

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 13th October 2025

Present:

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

Others: Jacky Bannerman (Parish Clerk/RFO) District Cllr. Simon Morgan (in attendance 8.00-9.40-pm), County Cllr. Jane Fleming (in attendance 9.00-9.40pm)

Public: None

3502. Welcome Cllr. Brown welcomed those present to the meeting. No one declared that they would be recording the meeting.

3503. To report, approve and record apologies for absence

There were no apologies received.

3504. Disclosure of Interests/Consideration of Dispensations

3504.1 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 no interests declared.

3504.2 To receive and consider any requests for dispensations.

It was noted that Cllr. Joanna Symons and Cllr. Peter Warren have dispensations with regards to the Women's Club.

3505. Public Forum

There were no members of the public present.

3506. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 8th September 2025.

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

3507. Matters Arising - Progress report (not for resolution)

3507.1 The report compiled by the Clerk was noted. Matters for report are contained within the agenda.

3508. Woodham Walter Women's Club

To consider any updates from Women's Club.

Cllr. Symons reported that the Women's Club had recently held their AGM. Danielle Frost from RCCE had attended and outlined the various options for the governance of the club. They are now appointing interim trustees and arranging financial indemnity. Once this is in place and Land Registry notified, they will consider the next stages, options continue to include the Parish Council, Village Hall and becoming an independent Charitable Incorporated Organisation.

3509. Planning – APPLICATIONS RECEIVED (for consideration or report)

No applications had been received.

3510. Planning – DECISIONS (for consideration or report)

3510.1 25/00784/TCA

ALLOWED TO PROCEED

Redbrick Cottage, The Street

T1 Oak (Quercus Robur) – Fell.

WWPC: No objection subject to Tree Officer/Conservation Officer

3510.2 Decisions Awaited

a) 25/00524/FUL

Land adjacent Barrow Cottage (and Elwy Cottages), Bassetts Lane

WWPC: Object

- b) 25/00578/OUTM
Land west of the Cemetery, London Road, Maldon
WWPC: Object
It was noted that updated information had been submitted. Councillors had no further comments.
- c) 25/00577/FUL
The Hay Loft, Lodge Farm, Old London Road
WWPC: Support
- d) 25/00022/FUL
Warren Lodge Park, Herbage Park Road
WWPC: No objection with comment
- e) 25/00678/HOUSE
1 Willow Hall Cottages, Old London Road
WWPC: Support with comment

3510.3 Appeal Notification

Appeal Ref: APP/X1545/W/25/3372803

Highfields. Bassetts Lane

25/00418/PACUAR

RESOLVED to write to the planning inspector in support of the MDC report and decision and that our original comments remain extant.

3511. Other Planning Matters /Other MDC Matters (for consideration or report)

3511.1 Enforcement – there were no updates or reports.

RESOLVED to write with request for update and to note concerns with regards to time constraints for cases which have been ongoing for long periods of time.

3511.2 It was noted that Maldon District Council currently have a Residents Survey and responses are encouraged.

3512. Woodham Walter Neighbourhood Plan – Update from Cllr. John Tompkins

- Final draft document is now available for Councillors to review and comment. This includes updates following Maldon District Council feedback which has been incorporated or challenged, for example with regards to the size of village as they had used out of date data when responding. Comments from the steering group have also been incorporated.
- It is hoped that the document will then be sent back to MDC for final comments in about 7-10 days.
- There will then be a 6-week public consultation, this will be made available to residents and publicised as follows:
 - Uploading to website
 - Information and links IN Village Email
 - Article in Parish Magazine
 - Open days (to be arranged)
 - Hard copies will be available on request
 - Posters
 - Social Media
 - Walter's Café
- It was agreed that reaching those without internet access would be a challenge but the above measures should allow everyone an opportunity to engage.
- It was noted that an architect had been in touch requesting a copy as they had been tasked to design a replacement dwelling. Relevant draft sections had been advanced without prejudice and reference was made to the VDS.
- The RCCE Housing Needs Survey – Cllr. Rushton has developed An anonymised synopsis of the report which is nearly ready for publication on the NP pages of the website and will be noted in newsletter.

3513. To receive reports of the County and District Councillor's.

District Cllr. Simon Morgan reported that the MDC Chief Executive, Doug Wilkinson has reorganised the structure so that there have been some changes of personnel including a new Director of Planning due to be appointed.

Local Government Reorganisation: The Full council had agreed to support the 5 unitary authorities plan. (Essex County Council are supporting a 3 Unitary plan and there is also a 4 unitary plan proposed by other local councils). The plans have been sent to the Government for consideration. There will follow a public consultation.

Concern was expressed by councillors regarding planning committees and how they will work under devolution.

It was noted that County Cllr. Fleming had submitted a written report which had been shared with councillors and would also be available via the Village email and website.

Cllr. Fleming reported that she and the Parish Clerk had attended a meeting with Transport Made Simple (TMS), the bus company who have recently taken over the 99 bus service. They had been able to outline the issues with regards to the

bus including the removal of the shopper service, as well as discussing route options. TMS were being proactive and offered to assist if the council decides to submit a Love Your Bus Grant.

The Clerk will send the latest photograph of the Manor Road pothole which has still not been fixed, as well as any other issues for the County Councillor programme – next date 6th December.

It was noted that there are a few grant fund options including MDC Where Quality of Life Matters, ECC Community Initiatives Fund as well as the County Councillor Local community Fund and Locality Fund.

3514. Financial Matters (for consideration or report)

3514.1 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	▼
31/08/2025		Balance			-				51,399.03	
August		No Transfers					-		51,399.03	
September		No Transfers			-		-		51,399.03	
30/09/2025		Interest Received			295.24				51,694.27	
07/10/2025		Transfer to Current Account (September Debits)					1,200.00		50,494.27	
13/10/2025		Transfer to Current Account (October Debits)					4,300.00		46,194.27	
					295.24		5,500.00		46,194.27	
Date	▼	Unity Trust Current Account	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
04/09/2025		Balance							1,548.84	
11/09/2025		September Debits					1,326.33		222.51	
15/09/2025		September Debits					167.50		55.01	
30/09/2025		September Debits					6.00		49.01	
07/10/2025		Transferred from Instant Access (September Debits)			1,200.00				1,249.01	
13/10/2025		Transferred from Instant Access (October Debits)			4,300.00				5,549.01	
13/10/2024		October Debits #23, 84, 90-105					4,614.46		934.55	
									934.55	
					5,500.00		6,114.29		934.55	

3514.2 Summary of Payments for October

Ref:	▼	Payee	▼	Method	▼	Net	▼	VAT	▼	Gross	▼
#19 (Apr Deb)		Printing (Bus Flyer/questionnaire) (await - estimate)		BACS		100.00		20.00		120.00	
#23 (Oct Deb)		Npower BILLS REACTIVATED AFTER UMS UPDATES (Apr-Aug)		DD		238.02		47.61		285.63	
#84 (Sep Deb)		Point Graphics Ltd Danbury Focus Magazine (October Bus Advert)		BACS		150.00		30.00		180.00	
#90 (Sep Deb)		Cloud Next (Mailbox)		BACS		14.99		2.99		17.98	
#91		A&J Lighting Solutions		DD		21.00		4.20		25.20	
#92		Mrs J Bannerman (Salary/Allowance)		BACS		817.83		-		817.83	
#93		Nest Pension (Employer £57.33 Employee £91.73)		DD		149.06		-		149.06	
#85,94-95		Barclaycard		DD		45.49		-		45.49	
#96		Woodham Walter Village Hall (Walter's)		BACS		30.00		-		30.00	
#97		Unity Trust Bank (Charges)		DD		6.00		-		6.00	
#98		Skippers Ground Maintenance		BACS		390.00		78.00		468.00	
#99		Point Graphics Ltd Danbury Focus Magazine (November Bus Advert)		BACS		150.00		30.00		180.00	
#100		Maldon Life Magazine (6 months advert - Love Your Bus)		BACS		570.00		114.00		684.00	
#101		Plusnet (Women's Club Broadband)		DD		28.99				28.99	
#102		Women's Club (Contribution to Broadband April-August)		BACS		144.95		-		144.95	
#103		HMRC (¼ly payment)		BACS		725.11		-		725.11	
#104		Maldon District Council (CET)		BACS		648.60		129.72		778.32	
#105		Npower (September)		DD		62.74		3.14		65.88	
Total						3,789.77		359.06		4,614.46	

- It was noted that Npower have now resumed invoicing and the payment due by Direct Debit #23 is for the period April to August. No invoices had been issued since April due to updates to their UMS (Unmetered Supply). We have also now received the September invoice #105
- To consider the amount payable to Women's Club for Broadband use between April and August – the months prior to WWPC taking over the account. RESOLVED to pay the full amount of £28.99 for the months April to August. The account can now be transferred to BT Broadband.
- Additional payments after agenda set. Cloud Next (Sept Deb), Update to Salary and Pension. HMRC 1/4ly payment and MDC CET, Npower September invoice.

Date	Barclaycard Payments (August Statement)	Net	VAT	Gross
07/09/2025	1st Money (Payroll)	12.90	0	12.90
09/09/2025	Plusnet PLC (Broadband in Women's Club)	28.99		28.99
17/09/2025	Walter's Refreshments	3.60	0	3.60
		45.49	-	45.49
Date	Barclaycard Payments (Estimated September Statement)	Net	VAT	Gross
07/10/2025	1st Money (Payroll)	14.90	0	14.90
16/10/2025	Walter's Refreshments (Estimate)	10.00	0	10.00
		24.90	-	24.90

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 16th October 2025 or as soon as possible.

3514.3 Review of Bank Statements, Credit Card Statements and Account sheets for August and September. Cllr. Bunn confirmed that he had reviewed the documents and found them to be reconciled correctly.

3514.4 Barclaycard – Noted that Know your Customer form completed by Clerk and Chairman and returned.

3514.5 Budget 2026/2027 – To begin considerations. 2025/2026 quarterly expenditure review noted. RESOLVED that the Chairman and Clerk would meet to set out the budget and expenditure review with forecast.

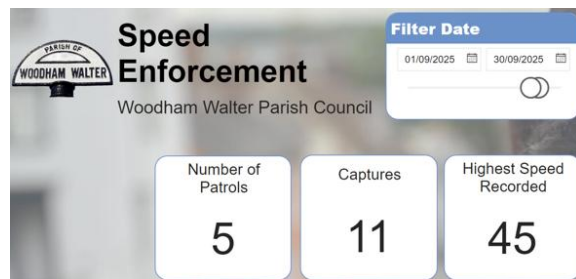
3514.6 Community Grants Programme – RESOLVED to notify local organisations of requirement for application for Parish Council grant.

3514.7 Utility Aid – contact received, they would like to quote for our unmetered supply. RESOLVED that councillors do not support signing up as the process seems rather onerous and would commit the council for an extended period of time. Previously research had suggested that the electricity usage is insufficient to benefit from any comparisons.

3515. Other Council Matters (for consideration or report)

3515.1 Community Engagement Team (CET)

(a) August & September Reports noted. The team had attended the September Walter's Café and would be happy to do so again.



3515.2 Woodham Walter Common – Essex Wildlife Trust (EWT). There were no updates.

3515.3 Chelmer Valley Landscape Group. Date of next meeting: to be advised

3515.4 Climate Action – there were no updates.

3515.5 Allotments Report – there were no updates

3515.6 Beeleigh Abbey Estate –Await dates from Estate with regards to Councillor tour. It was agreed that a tour of the farmland and information about the different phases of work would be useful and interesting.

3516. Highways, Transport & Infrastructure (for consideration or report)

3516.1 Various matters on-going as detailed in the Highways log

3516.2 99 Bus Service

- Konnectbus have been taken over by Transport Made Simple (TMS)
 - To report on meeting with Transport Made Simple & Cllr. Fleming
- The Clerk reported that TMS were undertaking a review of services and wanted to work with parishes to seek the best services for communities. They indicated that they would like to assist in any Love Your Bus Grant application, which may be a way of reinstating the shopper service. They confirmed that that £5 CPPJ (Cost per passenger journey) calculation used by Essex County Council for their supported services is not achievable for rural services such as the 99 which can never achieve this figure due to the size of the bus and the small communities it serves. There had been very low engagement between ECC and the bus operators which is frustrating. The 99 journey to Broomfield is actually part of the problem because it adds journey time which further impacts the services they are able to offer, if there was no Broomfield link the service may be able to get nearer to achieving the CPPJ. Suggest requesting a “stay of execution” for the 115 bus to show if LYB funding is working (if applied for and achieved for the shopper service), otherwise there is the risk of getting funding for a service to get passengers into Maldon only for ECC to remove the one that brings them back! They suggested liaising with other councils to see if there are ways that LYB funding could be shared. They suggested attending a LYB engagement session and that they would be happy to join the call. It was noted that the bus route has been altered and now comes along Curling Tye/Blue Mill rather than Oak Farm Road. There are very few “official” bus stops in Woodham Walter and it may be possible to at additional “virtual” stops are locations that may be useful to residents. There was a query about whether the route also now goes to St Peters Hospital. The route through Great Baddow was also addressed as possibly unnecessary and results in longer journey times. TMS are happy to assist with publicity and marketing materials.
- To consider continued advertising campaign for Love Your Bus 2025. It was agreed to continue with Danbury Focus, the Parish Magazine and to take out an advert in Maldon Life magazine to help promote the 99 service to Maldon residents. Clerk will also work on the leaflet for distribution locally (Woodham Walter and Little Baddow) with a survey to seek views and also provide map and timetable information.
 - To consider if 2026 grant funding should be applied for to be used to improve services (e.g. Love Your Bus/MDC Where Quality of Life Matters) e.g. for shoppers service
- RESOLVED to attend engagement meeting and consider further once more information is known.
- To consider response to Essex County Council Local Bus consultation (deadline 27th October) with regards to the possible reduction of bus services for the village.
- RESOLVED the clerk will liaise and submit response to ECC.

3517. Local Issues (for consideration or report)

3517.1 Bell Meadow & Memorial Garden

(a) Football Goals

- Anchor positions – ground is still too hard.
- Football Training – To consider an enquiry from Maldon United Football Club for regular use of football pitch on Saturday mornings. (This is a different team to those that we have so far failed to engage with, who now seem to use it on Sunday mornings – a message has been sent to Maldon & Tiptree to see if they know.) The new enquiry is for a new club of under 8’s, to use as their home ground for matches played on Saturday mornings (usually fortnightly). They would require lines but they would be happy to maintain these. They will also pay for using the facility – to be negotiated.
- RESOLVED councillors support the engagement with Maldon United FC and are happy with the proposal subject to working out finer details. Clerk to liaise.

(b) Playground Report - no issues to report.

(c) Bell Meadow – RESOLVED to leave a gap in the hedge at the bottom (where the water leak occurred)

(d) Memorial Garden – RESOLVED to purchase approx. 100 daffodil bulbs for planting around the signs. As for trees, it has not been possible to find a solution to the watering issue, if the trees do not survive, alternative species will be sought such as Silver Birch which is more likely to thrive.

3517.2 Footpaths Report – Cllr. Warren reported that the footpaths are all good, no issues had been reported after the recent winds.

3517.3 School Report – to receive report of representative on Governing Body –Cllr Symons reported that Anne Rushton had been appointed as Chair of the Governors and that Cllr. Symons was now Vice Chair and will specialise working with the school SEND and training. The Headteacher had written a report to update councillors on the start of the new academic year, 2 new teachers have settled well into the school. The school is focussing on raising standards and ensuring that every child receives a high-quality education. Parents have been invited into share English learning activities. The school offers a wide range of extra-curricular clubs.

3517.4 Essex Police/Crime Reports/Neighbourhood Watch Report.

(a) Various general reports and newsletters shared

(b) Meet the Police at Walter's Café. Unfortunately, due to shift patterns the Maldon Town Team have not been able to attend recently. However, the MDC Community Safety team and Chelmsford Police plan to attend in November & December.

(c) To consider report of burglary on Blue Mill Lane – 14th September and request from local resident.

- To contact the police about the slow response time. RESOLVED that Cllr. Tompkins will speak to a contact he has in the Police Control room and report back.
- To discuss if the council will fund private security patrols. Councillors were very concerned to hear about the incident, however, it was noted that private security firms have little power in the event an incident and there is insufficient budget to make any significant effect across the parish. The MDC Community Engagement Team have been informed of the incident and asked to keep an eye out for any suspicious behaviour and local residents have been alerted by Neighbourhood Watch groups in the village which has proved to be a good way of sharing information. RESOLVED councillors do not support engaging private security patrols at a Parish wide level.
- It was also noted that there is a PFCC meeting on 6th November RESOLVED that Cllr. Brown will attend the meeting and raise concerns at the slow response of the police

3517.5 Litter – request made for MDC to litter pick Hoe Mill Bridge.

3517.6 Walter's Third Thursday Community Café

- Thursday 18th September – Wiltshire Farm Foods tasting well received. Community Engagement Team popped in. Neighbourhood Plan info available.
- Thursday 16th October – Little Baddow History Centre and RCCE Community Agent to attend, Neighbourhood Plan info available.
- Thursday 20th November – United In Kind, Essex Police with MDC Community Safety & WW school choir with their Royal Albert Hall performance, Neighbourhood Plan info available.
- Thursday 18th December – Community Officer from Maldon CVS (with free Slippers), Essex Police with MDC Community Safety, WW School choir with Christmas songs, Neighbourhood Plan info available.

3518. 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 & MDC Info
(e) Essex Warbler Newsletter	(f) Village News & Events
(g) Other local events	(h) Common Green (Sustainable Danbury) update

3519. Points of Information/Items for future agenda

- Cllr. Fowler reported that she will attend the Bell Meadow Village Association meeting on 6th November and provide report at next meeting. (Although she apologises she will not be able to attend PC meeting).
- Cllr. Rushton will attend the Remembrance Service and place the Wreath on behalf of the Parish Council.

3520. Date of Next Parish Council Meeting:

Ordinary Parish Council Meeting – Monday 10th November 2025 at 8pm in Woodham Walter Women's Club.

3521. The Chairman closed the meeting at 10.10pm

Signed at meeting: *John Brown*

Date: 10 November 2025