

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 8th June 2026

Present:

Cllr. John Brown (Chair)

Cllr. Nigel Barber

Cllr. Joanna Symons

Cllr. John Tompkins

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk/RFO)

Cllr. Debbie Driver (Stow Maries Parish Council) in attendance until 8.40pm

Public: 1 (in attendance until 8.40pm)

3674. Welcome Cllr. Brown welcomed those present to the meeting. No one declared that they would be recording the meeting.

3675. To report, approve and record apologies for absence

Apologies were received and accepted from Cllr. Emel Fowler, Cllr. James Bunn, District Cllr. Simon Morgan.

3676. Disclosure of Interests/Consideration of Dispensations

3676.1 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.

3676.2 To receive and consider any requests for dispensations – None

3677. Public Forum

There was one member of the public present.

3678. To approve the minutes of the Annual General Meeting with Ordinary Parish Council Meeting held on Monday 11th May 2026

RESOLVED to accept the minutes as a true record of the meeting and they were duly signed by the Chair.

3679. Matters Arising - Progress report (not for resolution)

3679.1 The report compiled by the Clerk was noted.

3679.2 It was confirmed that Cllr. John Brown signed his Declaration of Acceptance of Office and consent to email service prior to the Annual Parish Meeting on Wednesday 27th May.

3679.3 All other Matters for report are contained within the agenda.

3680 99 Bus Service (Love Your Bus)

a) to consider which bus company will provide the Love Your Bus 2 Shopper Service. Councillors had received a report from the Clerk with recommendations following detailed research and analysis. Taking into account the impact of the LYB2 Extension service to South Woodham Ferrers which has been won by Stow Maries PC (Cllr. Driver was in attendance representing Stow Maries Parish Council). The clerk gave a brief synopsis of the history, the Love Your Bus Grant application process, the experiences of liaising with both prospective bus companies and recommendations.

The Parish Clerk recommended that WWPC appoint **TMS / Central Connect** as the preferred operator for the LYB2 shopper service, subject to final agreement of satisfactory contract terms, monthly payment arrangements, confirmation of a workable start date, amendment of the ECC grant paperwork, and liaison with

Stow Maries PC on alignment of the linked LYB2 services. The main reasons are TMS's close involvement in developing the successful LYB2 bid, its proactive support to the Parish Council, the suitability of its vehicles for local roads, and the significant passenger benefit of offering the LYB2 journeys free of charge. Stevensons remains a credible alternative and should be retained as the fallback option if timescales, contractual issues, or coordination with the linked SWF extension cannot be resolved.

Cllr. Driver confirmed that having attended meetings with the Woodham Walter Parish Clerk and analysed the options, she will be making the same recommendation to Stow Maries Parish Council; that they appoint TMS/Central Connect to run their LYB2 99 Bus Extension Services to South Woodham Ferrers. This is of course subject to Stow Maries Parish Council's agreement with the recommendation. Cllr. Driver thanked the Clerk for the help offered.

There was a detailed discussion including considerations for the next year, there is no guarantee that there will be any LYB funding next year, it may come down to how supported the bus services are, as to whether the bus company will consider continuing the route as a commercial service. In the meantime, there will be a year of free bus travel on the LYB services. It was noted that the ECC supported journey's run by Stevensons (early morning to Chelmsford, afternoon return journey) will remain subject to bus fares being charged.

Cllr. John Brown proposed and Cllr. John Tompkins seconded that the recommendation be supported. All councillors in agreement.

RESOLVED to liaise with TMS/Central Connect.

b) to confirm the LYB Funding Letter with Essex County Council should be signed.

RESOLVED that the Clerk should seek written clarification with regards to Clause 35, that this is not applicable because the terms listed in Schedule 1 allow for paid for advertising. Subject to this, it was agreed that the Chairman should sign the form.

c) to confirm Love Your Bus Service Level Agreement (consider if there is a requirement for legal advice and note that a budget within the LYB2 has been allowed for this).

RESOLVED Clerk to liaise with TMS/Central Connect with regards to the Monthly payment terms and also clause 5.3 which refers to fares payable.

RESOLVED Clerk to seek quotes for legal advice. It was noted that there is a £500 allowance in the LYB2 funding award.

d) to send final bus monitoring data for LYB1 Grant

99 Bus Passenger Numbers												
Month	Passengers	Notes	WW Local Village Email	WW/LB websites	WW/LB noticeboards	WW parish magazine	LB parish magazine	Danbury Focus Magazine	Village Emporium Magazine	Maldon & Heybridge Life Mag	Leaflet delivery	WW Annual Parish Report Delivery
Sep-24	21											
Oct-24	162	Impact of local promotion										
Nov-24	151	Impact of local promotion										
Dec-24	128	Impact of local promotion										
Jan-25	122	Impact of local promotion										
Feb-25	181	Impact of local promotion										
Mar-25	246	Impact of paid for LYB advertising promotion										
Apr-25	255											
May-25	256	Additional Publication										
Jun-25 ?		Figures not supplied										
Jul-25 ?		Figures not supplied as service moved from Stevensons to Konectbus										
Aug-25	418	Konectbus begin service										
Sep-25	511											
Oct-25	531											
Nov-25	580	Alternative publication										
Dec-25	385	Expected reduction due to Christmas										
Jan-26	732											
Feb-26	676											
Mar-26	792											
Apr-26	772											
May-26	680	Leaflet delivery to WW & LB										

It was noted that the latest set of passenger numbers had been received. Clerk queried large increase since January. Continued promotion, including in the alternative publication, plus the delivered leaflet seems to be having a good impact. Our publicity particularly targeted students, who will be catching the morning and afternoon ECC supported services.

Note from TMS after querying large increase: *It is certainly very interesting, looking at the breakdown by ticket types there has definitely been a pick up in the number of students using the service, although still about half of the growth seems to just be organic increased usage with adults.*

The increase in passenger numbers on other parts of the route, helps to sustain the 99 bus for Woodham Walter. The evidence appears to show that the publicity campaign has had a direct and positive impact on

passenger numbers.

Clerk will complete the required LYB1 monitoring form for Essex County Council.

3681. Planning – APPLICATIONS RECEIVED (for consideration or report)

3681.1 26/00309/TCA Woodham Mead, Rectory Road (Opp)
T2 – Ash – Pollard at 3.5m

It was noted that the tree was last pollarded about 20 years ago and it has since grown significantly, including through electricity cables. The crown of the tree is also suffering quite badly from Ash Dieback so pollarding would be beneficial.

RESOLVED to support the proposed works.

3681.2 26/00350/LDE Hoe Mill Barns, Manor Road

Claim for Lawful Development Certificate for an existing use of the whole complex for E(g)(i) purposes. External and internal alterations to the former stables building and its use as operational office space. In breach of condition 2 of planning permission reference FUL/MAL/07/00564

The application for Lawful Development Certificate only requires factual evidence.

RESOLVED no comment.

3681.3 26/00370/HOUSE 6 Mead Pastures

Single storey side and rear extension with pitched roof. Construction of new oak framed porch to front entrance.

RESOLVED support the application.

3682. Planning – DECISIONS (for consideration or report)

3682.1 26/00229/WTPO Thornberry, Rectory Road REFUSED
(A1 on group TPO 06/75) T1 (Ash) Fraxinum Excelsior - Fell

3682.2 26/00181/HOUSE 19 Rectory Road APPROVE

Re-submission of planning application (Approved 13/01/2023 HOUSE/MAL/22/01127) Two storey rear extension, addition of window to flank elevation at first floor.

NB: We did not receive notification of this application.

3682.3 26/00208/FUL Blue Mills Cottages, Blue Mills Lane REFUSED
Retrospective change of use from agricultural land to residential curtilages.

3682.4 25/01092/FUL Bunsay
Downs APPROVE

Provision of 4 No. Padel courts and 2 Pickle Courts.

3682.5 Pending Decisions

- a) 25/01014/FUL The Old Stables at Wood Hall, Little Baddow Road
- b) 26/00238/FUL Land between Beightons and Barrow Cottage, Bassetts Lane
- c) 26/00260/HOUSE 14 Mead Pastures

3683. Other Planning Matters /Other MDC Matters (for consideration or report)

3683.1 Enforcement – to consider any updates or reports

3683.2 Solar Farm Considerations – to consider any updates or reports – No information received.

3683.3 Town & Parish Council Forum – attended by Cllr. Tompkins & Clerk

- Devolution and Local Government Reorganisation
- Green Space Games/Street Tab/Explorer Orienteering
- Local Plan update
- Councilwise Training

3683.4 MDC Design & Conservation Awards – there were no nominations put forward.

3683.5 Notice of Submission of the Chelmsford Local Plan to the Secretary of State for Housing, Communities and Local Government

3684. Woodham Walter Neighbourhood Plan – Update from Cllr. John Tompkins

Councillor Tompkins reported that MDC had asked for clarification on the area of Green spaces and he has since submitted a Green Spaces Assessment.

3685. To receive reports from the County and District Councillors

There were no District or County Councillors present.

It was noted that various updates from Maldon District Council are shared with Councillors and where relevant in the Village Email and on website.

The Clerk had an email dialogue with County Councillor Jarvis, with regards to highways issues.

3686. Financial Matters (for consideration or report)

3686.1 To receive the Summary of Accounts to date. This includes transactions since May meeting

Date	▼	Unity Trust Instant Access Account	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
30/04/2026		Balance							66,640.88	
14/05/2026		Transfer to Current Account (May Debits)					1,500.00		65,140.88	
28/05/2026		HMRC VAT Refund (2025-2026)			2,734.12				67,875.00	
09/06/2026		Transfer to Current Account (June Debits)					4,000.00		63,875.00	
							-		63,875.00	

Date	▼	Unity Trust Current Account	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
30/04/2026		Balance							1,157.33	
01/05/2026		Party Tent Income (CR#1)			75.00				1,232.33	
11/05/2026		May Debits (#26)					31.99		1,200.34	
14/05/2026		Transferred from Instant Access			1,500.00				2,700.34	
15-31/05/2026		May Debits (#21-25, 27-28)					1,543.48		1,156.86	
		Outstanding May Debits (#29)					120.00		1,036.86	
		Transferred from Instant Access			4,000.00				5,036.86	
		June Debits (#30-42)					4,074.11		962.75	
					5,575.00		5,769.58		962.75	

3686.2 Summary of Payments for June

Ref:	▼	Payee	▼	Method	▼	Net	▼	VAT	▼	Gross	▼
#29 (May)		EALC (Canva Training)		BACS		100.00		20.00		120.00	
#30		A&J Lighting Solutions		DD		21.00		4.20		25.20	
#31		Mrs J Bannerman (Salary/Allowance)		BACS		1,312.17		-		1,312.17	
#32		Nest Pension (Employer £95.97 Employee £153.56)		DD		249.53		-		249.53	
#33		Woodham Walter Village Hall (Walter's)		BACS		30.00		-		30.00	
#34		Unity Trust Bank (Charges)		DD		7.00		-		7.00	
#35		Plusnet (Women's Club Broadband)		DD		31.99		-		31.99	
#36		Npower		DD		45.37		2.27		47.64	
#37-#43		Clerk's Expenses (1st Money, Refreshments, Canva, Microsoft 365, Ring Central, Toner)		BACS		259.11		47.45		306.56	
#44		Heelis & Lodge (Internal Auditor)		BACS		285.00		-		285.00	
#45		Annual Contribution - Essex Wildlife Trust		BACS		1,000.00		-		1,000.00	
#46		Hullbridge Design & Print (Annual Report Printing)		BACS		320.00		-		320.00	
#47		Zurich Town & Parish, Insurer Trust Account		BACS		432.02		-		432.02	
#48		SLCC Essex Training Day		BACS		27.00		-		27.00	
		Total				4,020.19		53.92		4,074.11	

- Npower query – The clerk reported that Npower insist that bills are correct for a UMS deemed tariff. Last year we were moved from Non-Half Hourly unmetered supplies to half-hourly settled on one main metre point administration number as part of the industry wide P434 programme. They are going to double check and get back to us with regards to the LED lights. They are unable to provide a fixed term contract because the usage is too low. The higher costs over the winter period are because of the additional usage (i.e. where lights are on longer in darker months).
- Change of bank account signatories has been confirmed

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 11th June 2026 or as soon as possible.

3686.3 Review of Bank Statements, Credit Card Statements and Account sheets for May. Deferred to next meeting as Cllr. Bunn was not present.

3686.4 End of Financial Year 2025/2026

- (a) Noted that through the financial year the Clerk has provided a monthly summary of accounts and financial reports to councillors.
- (b) The Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings
- (c) The Chairman confirmed he has reviewed the Accounts documents
- (d) Relevant financial information is available on the Woodham Walter Parish Council website
- (e) Internal Auditor Report –To consider any recommendations. Report received. There were no comments or recommendations to make in relation to the audit. Internal Auditor AGAR statement completed.
- (f) The Clerk/RFO confirmed that the AGAR form Section 2 had been duly certified in advance of the meeting.
- (g) Councillors noted the draft letter to the External Auditor, there are no explanations of variances required this year.
- (h) End of Year Accounts – Annual Return for the financial year ended 31 March 2026. Councillors confirmed the answers to the questions in Section 1 - Annual Governance Statement 2025/2026 in the Annual Return for the year ended 31 March 2026. This was duly signed by the Chair and Clerk/RFO.
- (i) End of Year Accounts – Accounting Statements for the financial year ended 31 March 2026 Section 2 Councillors approved the Accounting Statements and the Chairman signed the declaration.

Clerk to arrange to display the relevant information on the noticeboard and the website as per the regulations.
Clerk to arrange to send documentation to External Auditor PKF Littlejohn.

3686.5 Unity Corporate Purchasing Card Indemnity Agreement & Business Cardholder application– the required forms were duly signed.

3686.6 Confirmation of arrangements for insurance cover.
RESOLVED to renew insurance cover with Zurich Municipal.

3686.7 Broadband Considerations – Consider recommendations for Broadband service at Women’s club room.
RESOLVED clerk to arrange.

3687. Other Council Matters (for consideration or report)

3687.1 Community Protection Team (CPT)

- (a) May report was noted. This includes 19 captures which were made on the occasion of the A12 being closed!
- (b) Note from CPT after query raised to make sure that weekly checks are made of playground: *The playground inspections do take place and should be marked as completed on the list after each patrol. Adrian or myself will remind the team to ensure this is recorded going forward.*

3687.2 Woodham Walter Common – Essex Wildlife Trust (EWT) . To receive any updates or reports.
EWT news article shared re: frogs at Warren track.

3687.3 Allotments Report – to receive any updates for report. It was reported that plot holders had been busy.

3687.4 Annual Parish Meeting – Matters Arising from meeting on Wednesday 27th May. Councillors noted that the draft minutes had been produced and there were no matters arising.

3687.5 The Pensions Regulator – It was noted that Clerk had completed the Re-declaration on 1st June 2026.

3687.6 Green Space Games – to consider supporting an event at Bell Meadow during the Summer holidays. The event held at Easter was fully funded by MDC/MCVS. The Summer events would be part funded by MDC @£250 and the Parish Council would be asked to contribute £110 for a summer activity event. Councillors reviewed the feedback from the Easter holidays event which had been well supported and the feedback was positive.

RESOLVED to support a Green Space Games event at Bell Meadow during the summer holidays.

3687.7 Local Council Clerk Week: During LCCW, we're championing the professionals who keep grassroots democracy moving: the people who turn good ideas into lawful decisions, help communities spend public money properly, and make sure local councils are open, fair and effective. Nothing to do, just for information!

3687.8 To note the following policies, procedures and protocols which are subject to further review.

- (a) Confirmation of arrangements for insurance cover. (See min ref: 3686.6)
- (b) Action Plan (subject to review)
- (c) Memberships & Subscriptions (subject to review)
- (d) GDPR Privacy Notice and Policies (to be reviewed)

3687.9 Scribe Service Agreement & Data Processing Record – it was confirmed that the form should be returned.

3687.10 Duke of Edinburgh volunteer – it was noted that a new volunteer had come forward and the clerk is due to meet them.

3688. Highways, Transport & Infrastructure (for consideration or report)

3688.1 Various matters on-going as detailed in the Highways log.

- a) West Bowers hole and road closure noted – to receive any updates (Clerk has raised complaint with ECC and also raised with Cllr. Jay who had responded that the matter was raised with Highways and **requested that the road damage is prioritised** given the seriousness of the situation and the ongoing disruption being caused.
- b) Little Baddow Road subsidence – works due to take place 15-17 June and potential road closure clash. (The roadworks notice has now disappeared from one.network presumably because they realised the diversion route was already closed!) Also raised with ECC/Cllr. Jay.
- c) To note correspondence shared by local resident re: Hoe Mill Bridge
- d) Noted road closures on 25/26 June at North Hill and Crouchmans Farm Road – Clerk had enquired as the closure of both of these roads on the same day is likely to cause significant inconvenience
- e) To note that Lee Carter has asked tenant to trim back the overhanging bush on Curling Tye Lane.

3689. Local Issues (for consideration or report)

3689.1 Bell Meadow & Memorial Garden

- (a) Football Goals – there were no updates or reports
- (b) Playground Report – it was noted that the top gate closure was not working very efficiently. To monitor and consider replacement as necessary. It was noted that the Annual safety check report is awaited.
- (c) Bell Meadow – there were no updates or reports
- (d) Memorial Garden – Clerk confirmed continued checking for OPM
- (e) Tree Inspection – Cllr. Warren/Clerk due to attend on 16/06/2026

3689.2 Footpaths Report – Cllr. Warren reported that Essex Wildlife Trust had replaced route marker discs on Woodham Walter Common. FP16 Wilderness, trees were down over the path and had been reported.

3689.3 School Report – the report received from the Head Teacher was noted including the official opening of the new Rainbow Room and Reception classroom. Cllr. Symons reported that she continues with her SEND duties and monitoring and noted the school summer fete is taking place on Friday 26th June.

3689.4 Essex Police/Crime Reports/Neighbourhood Watch Report.

- (a) To note that Various general reports and newsletters had been shared
- (b) Meet the Police at Walter's Café, confirmed for June 18th.

3689.5 Litter – noted that a couple of builder bags had been left on the Rectory Road verge – Cllr. Warren will enquire, as it is not currently possible for the verge to be maintained.

3689.6 Walter's Third Thursday Community Café

- Thursday 21st May – Community Energy Pathways, Pluto - Probate & Wills
- Thursday 18th June – Maldon Town Police Team, Maldon CVS, MDC Health, Integration & Wellbeing Officer

3689.7 Bell Meadow Village Association – the team had attended the Annual Parish Meeting.

3689.8 Women's Club – they have updated their constitution which awaits approval from the committee.

3689.9 Essex Waterways/Canal issues – note concerns reported on social media posts about behaviour and litter issues at the canal including at Rushes Lock/Hoe Mill.

3690. Correspondence – Various items of correspondence have been received and shared with Councillors and where appropriate the public via the website and village emails.

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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) Email from local resident re: library policy	h)

(g) It was noted that the correspondence appeared to be referring to verbal instructions rather than ECC updated policies. It was noted that this is a county issue and not something the Parish Council would deal with – especially given the political nature.

3691. Points of Information/Items for future agenda

None

3692. Date of Next Parish Council Meeting:

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

3693. The Chairman closed the meeting at 9.55pm

Signed:

Date: