County Councillor Members List – noted that various items had been reported to Cllr. Fleming.

3461.5 Traffic Calming - Cllr. Tompkins had requested that an agenda item to discuss that 60% of respondents to the Neighbourhood Plan Village Place Survey indicated a need for traffic calming.

Further to the discussion with Cllr. Fleming (Min Ref: 3458), it was considered that speed bumps are not desirable but that chicane style calming measures may work at village gateways and outside school.

RESOLVED to look into this further and revisit in 6 months.

3461.6 Hoe Mill Bridge – request for agenda item via Cllr. Symons/village whatsapp group after increasing number of issues and accidents blocking bridge and damage to width restriction. Ideas suggested include CCTV. Noted that damage to bollard was repaired o/n 4th July.

Discussion concludes that whilst there are clearly issues and accidents blocking/damaging the bridge, CCTV would not be possible because it would require supervision. There appear to be no practical solutions to the problems other than encouraging safe passage of the bridge by vehicles that fit the criteria for crossing. A previous enquiry regarding a priority system rather than traffic lights awaits an explanation as to why this is not suitable.

3461.7 Curling Tye Road Street sign – noted this has been replaced (originally reported October 2024!).

3461.8 A&J Lighting Solutions have carried out the annual maintenance visit and no issues were reported with streetlights.

3461.9 Hoe Mill Road – overgrown hedge between bridge and Manor Road reported to Highways. Cllr. Fleming asked to follow up.

3462. Local Issues (for consideration or report)

3462.1 Bell Meadow & Memorial Garden

(a) Football Goals

- Ground anchors – not currently possible due to hard ground conditions..
- Football Training – ongoing
- Football net holes – monitor

(b) Playground Report

- It was noted that the annual maintenance inspection and annual safety inspection are due to take place – clerk to chase these up
- new gate closer awaits installation.

(c) Bell Meadow

- Tree Survey – To consider recommendations in survey
It was confirmed that the report was very useful and reassuring that no major works are required.
RESOLVED to seek quotations for the suggested works.
- Reported partially lifted man hole cover/concrete surrounds to EWS 4/6 but so far this had not been corrected.
- New hedging planted in gap after burst water main – but without watering this does not appear to have survived. Consider replanting or removing at future meeting.

(d) Memorial Garden

- Oak Processionary Moth – this had been discovered by the tree surveyor. A barrier fence had been installed until a contractor was appointed to remove/destroy nest.
RESOLVED to monitor and keep a watchful eye for any future infestations. Information has been shared with the public via village email.
- Tree watering – await quote from Skippers

(e) Bench o/s Tadpoles – very poor state of repair/rotten. Consider removing. Ownership unknown.

RESOLVED Cllr. Bunn/Cllr. Brown will examine to determine if the bench can be repaired. Check Conservation Area status.

3462.2 Footpaths Report – Cllr. Warren reported:

- BR31 Fallen Tree – has now been removed by the ECC Arb team.
- Two email complaints regarding FP16 but not clear where the issue is.
- Maldon Rambler volunteers have cut FP18 through the Ruins and F23 behind the Cats and part of FP16.
- ECC are due to carry out the annual cut next week.
- The Japanese knotweed previously reported, still requires removal and Cllr. Warren will chase the landowner.
- FP 16 Order confirmed
- Ash Die Back – concerns raised about a number of trees adjacent to PROW but on private land. The advice appears to be, unless it's dangerous leave it, but any dead trees/branches would require work. Cllr. Warren will make a list and report to ECC for them to investigate.
- Information received regarding Parish Paths Partnership. However it was agreed that the service received from the Maldon Ramblers Group is excellent and there are no further requirements.

3462.3 School Report – to receive report of representative on Governing Body –Cllr Symons.

The new local governing committee had their first meeting which was the final meeting for the Chairman and Vice Chairman who are both retiring. More information on the responsibilities of the new committee are expected in September.

3462.4 Essex Police/Crime Reports/Neighbourhood Watch Report.

- (a) Various general reports and newsletters shared
- (b) Meet the Police at Walter's Café on Thursday 17th July.

3462.5 Litter

- (a) The litter between The Anchor and The Warren has been reported to Chelmsford City Council (Cleared)

3462.6 Walter's Third Thursday Community Café

- Thursday 19th June – Neighbourhood Plan Info, Maldon Meet The Police session
- Thursday 17th July - Essex Sight, Neighbourhood Plan Info, Maldon Meet The Police session

3462.7 Tadpoles – to note that Pam Seear will retire at the end of term and there was an open invitation to celebrate 30 years of Tadpoles on 13th July. The new owners will take over from September.

3462.8 Waste Collections – calendar not being sent out. Day remains same (Tuesday). Clerk to print a few copies for Walter's Café for anyone unable to view on line/print. Noted issue with waste collections at Lodge Farm.

3463. 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) Other local events	(h) SLCC Training Day
(i) Correspondence from local resident regarding drainage complaint	(j) NHS Mid & south Essex Upcoming Decisions inc. St Peters

3464. Points of Information/Items for future agenda

None

3465. Date of Next Parish Council Meeting:

NB: We do not usually meet during August unless there is urgent business or planning applications which require discussion.

Ordinary Parish Council Meeting – Monday 8th September 2025 at 8pm in Woodham Walter Women's Club.

3466. The Chairman closed the meeting at 10.15pm.

Signed:

Date: