

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 13th April 2026

Present:

Cllr. John Brown (Chairperson)

Cllr. James Bunn

Cllr. Nigel Barber

Cllr. Emel Fowler

Cllr. Joanna Simons

Cllr. John Tompkins

Others: Jacky Bannerman (Parish Clerk/RFO)

Public: 1 (in attendance from 8.00-8.20pm)

3622. Welcome Cllr. Brown welcomed those present to the meeting. No one declared that they would be recording the meeting.

3623. To report, approve and record apologies for absence

Apologies were received and accepted from Cllr. Peter Warren and County Cllr. Jane Fleming.

3624. 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).

Cllr. Emel Fowler declared DPI regarding the Solar Farm as part of the land is within the ownership of her/spouse.

There were no other interests declared and the register was duly updated.

3604.2 To receive and consider any requests for dispensations - None

3625. Public Forum

There was one member of the public present.

They raised concerns with regards to road safety on Rectory Road/The Street. Sadly, their cat had been run over earlier in the day. She is also concerned that walking along the path is hazardous, particularly to small children due to the speed at which vehicles pass. Consequently, she sometimes feels that she needs to drive her child to nursery or school and particularly the playground as the path is very narrow. The entrances to the village are all wide so that vehicles enter the village at speed. She knows that the Community Engagement Team attends which does help, but often notifications are placed on whatsapp groups or ways/google maps and this alerts drivers to slow down to avoid capture. She is concerned for safety of pedestrians and asks if there is anything that can be done to improve safety in the village.

The Chairman thanked her for attending and invited her to remain in the meeting room for a discussion under highways.

3626. To approve the minutes of the Ordinary Parish Council Meeting held on Tuesday 10th March 2026.

3627. Matters Arising - Progress report (not for resolution)

3627.1 The report compiled by the Clerk to be noted. Matters for report were contained within the agenda.

3628. Planning – APPLICATIONS RECEIVED (for consideration or report)

3628.1 No planning applications had been received prior to the agenda. To note any planning applications received after the agenda and consider if an extra ordinary meeting is required, or if response should be delegated to Clerk.

a) 26/00238/FUL Land between Beightons and Barrow Cottage, Bassetts Lane

Cessation of use of land for recreational camp site and erection of single-storey three-bedroom dwelling and detached garage with associated works.

Email sent to neighbours. Consider neighbour consultation.

b) 26/00229/WTPO Thornberry, Rectory Road

(A1 on group TPO 06/75) T1 Ash (*Fraxinus excelsior*) – Fell

Consider neighbour consultation. The applicant is happy to answer any questions.

RESOLVED to call an Extra Ordinary Meeting to discuss planning applications on Wednesday 22nd April at 8pm in Woodham Walter Women's Club.

3629. Planning – DECISIONS (for consideration or report)

3629.1 26/00086/VAR The Shrubbery, Curling Tye Lane APPROVE (Del)

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.

3629.2 26/00087/LBC The Shrubbery, Curling Tye Lane APPROVE (Del)

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.

3629.3 Pending Decisions

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)

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

d) 26/00158/TCA Redbrick Cottage, The Street

3630. Other Planning Matters /Other MDC Matters (for consideration or report)

3630.1 Enforcement – to receive any updates or reports. None.

3630.2 Solar Farm Considerations – to note any updates or reports

Cllr. Emel Fowler having declared an interest, stepped out of the room during the discussion on Solar Farms.

a) Letter from Rt Hon. Priti Patel MP

RESOLVED to write and inform that the council is unable to pre-determine prior to a planning application, but once the plans are received and discussed the council may seek advice in the future.

b) Noted that another Parish Council had been in touch with a similar Solar Farm consultation and it was noted that they were also facing similar challenges with regards to pre-determination.

c) It was noted that the Neighbourhood Plan had been updated as a result of comments received during the Regulation 14 Public Consultation.

3630.3 Appeals - It was noted that in future appeals will only be permitted based on the original data submitted at the time of an application. Applicants will not be able to introduce additional information at appeal stage.

3631. Woodham Walter Neighbourhood Plan – Update from Cllr. John Tompkins

The Regulation 14 Public Consultation had concluded and the Final Draft Submission document has been updated with changes noted and a draft Regulation 15 document has been produced. There is likely to be a few more minor amendments over the coming days, but the document should be ready for submission to MDC next week. MDC will then review amendments and submit to the Planning Inspector, once submitted the plan becomes an Emerging Document. After the Planning Inspector has made comments, these will be assessed and incorporated where appropriate. The Local Authority (MDC) will then put it to referendum in the Parish. The regulation 15 document addresses the comments made in the consultation and some have been incorporated into the plan, but some comments could not be included because the Neighbourhood Plan cannot contra Maldon District Council or National policies. It was agreed that the Regulation 15 document addresses the comments received well.

RESOLVED to approve the revisions and Regulation 15 document, subject to the final amendments.

The Chairman thanked Cllr. Tompkins and the Steering Group for the work that has been done.

3632. To receive reports of the County and District Councillor's.

It was noted that Cllr. Fleming had provided a written report. There was also some information received from Maldon District Council. Matters are shared with councillors and residents via the Village Email or website.

3633. Financial Matters (for consideration or report)

3633.1 To receive the Summary of Accounts to date. This includes transactions since March meeting

Date	Unity Trust Instant Access Account	Transaction Detail	Amount In	Amount Out	Balance
28/02/2026	Balance				37,746.44
11/03/2026	Transfer to Current Account (March Debits)			3,300.00	34,446.44
31/03/2026	Interest Received (CR#23)		197.44		34,643.88
13/04/2026	Transfer to Current Account (April Debits)			2,900.00	31,743.88
					31,743.88

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
28/02/2026	Balance				1,065.09
02-09/03/2026	February Debits (#169 & #166)			585.79	479.30
09/03/2026	Credit #21 (UK Power Networks Wayleave)		52.78		532.08
11/03/2026	Transferred from Instant Access		3,300.00		3,832.08
12-23/03/2026	February Debits (#160,161,162,163,164,167,168,170,171,172,173,174)			2,012.28	1,819.80
24/03/2026	Credit #22 (UK Power Networks Wayleave)		5.75		1,825.55
31/03/2026	March Debits #165			7.00	1,818.55
01/04/2026	Outstanding Debits (#1(#19))			384.00	1,434.55
14/04/2026	Transferred from Instant Access		2,900.00		4,334.55
14/04/2026	April Debits (#1-14)			3,252.22	1,082.33
					1,082.33

RESOLVED to accept the statement of accounts.

3633.2 Summary of Payments for April

Ref:	Payee	Method	Net	VAT	Gross
#1	Printing (Bus Flyer/questionnaire) (Central Connect Transport Ltd)	BACS	320.00	64.00	384.00
#2	A&J Lighting Solutions	DD	21.00	4.20	25.20
#3	Mrs J Bannerman (Salary/Allowance)	BACS	644.85	-	644.85
#4	Nest Pension (Employer £44.77 Employee £71.64)	DD	116.41	-	116.41
#5	Barclaycard	DD	14.90	-	14.90
#6	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#7	Unity Trust Bank (Charges) February	DD	7.00	-	7.00
#8	Plusnet (Women's Club Broadband)	DD	31.99	-	31.99
#9	Npower	DD	71.92	3.60	75.52
#10	Skippers Ground Maintenance	BACS	110.00	22.00	132.00
#11	Maldon District Council (CET) Await Invoice	BACS	648.60	129.72	778.32
#12	HMRC (1/4ly payment)	BACS	760.38	-	760.38
#13-17	Clerk's Expenses (Goal Post /1st Money/Ring Central/Stationery)	BACS	322.40	61.51	383.91
#18	CPRE Membership Renewal	BACS	36.00	-	36.00
#19	EALC/NALC Membership Affiliation Fees	BACS	214.74	-	214.74
#20	St Michael's Church (Allotments land rent donation)	BACS	1.00	-	1.00
	Total		3,031.19	221.03	3,252.22

Date	Bardaycard Payments (Estimated March Statement)	Net	VAT	Gross
07/03/2026	1st Money (Payroll)	14.90	0	14.90
		14.90	-	14.90

- Npower query – ongoing
- CPRE Clerk to investigate the benefits of continued membership
- EALC/NALC membership affiliation fees – it was noted that an alternative private council Training company has been launched called Councilwise. Councillors agreed that the EALC/NALC affiliation provides relevant legal advice, policy documents as well as training and should continue to be supported. There may be occasions where relevant training offered by Councilwise is beneficial but not as an alternative.
- Barclaycard account has now been cancelled. Application for Unity Trust Corporate Card is on-going.
- Approved Training Courses for Canva, provided by EALC, for Clerk at cost of £100, but that an application will also be made for a Clerks Bursary to cover 75% of costs.

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 April 2026 or as soon as possible.

RESOLVED to accept the Summary of Payments.

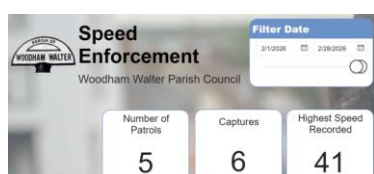
3633.3 Review of Bank Statements, Credit Card Statements and Account sheets for February and March. Cllr. Bunn confirmed that he had reviewed the documents and found them to be reconciled correctly.

3633.4 End of Year 2025/2026 Information received 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. The council will be required to authorise the AGAR at the June meeting.

3634. Other Council Matters (for consideration or report)

3634.1 Community Protection Team (CPT)

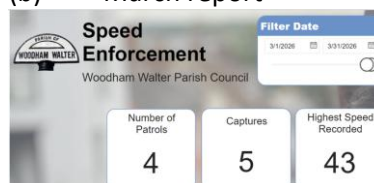
(a) February report



Officer Notes
Woodham Walter Parish Council

Summary of patrol	Start	Date	Duration of patrol (mins)
Patrol and enforcement lines checked, patrol of village, no issues to report	12:15 PM	Thursday, February 25, 2026	35
Patrol of village, check of plaques, all appeared ok.	09:45 AM	Thursday, February 25, 2026	35
Patrolled area, checked enforcement lines, drove around the village, all OK.	12:15 PM	Thursday, February 25, 2026	35
Checked area for parking and thoroughly drove through all the village	09:45 AM	Thursday, February 25, 2026	35
All seemed ok at time of patrol, please check all ok.	12:15 PM	Thursday, February 25, 2026	35

(b) March report



Officer Notes
Woodham Walter Parish Council

Summary of patrol	Start	Date	Duration of patrol (mins)
Patrol of village and streets, nothing unusual seen and please check all ok.	12:45 PM	Sunday, March 01, 2026	35
Checked area, also had a thorough drive around the whole area	09:30 PM	Sunday, March 01, 2026	35
Patrol of village, all appeared correct	12:15 PM	Wednesday, March 04, 2026	35
Spoke with people leaving church, all seemed ok at time of patrol	10:30 AM	Sunday, March 15, 2026	35
Checked enforcement lines and patrolled general area	09:30 AM	Sunday, March 22, 2026	35
Checked school lines and patrolled around the whole surrounding area	10:15 PM	Friday, March 27, 2026	35

3634.2 Woodham Walter Common – Essex Wildlife Trust (EWT) to receive any updates or reports. None.

3634.3 Allotments Report – to receive any updates for report.

AGM held on Thursday 9th April.

Clerk and Cllr. Warren attended an allotments inspection and found that plot holders were complying with the Rules & Regulations. At the time of the visit many plots were awaiting works to tidy up and plant for spring, there was some evidence of weeds, particularly on a few plots including vacant plot 2 which was particularly untidy.

Clerk attended the AGM and received the independently examined accounts, which showed an annual deficit of -£24.09 but a balance carried forward of £518.42. The AA have decided not to maintain membership of the NSALG as the benefits were not considered to be sufficient to warrant the expenditure. It was decided to keep the annual rent @£30 for full plot (10x5m), £15 (5x5m) for ½ plot but to review this next year. Plot holders in attendance at the AGM signed the tenancy agreements and clerk will contact others to seek acceptance.

Clerk to arrange payment of the peppercorn rent to the landowner, which will once again be paid in donation to St Michael's Church.

There are 2 vacant plots which are to be advertised. The previous plot holder of No.2 will be asked to clear site. There are also some items at the bench and leaning against the fence which can be taken and used by plot holders or cleared away from site.

3634.4 Insurance renewal – noted that the council insurance is due for renewal on 1st June. Clerk to seek quotations.

3634.5 Horse chestnut Trees offered.

RESOLVED that there are not currently any suitable locations.

3635. Highways, Transport & Infrastructure (for consideration or report)

3635.1 Various matters on-going as detailed in the Highways log.

3635.2 99 Bus Service

a) Await Love Your Bus Grant agreement

3635.3 ECC consultation – Safer speeds Strategy. Noted.

3635.4 Traffic Calming

Councillors advised that traffic calming and speeding vehicles has long been a concern for residents and the Parish Council is often asked about it. This is the reason the Parish Council arranged for the Village Gateways to be installed and has a contract with the CET to try to address issues where possible. It is a shame that alerts are made to deter drivers, but actually, even though alerts may be sent, this still results in reduction in speeds which is the desired result. Speed bumps have previously been considered and dismissed as unsuitable and not supported. The Neighbourhood Plan survey had also raised concerns with road safety.

RESOLVED to await the election of our County Councillor and then place an agenda item for the June meeting to discuss alternative physical measures such as chicanes. Although it is also noted that funding may be a barrier to improvements and a request will need to be submitted and supported by Essex County Council Highways for any improvements.

3635.5 Old London Road, bends at Lodge Farm. Noted email received from local resident and comments by parish councillors raising safety concerns, in particular after a recent accident. It was noted that there are several places where the barriers are damaged and that the temporary blue plastic barriers are not considered suitable. There are also some potholes at the edge of the carriageway which are a hazard. It was noted that these issues have previously been reported to Highways, Clerk to chase up and also notify County Councillor Fleming.

3636. Local Issues (for consideration or report)

3636.1 Bell Meadow & Memorial Garden

(a) Football Goals.

Cllr. Bunn & Clerk have moved the goals and installed new padlocks, brackets and chains. Cllr. Bunn to install additional anchors. One bracket had broken and James to replace.

(b) Playground Report . Noted one of the gate slats has broken slightly, Cllr. Brown will have a look and advise. Clerk has requested quotation for replacement telescope because the base has become damaged with wear and tear.

(c) Bell Meadow. Green Space Games event on 7/4/26. There had been a good turnout, 37 families registered to attend and everyone seemed to have a good time.

(d) Memorial Garden – noted that a couple of the no parking signs appear to have been damaged. Clerk to enquire with grounds maintenance contractors and ask that they take care.

3636.2 Footpaths Report – Cllr. Warren reported that the hung-up tree trunk on FP13 (the track from Bell Meadow to The Warren) has been removed by our Rights-of-Way Inspector. A large tree had fallen across bridleway BR10 by Redgates blocking it for riders, passable for walkers. This has now been removed by the farmer. An even larger dead tree came down completely blocking FP16 where it enters The Wilderness. After much work this has been removed. Also on FP16 Old London Road, the drunken fingerpost hit by a vehicle, has been reported.

3636.3 School Report. Cllr. Symons is due to be updated after a period of absence and will provide report at the next meeting.

3636.4 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.

3636.5 Litter

- There were no reports
- Annual litter pick - 14 volunteers covered the whole parish and collected 22 bags of rubbish. Thanks to volunteers and Colin Warner for collecting/storing bags.

3636.6 Walter's Third Thursday Community Café

- Thursday 16th April – Maldon Town Police Team. Essex & Suffolk Water Community Team.
- Thursday 21st May

3636.7 Bell Meadow Village Association – to receive any updates or reports.

AGM due to be held on Thursday 30th April at 7.30pm in The Cats. Cllr. Fowler to attend.

3636.8 Women's Club – Cllr. Symons reported that the trustee documents have been updated and will be sent off very soon.

3637. 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) RCCE Nature Recovery Event at Hat Pev	(h) Chelmer Valley Landscape Group update

3638. Points of Information/Items for future agenda

None.

3639. Date of Next Parish Council Meeting:

Extra Ordinary Parish Council Meeting – Wednesday 22nd April at 8pm in Woodham Walter Women's Club.

Annual General Meeting with Ordinary Parish Council Meeting – Monday 11th May 2026 at 8pm in Woodham Walter Women's Club.

Annual Parish Meeting – Wednesday 27th May 2026 at 7.30pm in Woodham Walter Village Hall.

3640. The Chairman closed the meeting at 9.35pm

Signed :

Date: