

MINUTES (DRAFT)

Minutes of Ordinary Meeting of Woodham Walter Parish Council.

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

Monday 13th July 2026

Present:

Cllr. John Brown (Chair)

Cllr. James Bunn

Cllr. Nigel Barber

Cllr. Joanna Symons

Cllr. John Tompkins

Cllr. Peter Warren

Others: Jacky Bannerman (Parish Clerk/RFO)

Public: None

3701. Welcome Cllr. Brown welcomed those present to the meeting. No one declared that they would be recording the meeting.

3702. To report, approve and record apologies for absence

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

3703. Disclosure of Interests/Consideration of Dispensations

3703.1 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.

3703.2 To receive and consider any requests for dispensations – None

3704. Public Forum

There were no members of the public present.

3705. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 8th June and the Extra Ordinary Parish Council Meeting held on Friday 19th June 2026

The minutes were approved as a true record of the meetings and duly signed by the Chair.

3706. Matters Arising - Progress report (not for resolution)

To note report. Matters for report are contained within the agenda.

3707. 99 Bus Service (Love Your Bus)

a) to report any updates

The Clerk reported that liaison is continuing between Stow Maries Parish Council, Essex County Council and Stephenson's of Essex who will be running the 99 bus service. This includes the ECC supported services of the 99 service (i.e. a morning bus to Chelmsford and an afternoon return service) and the new WWPC LYB2 Shopper Service (to/from Maldon) and the SMPC LYB2 Extension service to/from South Woodham Ferrers. At this stage it has still not been confirmed if the shopper service will begin at the end of July or the end of August. As soon as this is confirmed this will be promoted and timetable information will be directly communicated to those residents we know are waiting patiently for the service to start. The Clerk will also notify Little Baddow Parish Council of the outcome and dates the service will begin.

RESOLVED to write a letter of complaint to ECC regarding the Love Your Bus process and issues that we have encountered. It has been extremely frustrating that ECC who it is considered, should be responsible for running bus services, devolved responsibility to the Parishes with the Love Your Bus grant scheme and then manipulated the result. In the event that the Parish Council incurs any additional costs we will be seeking those from ECC.

b) to confirm legal advice and Love Your Bus Service Level Agreement

RESOLVED to appoint Birketts as the legal advisor and contracts to be sent for checking. Noted that both Woodham Walter and Stow Maries Parish Council contracts will be checked and Woodham Walter will engage

the services of Birketts, and invoice Stow Maries Parish Council for half the costs.

c) to confirm final bus monitoring data for LYB1 Grant – await final figures.

3708. Planning – APPLICATIONS RECEIVED (for consideration or report)

3708.1 26/00377/HOUSE High Oaks Cottage, Manor Road

Single storey rear extension. Alterations to fenestration including addition of steps to rear of existing side conservatory.

RESOLVED to support the application.

3708.2 There were no other planning applications received.

3709. Planning – DECISIONS (for consideration or report)

3709.1 26/00238/FUL Land between Beightons and Barrow Cottage, Bassetts Lane APPROVE

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

3709.2 26/00309/TCA Woodham Mead, Rectory Road (Opp) ALLOWED TO PROCEED
T2 Ash – Pollard at 3.5m

3709.3 26/00260/HOUSE 14 Mead Pastures APPROVE

Demolition of existing conservatory with erection of single storey rear infill extension and new roof to existing single storey rear extension with roof lights.

3709.4 25/00578/OUTM Land west of the Cemetery, London Road, Maldon APPEAL ALLOWED

The appeal is allowed and planning permission is granted 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 Road and London Road, and associated infrastructure works on land west of the Cemetery, London Road, Maldon CM9 6LJ in accordance with the terms of the application reference 25/00578/OUTM and subject to the conditions set.

3709.5 Pending Decisions

- a) 25/01014/FUL The Old Stables at Wood Hall, Little Baddow Road
- b) 26/00350/LDE Hoe Mill Barns, Manor Road
- c) 26/00370/HOUSE 6 Mead Pastures

3710. Other Planning Matters /Other MDC Matters (for consideration or report)

3710.1 Enforcement – to consider any updates or reports – None received.

3710.2 Solar Farm Considerations – to consider any updates or reports – No information received.

3710.3 To receive Maldon District Town & Parish Council Forum Notes – Noted speculation on changes of management as result of devolution. Also noted the points made regarding Neighbourhood Plans which cannot repeat the NPPF.

3711. Woodham Walter Neighbourhood Plan – Update from Cllr. John Tompkins

It was reported that the updated document had been sent to MDC at the beginning of June and no response had been received. Cllr. Tompkins will ask District Cllr. Simon Morgan to chase this up.

3712. To receive reports from the County and District Councillors

There were no County or District Councillor representatives present.

It was noted that County Councillor Justin Jay had sent through details of the 2026/27 Locality Fund which is now open for nominations.

RESOLVED to request funding for a replacement bench outside Tadpoles Nursery.

It was noted that District Councillor Simon Morgan had sent through details of the next phase of the MDC Where Quality of Life Matters grant scheme.

RESOLVED to share details of the grant schemes with local organisations.

3713. Financial Matters (for consideration or report)

3713.1 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
31/05/2026	Balance				67,875.00
09/06/2026	Transfer to Current Account (June Debits)			4,000.00	63,875.00
30/06/2026	Interest received (CR#7)		273.94		64,148.94
14/07/2026	Transfer to Current Account (July Debits)			11,500.00	52,648.94
	Transferred from Instant Access (LYB2 Grant)		40,000.00		92,648.94
11/08/2026	Transfer to Current Account (August Debits)			4,000.00	88,648.94
				-	88,648.94

Date	Unity Trust Current Account	Transaction Detail	Amount In	Amount Out	Balance
31/05/2026	Balance				1,156.86
08/06/2026	June debit (#35)			31.99	1,124.87
09/06/2026	Transferred from Instant Access (June Debits)		4,000.00		5,124.87
10-30/06/2026	June Debits (#30-34, 36-48))			4,162.12	962.75
01-06/06/2026	Income from Party Tent Hire(CR#5,6,8)		350.00		1,312.75
14/07/2026	Transferred from Instant Access (July Debits)		11,500.00		12,812.75
14/07/2026	July Debits			11,929.26	883.49
	Grant Payment re: LYB2		40,000.00		40,883.49
	Transferred to Instant Access			40,000.00	883.49
11/08/2026	Transferred from Instant Access (August Debits)		4,000.00		4,883.49
11/08/2026	August Debits			3,794.16	1,089.33
			59,850.00	56,123.37	1,089.33

3713.2 Summary of Payments for July & August (Estimate)

Ref:	Payee	Method	Net	VAT	Gross
July Payments					
#49	A&J Lighting Solutions	DD	21.00	4.20	25.20
#50	Mrs J Bannerman (Salary/Allowance)	BACS	1,188.69	-	1,188.69
#51	Nest Pension (Employer £86.31 Employee £138.10)	DD	224.41	-	224.41
#52	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#53	Unity Trust Bank (Charges)	DD	7.00	-	7.00
#54	Plusnet (Women's Club Broadband)	DD	31.99	-	31.99
#55	Npower	DD	40.20	2.01	42.21
#56-#59	Clerk's Expenses (1st Money, Party Tent items)	BACS	54.48	-	54.48
#60	Skippers Ground Maintenance (March/April/May)	BACS	710.00	142.00	852.00
#61	HMRC ¼LY payment (estimate)	BACS	1,032.16	-	1,032.16
#62	Maldon CVS (Green Space Games)	BACS	110.00	-	110.00
#63	Royal Mail Group Ltd (PO Box renewal)	BACS	416.50	83.30	499.80
#64	Maldon District Council (Community Protection Team)	BACS	648.60	129.72	778.32
#65	Legal Costs re: LYB2	BACS	750.00	150.00	900.00
#66	Stephenson's of Essex (LYB2 99 Bus - August) (Estimate)	BACS	2,720.00	-	2,720.00
#67	Stephenson's of Essex (LYB2 99 Bus - Publicity)	BACS	1,833.00	-	1,833.00
#68	Central Connect (LYB2 99 Bus - Bid writing) (Estimate)	BACS	1,000.00	-	1,000.00
#69	Publicity Costs LYB2 tbc (Estimate)	BACS	500.00	100.00	600.00
	Total (July)		11,318.03	611.23	11,929.26
August Payments					
#70	A&J Lighting Solutions	DD	21.00	4.20	25.20
#71	Mrs J Bannerman (Salary/Allowance) (Estimate)	BACS	768.31	-	768.31
#72	Nest Pension (Employer £ Employee £) (Estimate)	DD	139.02	-	139.02
#73	Woodham Walter Village Hall (Walter's)	BACS	30.00	-	30.00
#74	Unity Trust Bank (Charges)	DD	7.00	-	7.00
#75	Plusnet (Women's Club Broadband)	DD	31.99	-	31.99
#76	Npower (Estimate)	DD	45.37	2.27	47.64
#77-#78	Clerk's Expenses (1st Money, Refreshments) (Estimate)	BACS	25.00	-	25.00
#79	Stephenson's of Essex (LYB2 99 Bus - September) (Estimate)	BACS	2,720.00	-	2,720.00
	Total (August)		3,787.69	6.47	3,794.16

- Npower query – on going
- Await final details re: LYB2 payments

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 July 2026 and 13th August 2026 or as soon as possible.

3713.3 Review of Bank Statements and Account sheets for May and June.

Cllr. Bunn confirmed that he had reviewed the documents and found them to be reconciled correctly.

3713.4 End of Financial Year 2025/2026

It was confirmed that relevant information has been displayed on the noticeboard and the website as per the regulations.

It was confirmed that documentation had been sent to External Auditor PKF Littlejohn.

3713.5 Quarterly Expenditure review to End of June 2026 and Forecast Report to end of March 2027.
The reports were noted.

3713.6 Unity 32-day Account – to confirm and sign application form
RESOLVED the forms were signed and Clerk will send off.

3713.7 Broadband Considerations – Consider recommendations for Broadband service at Women's club room.
To note existing contract in place until 31st October. After which Clerk advises changing to Truespeed @£20 for 18-month contract.
RESOLVED to contract Truespeed @£20/month for 18 month contract @150Mbps

3714. Other Council Matters (for consideration or report)

3714.1 Community Protection Team (CPT) - June report noted including 18 Trucam captures.

3714.2 Woodham Walter Common – Essex Wildlife Trust (EWT). Most up to date Action Plan to August 2025 received. Tour with councillors – to be arranged.

3714.3 Allotments Report – to receive any updates for report. There is one vacant plot.

3714.4 Green Space Games – confirmed for Monday 17th August at 2pm on Bell Meadow. Risk assessment and insurance documents received. Promotions to be supported in Village Email, Instagram etc

3714.5 To note the following policies, procedures and protocols which are subject to further review.

- (a) Action Plan (subject to review)
- (b) Memberships & Subscriptions (subject to review)
- (c) GDPR Privacy Notice and Policies (to be reviewed)
- (d) Bring Your Own Device Policy (to be reviewed)

3714.6 Scarecrow Festival – the school are planning a community event which will involve local organisations such as Church/Village Hall. To consider if the Parish Council would support and sponsor the event – e.g. small contribution towards printing costs.

RESOLVED the Parish Council are broadly supportive of the event which is a nice idea for the village. Clerk to ask the school for an estimate of costs which they will then consider.

3715. Highways, Transport & Infrastructure (for consideration or report)

3715.1 Various matters on-going as detailed in the Highways log.

- a) West Bowers hole and road closure – update received from ECC that the hole has been caused by badger set collapse. Requires monitoring prior to repair. Likely to be closed for significant period (currently expected end of October). Clerk spoke to local resident who is carrying out the monitoring for ECC Highways on behalf of Badger group – they visit from time to time to look for activity and will supply a report in due course. Clerk to chase this up in a few weeks.
- b) It was noted that the bollards at Hoe Mill Bridge have now been replaced with taller posts.

3715.2 Street Light – Annual Maintenance Report. No issues raised.

To note that the Street Light at junction with West Bowers Road is hidden amongst trees. To consider cutting back vegetation/when replaced to LED that it is moved higher up the pole.

RESOLVED to report to Highways and request vegetation is trimmed.

3716. Local Issues (for consideration or report)

3716.1 Bell Meadow & Memorial Garden

- (a) Football Goals – Cllr. Bunn will replace brackets in due course. Once ground conditions soften, the second set of anchors will be installed.
- (b) Playground Report – No reports
- (c) Bell Meadow – partially fallen oak branch adjacent to playground, Skippers were asked to remove (works completed).
- (d) Memorial Garden – Clerk has continued checking for evidence of OPM and so far, none has been

found. OPM – recorded message on Bartlett Tree Services line that they are awaiting site details and start date from Forestry Commission and will be in touch. Clerk has sent email to Forestry Commission as the terms of the notice stated that the spraying should have occurred prior to 30th June.

(e) Tree Inspection – Cllr. Warren/Clerk due to attend

3716.2 Footpaths Report – Cllr. Warren reported that the ECC annual cut is behind schedule. They carried out 3 cuts in late June and the remainder will be contracted out and should be done during July. FP14 Church/Whitehouse Farm bridge has been repaired and is due for replacement in August.

3716.3 School Report – Headteacher report awaited. Cllr. Symons reported that she had attended governor training on SEND and PREVENT. A new teacher has been appointed and starts in September.

3716.4 Essex Police/Crime Reports/Neighbourhood Watch Report.

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

(b) Meet the Police attended Walter's Café, in June. Other dates to be confirmed.

3716.5 Litter

Gym equipment at Rectory Road – CPT were going to attempt to engage with resident suspected of leaving it. All collected a few days later.

Car seat, dog crate etc Manor Road – reported to MDC, including car park receipt which may be traceable.

3716.6 Walter's Third Thursday Community Café

- Thursday 16th July – Woodham Walter Primary Academy Choir at 11am
- Thursday 20th August – Guest tbc

3716.7 Woodham Walter fire – information from Essex County Fire & Rescue Service

Woodham Walter – Every small action makes a difference

Essex County Fire and Rescue Service is encouraging residents to help prevent wildfires after a recent incident near Woodham Walter.

Four fire crews attended a field fire involving around three hectares of stubble and farm machinery. During prolonged dry weather, fires can spread rapidly across fields, threatening crops, wildlife and neighbouring properties while requiring significant firefighting resources.

You can help by avoiding bonfires during hot weather, not using barbecues or open fires in the countryside, disposing of smoking materials safely and reporting any fire immediately by calling 999. If possible, use the free what3words app to help emergency services locate the incident quickly.

By working together and taking a few simple precautions, we can help protect our local farms and countryside this summer.

For farm fire safety advice, visit www.essex-fire.gov.uk/farm.

3717. 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) MDC Street Tag	h) Common Green update
i) The Conservation Volunteers information on services they are able to provide.	j)

3718. Points of Information/Items for future agenda None

3719. Date of Next Parish Council Meeting:

Please note: We do not usually meet during August unless there is any urgent business, in which case the date of any meeting will be advertised on the noticeboard and website

Ordinary Parish Council Meeting – Monday 14th September 2026 at 8pm in Woodham Walter Women's Club.

3720. The Chairman closed the meeting at 9.25pm

Signed:

Date: