

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Tuesday 10th March 2026

Present:

Cllr. John Brown (Chairperson)

Cllr. Nigel Barber

Cllr. John Tompkins

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk/RFO)

District Councillor Simon Morgan (in attendance from 8.00-9.00pm)

County Councillor Jane Fleming (in attendance from 9.10-9.40pm)

Public: None

3602. Welcome Cllr. Brown welcomed those present to the meeting. No one declared that they would be recording the meeting.

3603. To report, approve and record apologies for absence

Apologies were received and accepted from Cllr. Joanna Symons, Cllr. Emel Fowler and Cllr. James Bunn.

3604. Disclosure of Interests/Consideration of Dispensations

3604.1 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 and the register was duly updated.

3604.2 To receive and consider any requests for dispensations - None

3605. Public Forum

There were no members of the public present.

3606. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 9th February 2026.

RESOLVED to approve the minutes as a true record of the meeting and they were signed by the Chairperson.

3607. Matters Arising - Progress report (not for resolution)

3607.1 The report compiled by the Clerk was noted. Matters for report were contained within the agenda.

3608. Planning – APPLICATIONS RECEIVED (for consideration or report)

3608.1 26/00086/VAR The Shrubbery, Curling Tye Lane

Variation of condition 2 on approved planning permission 24/00870/HOUSE. Amendments sought: increase width of garden room, revised first floor internal arrangement and addition of rainwater downpipes.

RESOLVED to support the application.

3608.2 26/00087/LBC The Shrubbery, Curling Tye Lane

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

RESOLVED to support the application.

3608.3 26/00133/PACUAR Agricultural building at Gunhill Farm, Stivvys Road

Prior approval for the change of use from agricultural building to one dwellinghouse (class C3) including building operations reasonably necessary for the conversion.

RESOLVED to raise no objection but to make the following comments:

- Concerns raised with regards to the vertical cladding and the fenestration which are not considered to be a good reflection of the rural nature of the barn.
- It was considered that contamination risks should be carefully considered as the yard has been used by farm vehicles, fuel tank and livestock.

- Unclear the extent of amenity space as the red lined area does not appear to be big enough.
- Queried if the remainder of the site within the same ownership should have been edged in blue.
- Queried if the existing containers are to be re-located.

3608.4 To note any other planning applications received.

- a) 26/00158/TCA Redbrick Cottage, The Street
T1- Acer Sp – Reduce by 1m
T2 – Llex Aquifolium – reduce by 2m

RESOLVED to delegate the response to the Clerk.

3609. Planning – DECISIONS (for consideration or report)

3609.1	26/00041/TCA	Lares, The Street	ALLOWED TO PROCEED
3609.2	25/00578/OUTM	Land west of the Cemetery, London Road, Maldon	REFUSED
3609.3	25/01080/HOUSE & 25/01081/LBC	Elwy Cottage, Bassetts Lane	APPROVED

3609.4 Decisions Awaited

- a) 25/01014/FUL The Old Stables at Wood Hall, Little Baddow Road
b) 25/01092/FUL Bunsay Downs (to be decided by NW Area Planning Committee)

3610. Other Planning Matters /Other MDC Matters (for consideration or report)

3610.1 Enforcement – to receive any updates or reports.

Item held in closed session. The Press and Public excluded due to the confidential nature of the business (Public Bodies (Admission to Meetings) 1960, S1 (20 and Local Government ct 1972, s100 (2)).

RESOLVED to accept the updates as discussed.

3610.2 Solar Farm Considerations – to note any updates or reports

- a) It was noted that correspondence had been received from a village campaign group who are exploring arguments against the proposal. So far 160 people have signed up to the group.

3610.3 Local Plan Review and Five Year Housing Land Supply – information from MDC was noted.

District Cllr. Morgan reported that a Planning Policy working group had met and agreed that as the new Local Plan will now have to start under the new system, due to Local Government Review, this may not even happen. The 5YHLS has been agreed as 4.1 years.

3610.4 Community Banking Hub – opens at MDC offices

3611. Woodham Walter Neighbourhood Plan – Update from Cllr. John Tompkins

The Regulation 14 Public consultation remains on-going until 1st April. Residents have been made aware of the consultation through several communication methods, including posters, information sheets, social media, village emails, Parish magazine and a dedicated section on the Parish Council website. Hard copies of the Draft Neighbourhood Plan have been made available for public inspection and borrowing during drop-in sessions held at the Village Hall and the Women's Club. Response forms have been available both at these sessions and online in order to encourage participation. Statutory consultees and other interested parties, some 54 in number, have been contacted by email.

So far five responses have been received, indicating an 80% level of support for the Draft Neighbourhood Plan. Comments received have been generally constructive and will be reviewed and considered in detail once the consultation period has concluded. Residents are encouraged to submit their responses prior to the consultation closing date of 1 April.

A separate Government consultation relating to the National Planning Policy Framework has also taken place. Within the Draft Neighbourhood Plan, the Climate Change and Resilience policy section originally referred to building standards equal to or exceeding current legislative requirements. However, MDC advised that this wording should be removed as planning policy cannot require standards that exceed existing national legislation. This was unsatisfactory, but the amendment was made for expediency.

Essex County Council has its own relevant policy, elements of which were reflected within the Draft Neighbourhood Plan. As part of the current NPPF consultation, ECC requested support for the amendment or deletion of NPPF Policy PM13. The aim being to allow Local Authorities, including Town and Parish Councils through their Neighbourhood Plans, greater flexibility to respond to local community needs and priorities through planning policy. This would enable local authorities to address issues such as the cost-of-living, health service pressures, and potential economic opportunities, while also allowing development plan policies that may exceed current or planned Building Regulations where this is supported by evidence and viability. This

would also emphasise the need to retain the flexibility required to deliver healthier, resource-efficient, and climate-resilient development through the planning process in line with statutory climate targets. A consultation response supporting this position was submitted, as it reflects the intentions of the Neighbourhood Plan group.

Following Cllr. Tompkins report various matters were discussed and the following actions were RESOLVED

- investigation into, if cumulative impacts could be included in the plan.
- More emphasis could be placed on visual aspects of the arcadian landscape with additional photography.
- Further publicity of the Public consultation including that the next drop in session takes place at Walter's Café on 19th March and a separate village email will be sent a week or so prior to the deadline as a reminder that this is "Your opportunity to have an influence on planning in the village".

3612. To receive reports of the County and District Councillor's.

District Cllr. Simon Morgan reported that the budget had been passed. He had previously reported on the Planning Policy Working Group (see min ref: 3610.3). It is expected that an announcement will be made next Friday regarding the LGR (Local Government Reorganisation).

County Cllr. Jane Fleming reported that the results of the Love Your Bus grant programme are due to be announced very soon.

Cllr. Tompkins raised concerns with regards to the new Park & Ride service which is now running double decker buses and that this is causing difficulties for passengers who have difficulty climbing stairs. There is also a new system where the bus ticket needs to be shown in order to exit the carpark. He considers the changes to be a poor decision. Cllr. Fleming will investigate.

Clerk to send updated list of highways issues for the County Councillor member list.

It was noted that the Essex County Council elections take place on 7th May and that the purdah period commences at the end of March. There are some changes to the boundaries and Woodham Walter will now fall within the new larger, Maldon Rural South division.

3613. Financial Matters (for consideration or report)

3613.1 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
31/01/2026	Balance				39,246.44
09/02/2026	Transfer to Current Account (February Debits)			1,500.00	37,746.44
10/03/2026	Transfer to Current Account (March Debits)		-	3,300.00	34,446.44
					34,446.44

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
31/01/2026	Balance				1,126.19
09/02/2026	January Debit (#156)			28.99	1,097.20
11/01/2026	Transferred from Instant Access		1,500.00		2,597.20
16-28/02/2026	February Debits (#149-155,157-159)			1,532.11	1,065.09
28/02/2026	Outstanding Debits (#19)			384.60	680.49
09/03/2026	UK Power Networks Wayleave (CR#21)		52.78		733.27
11/03/2026	Transferred from Instant Access		3,300.00		4,033.27
11/03/2026	March Debits (#19, 160-173)			2,988.67	1,044.60
					1,044.60

RESOLVED to accept the statement of accounts.

3613.2 Summary of Payments for March

Ref:	Payee	Method	Net	VAT	Gross
#19 (Apr Deb)	Printing (Bus Flyer/questionnaire) (await TMS - estimate)	BACS	320.00	64.60	384.60
#159 (Feb Deb)	WM&H Parish News (Bus Advert Jan-March)	BACS	60.00	-	60.00
#160	A&J Lighting Solutions	DD	21.00	4.20	25.20
#161	Mrs J Bannerman (Salary/Allowance)	BACS	792.97	-	792.97
#162	Nest Pension (Employer £55.40 Employee £88.64)	DD	144.04	-	144.04
#163	Barclaycard	DD	14.90	-	14.90
#164	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#165	Unity Trust Bank (Charges) February	DD	7.00	-	7.00
#166	Plusnet (Women's Club Broadband)	DD	28.99	-	28.99
#167	Npower	DD	80.65	4.03	84.68
#168	Point Graphics Ltd Danbury Focus Magazine (March Bus Advert)	BACS	100.00	20.00	120.00
#169	A&J Lighting Solutions (Replacement to LED Mead Pastures)	DD	464.00	92.80	556.80
#170	Scribe (Annual Accounts Renewal)	BACS	444.00	88.80	532.80
#171	Mr J Tompkins (Cllr. Expenses - Cartridge Save Ltd)	BACS	50.28	10.06	60.34
#172	Hullbridge Design & Print (Neighbourhood Plan)	BACS	100.00	-	100.00
#173	RCCE (Membership renewal)	BACS	53.00	10.60	63.60
#174	Woodham Walter Village Hall (Annual Parish Meeting)	BACS	43.75	-	43.75
Total			2,694.58	295.09	2,989.67

Date	Barclaycard Payments February Statement)	Net	VAT	Gross
07/02/2026	1st Money (Payroll)	14.90	0	14.90
		14.90	-	14.90

Date	Barclaycard Payments (Estimated March Statement)	Net	VAT	Gross
07/03/2026	1st Money (Payroll)	14.90	0	14.90
18/03/2026	Walter's Refreshments (Estimate)	10.00	0	10.00
		24.90	-	24.90

- Npower query – Cllr. Warren reported that he had done some approximate calculations and considers that there appears to be an overcharge with the new combined bills. Cllr. Warren to share calculations and Clerk will contact Npower to discuss and ask if the bills take into account the lamps which have been upgraded from 80w SON lamps to the new 20W LED lamps.
- Clerk to send login details for Scribe accounts system to Cllr. Barber.

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 14th March 2026 or as soon as possible.

RESOLVED to approve the payment schedule.

3613.3 Review of Bank Statements, Credit Card Statements and Account sheets for February.

RESOLVED to defer to next meeting as Cllr. Bunn who usually carries out the task, was not in attendance.

3613.4 End of Year 2025/2026 Await paperwork from PKF Littlejohn who carry out the Annual Governance And Accountability Return (AGAR). Clerk to begin work on end of year processes in preparation for sending to Internal Auditor.

RESOLVED to confirm appointment of internal auditor as Heelis & Lodge who remain independent and competent to carry out the tasks.

3615. Other Council Matters (for consideration or report)

3615.1 Community Protection Team (CPT) (Renamed from CET)

- January report to be noted
- February report awaited
- 2026/2027 Community Protection Contract

RESOLVED to agree the proposed requirements for 5 hours per month including inspection of the playground, TRUCAM speed patrols as well as other general patrols of the village and parking o/s school and at Hoe Mill during the summer.

3615.2 Woodham Walter Common – Essex Wildlife Trust (EWT).

- To note request from ECC PROW officer for replacing bridge with pipe. Query about landowner of Bridleway between Spring Elms and WWC. Landowner has never been known and has previously been investigated.

RESOLVED no objections from councillors for the replacement or the access required and they supported the proposal.

(b) It was noted that a trail run will be taking place on 6th June.

RESOLVED clerk to draw organisers attention to the damaged bridge.

3615.3 Allotments Report – to receive any updates for report.

Cllr. Warren reported that the AGM has been set for 9th April. There are currently 3 vacant plots which will be advertised. Clerk and Cllr. Warren will attend a tour prior to the AGM.

3615.4 Parish Councillor – it was confirmed that Cllr. Barber has completed his register of interests and all actions required have been carried out by Cllr. Barber and Clerk. Cllr. Barber signed the consent to email service.

3615.5 Cyber Training – noted that clerk is due to attend virtual course

3616. Highways, Transport & Infrastructure (for consideration or report)

3616.1 Various matters on-going as detailed in the Highways log. The following have recently been reported/repared.

- Pothole at Stivvy's Road was promptly repaired

3616.2 99 Bus Service

a) To note the ECC have changed their decision regarding cancellation of Monday and Thursday services – although they haven't told us yet and it is currently unclear. This has been notified as one of the Love Your Bus Grant applications was queried and as a result one application was withdrawn as no longer required.

b) Love Your Bus 2 – await results of application for shopper service.

c) Love Your Bus 1 – publication of leaflet for distribution to properties in Woodham Walter and Little Baddow is in final draft.

3617. Local Issues (for consideration or report)

3617.1 Bell Meadow & Memorial Garden

(a) Football Goals.

Cllr. Bunn & Clerk met to begin process of adding more anchor points by measuring and agreeing on location. Cllr. Bunn to return and install. Cllr. Bunn fixed the broken padlock wire but padlock was ceased so await application of WD40 to see if it can be opened, otherwise new padlock will be required (approved).

Cllr. Bunn has also designed bracket to better position padlocks.

(b) Playground Report - The missing plastic spacer has been replaced by Clerk.

(c) Bell Meadow – request from Maldon CVS to use Bell Meadow for free childrens event over Easter Holidays.

RESOLVED to support the request. Clerk to make contact and request insurance details.

(d) Memorial Garden – Oak Processionary Moth Statutory Plant Health Notice received from Forestry Commission. All infested trees and within 50 metres must be prophylactically sprayed twice between 1 April and 30 June 2026) to control OPM. All other trees must be checked for infestation by 1st September 2026. No chips, twigs or logwood, No trees or parts thereof of the infected tree/s shall be removed from the premises prior to 31st July 2027. However, the Forestry Commission are offering to carry out the spraying work at no cost if we use their approved contractors.

RESOLVED to accept the Forestry Commission contractors.

3617.2 Footpaths Report – Cllr. Warren reported that some dead and dangerous elms adjacent to FP19 alongside the Allotments, had been removed. A tree on the track between Bell Meadow and the Warren is had been left in a dangerous condition, Cllr. Warren will report.

3617.3 School Report – the Head Teacher report includes information on school assemblies; the PTA are planning the Summer Fete on Friday 26th June from 2.30-6.30 and look forward to welcoming the community; They have hosted parent coffee morning and a visit from Olympian Alice Sharpe who shared her inspirational story; The school celebrated World Book Day, they are planning a Mothers Day celebration, a school disco and the Year 6 pupils have received their "Leavers Hoodies".

3617.4 Essex Police/Crime Reports/Neighbourhood Watch Report.

(a) It was noted that Various general reports and newsletters had been shared

(b) Meet the Police at Walter's Café, confirmed for April and June.

(c) Report of attempted theft of vehicle from Mead Pastures.

(d) Report of attempted break-in at the Church

3617.5 Litter

- There were no reports
- Annual litter pick Saturday 21st March (reserve date 28th March) meeting outside Village Hall at 10am.

3617.6 Walter's Third Thursday Community Café

- Thursday 19th February – Neighbourhood Plan Reg.14 Consultation
- Thursday 19th March – Neighbourhood Plan Reg 14 Consultation
- Thursday 16th April – Maldon Town Police Team. Essex & Suffolk Water Community Team.

3617.7 Bell Meadow Village Association – to receive any updates or reports.

It is understood that the Chairman has also decided he needs to stand down which leaves the committee with just a secretary. They require a new committee including chairman and treasurer. Clerk has advised that an Extra Ordinary meeting should be called to decide on the way forward, either a new committee is formed or the association is disbanded.

3618. 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)

3619. Points of Information/Items for future agenda

None.

3620. Date of Next Parish Council Meeting:

Ordinary Parish Council Meeting – Monday 13th April 2026 at 8pm in Woodham Walter Women's Club.

3621. The Chairman closed the meeting at 9.50pm

Signed :

Date: