

WOODHAM WALTER PARISH COUNCIL
NOTICE OF ORDINARY PARISH COUNCIL MEETING

Dear Sir/Madam

I give notice that there will be a meeting of Woodham Walter Parish Council to be held at Woodham Walter Women's Club, Top Road, Woodham Walter CM9 6RQ on Monday 14th September 2026 at 8.00pm. All councillors are hereby summoned to attend. Members of the public and press are cordially invited to attend.

Signed*Jacky Bannerman*.....
CLERK TO THE PARISH COUNCIL

BUSINESS TO BE TRANSACTED

Members are reminded that they should declare an interest with regard to items on the agenda when appropriate. There will be a session at the meeting when parishioners can discuss items on the agenda or other village matters. If any persons present intends to record and/or photograph the meeting they should inform the Chair or Clerk of the meeting. Before each meeting starts, the Chair will ask if anyone intends to record and/or photograph so the public may be advised.

1. Welcome

2. To report, approve and record apologies for absence

3. Disclosure of Interests/Consideration of Dispensations

- a) 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).
- b) To receive and consider any requests for dispensations.

4. Public Forum

5. To approve the minutes of the Ordinary Parish Council Meeting held on Monday 13th July 2026

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

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

7. 99 Bus Service (Love Your Bus)

- a) To report any updates
- b) to confirm final bus monitoring data for LYB1 Grant has been submitted

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

8.1 26/00494/WTPO Thornberry, Rectory Road

T1 Ash tree – remove dead wood 50mm and crown reduce by 5m.

To note that this application was received during the summer break. The Parish Council response was delegated to the Clerk and the reply was to raise no objections subject to the Tree Officer's recommendation.

8.2 26/00582/TCA Severn House, The Street

T1 Prunus cherry tree – fell and replace.

8.3 26/00579/TCA The Bell Public House

Hedge – Tree of Heaven (Ailanthus altissima) – Removal of declining hedge to be replaced with natural coloured picket fencing.

8.4 To note any other planning applications received.

9. Planning – DECISIONS (for consideration or report)

9.1 26/00377/HOUSE High Oaks Cottage, Manor Road

APPROVED

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

9.2 26/00370/HOUSE 6 Mead Pastures

APPROVED

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

9.3 26/00350/LDE

Jenny Moody Properties Ltd, Hoe Mill Barns, Manor Road

APPROVED

Claim for Lawful Development Certificate for an existing use of the whole complex for E(g) (i) purposes.

9.4 Pending Decisions

a) 25/01014/FUL The Old Stables at Wood Hall, Little Baddow Road

b) 26/00494/WTPO Thornberry, Rectory Road

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

10.1 Enforcement – to consider any updates or reports

Item to be 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 Act 1972, s100 (2)).

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

10.3 Notification of Tree Preservation Order No. 01/26 – Field between London Road and Tom Tit Lane

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

12. To receive reports from the County and District Councillors

13. Financial Matters (for consideration or report)

13.1 To receive the Summary of Accounts to date.

Date	▼	Unity Trust 32 Day Notice Account (052)	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
24/07/2027		Transfer from Instant Access			30,000.00		-		30,000.00	
06/08/2026		Transfer from Instant Access			30,000.00		-		60,000.00	
31/08/2026		Balance			-		-		60,000.00	
					60,000.00		-		60,000.00	
Date	▼	Unity Trust Instant Access Account (960)	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
31/07/2026		Balance							69,248.94	
06/08/2026		Transfer to 32 Day Account					30,000.00		39,248.94	
13/08/2026		Transfer to Current Account (August Debits)					2,999.60		36,249.34	
15/09/2026		Transfer to Current Account (September Debits)					5,100.00		31,149.34	
							-		31,149.34	
Date	▼	Unity Trust Current Account (957)	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
31/07/2026		Balance							1,306.41	
10/08/2026		August Debits #74					31.99		1,274.42	
13/08/2026		Transfer from Instant Access (August Debits)			2,999.60				4,274.02	
14-31/08/2026		August Debits #67, #69-#73, #75-#79					3,245.44		1,028.58	
01/09/2026		Party Tent Hire CR#10			125.00				1,153.58	
10/09/2026		September Debits #85					31.99		1,121.59	
16/09/2026		Transfer from Instant Access (September Debits)			5,100.00				6,221.59	
16/09/2026		September Debits #65-66, #68, #80-84, #86-90					5,101.53		1,120.06	
					8,224.60		8,410.95		1,120.06	

13.2 Summary of Payments for August & September

Ref:	▼	August Payments	▼	Method	▼	Net	▼	VAT	▼	Gross	▼
#67		Stephenson's of Essex (LYB2 99 Bus - Publicity)		BACS		1,833.00		366.60		2,199.60	
#69		A&J Lighting Solutions		DD		21.00		4.20		25.20	
#70		Mrs J Bannerman (Salary/Allowance)		BACS		768.31		-		768.31	
#71		Nest Pension (Employer £53.47 Employee £85.55)		DD		139.02		-		139.02	
#72		Woodham Walter Village Hall (Walter's)		BACS		30.00		-		30.00	
#73		Unity Trust Bank (Charges)		DD		7.00		-		7.00	
#74		Plusnet (Women's Club Broadband)		DD		31.99		-		31.99	
#75		Npower		DD		43.87		2.19		46.06	
#76-#78		Clerk's Expenses (1st Money, Refreshments, Stationery)		BACS		27.25		0.42		27.67	
#79		Lloyds Corporate Purchasing Card		BACS		3.00		-		3.00	
		Outstanding from August									
#65		Birketts LLP - Legal Costs re: LYB2		BACS		750.00		150.00		900.00	
#66		Stephenson's of Essex (LYB2 99 Bus - August)		BACS		2,720.00		-		2,720.00	
#68		WM&H Parish News LYB2 (6 months, full page)		BACS		120.00		-		120.00	
		September Payments									
#80		A&J Lighting Solutions		DD		21.00		4.20		25.20	
#81		Mrs J Bannerman (Salary/Allowance inc Backpay)		BACS		866.47		-		866.47	
#82		Nest Pension (Employer £61.14 Employee £97.83)		DD		139.02		-		139.02	
#83		Woodham Walter Village Hall (Walter's)		BACS		30.00		-		30.00	
#84		Unity Trust Bank (Charges)		DD		7.00		-		7.00	
#85		Plusnet (Women's Club Broadband)		DD		31.99		-		31.99	
#86		Npower		DD		43.87		2.19		46.06	
#87-#88		Lloyds Corporate Purchasing Card		DD		7.80		-		7.80	
#89		Cloud Next (Domain renewal)		BACS		50.00		10.00		60.00	
#90		Cloud Next (Advanced Hosting renewal)		BACS		149.99		29.99		179.98	
		Total				7,841.58		569.79		8,411.37	
Date	▼	Lloyds Corporate Purchasing Card	▼	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
03/08/2026		Monthly Fee #79						3.00		3.00	
17/08/2026		July/August Debits				3.00				-	
19/08/2026		Co-op (Walter's Refreshments) #87						4.80		4.80	
02/09/2026		Monthly Fee #88						3.00		7.80	
03/09/2026		Simply Shredding						15.40		23.20	
07/09/2026		1st Money (Payroll)				-		14.75		37.95	
16/09/2026		Tesco (Walter's Refreshments) Estimate				-		10.00		47.95	
17/09/2026		August/September Debits				7.80				40.15	
										40.15	

- To approve Local Government Services Pay Agreement 2026/2027 increase in hourly rate backdated to 1st April. Back pay of 373 hours @0.64p £238.72
- #65 Birketts – Legal advice fee for LYB2 contract is being shared with Stow Maries Parish Council and an invoice has been submitted to them.

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 September 2026 or as soon as possible.

13.3 Review of Bank Statements and Account sheets for July and August.

13.4 End of Financial Year 2025/2026 - AGAR Query received from PKF Littlejohn and answered. Await final report.

Section 2 – Accounting Statements 2025/26 Q11. Do the figures in the accounting statements above exclude any trust transactions. The answer given should have been ticked in the yes box.

14. Other Council Matters (for consideration or report)

- 14.1 Community Protection Team (CPT) - Trucam Report 2025/2026; July Report; Await August Report.
- 14.2 Woodham Walter Common – Essex Wildlife Trust (EWT) to receive any updates
- 14.3 Allotments Report – to receive any updates for report. There is one vacant plot.
- 14.4 Green Space Games –Monday 17th August at 2pm on Bell Meadow. To review feedback.
- 14.5 To note the policies, procedures and protocols which are subject to further review.
- 14.6 Scarecrow Festival – to receive any updates
- 14.7 Dog Bin request – to consider
- 14.8 Grass contract due to expire on 31st December.
- 14.9 Saddened to learn of death of long-standing local resident and former Parish and District councillor, Patricia Herrmann. A letter of condolence has been sent.
- 14.10 Party Tents – the bookings have now finished (subject to any others coming in). Total revenue this financial year £625. Suggest note of thanks to Annie at The Cats for storing and on several occasions opening up for collections/returns.

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

- 15.1 Various matters on-going as detailed in the Highways log. Some updates below.
- a) West Bowers hole and road closure – requested update
- b) Little Baddow Road subsidence – despite some works there still appears to be a significant issue with bumps/subsidence. This is both in the location of the repair just up from Bunsay Downs and also at junction with Common Lane. Resident has requested that we ask for bumpy road signs. To consider making further reports via County Cllr. Jay.
- c) Various pot hole works: Old London Road, Tom Tit Lane, Little London Lane, Manor Road, Hop Garden Lane
- d) Noted Spring Elms Lane and North Hill closed and diversions in place on various occasions over next couple of weeks.
- e) Trees reported – Curling Tye Green (due to attend to remove dead tree), West Bowers Road/Bassetts triangle (no further action re: dead tree, O/S Poldu, Little Baddow Road (no further action to report of distressed tree).
- f) Notifications of works by BT: Brook Close, Top Road.

16. Local Issues (for consideration or report)

- 16.1 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 – To note annual safety inspection report and discuss/arrange any actions as required. To note action to tighten screws on rocking horse and repair to fence slat.
- (c) Bell Meadow – gate catch broken. Clerk has the hook. Cllr. Bunn to arrange replacement ring.
- (d) Memorial Garden – Notification received that OPM treatments were carried out; consider replacement of dead tree
- (e) Tree Inspection – Cllr. Warren/Clerk due to attend
- 16.2 Footpaths Report – Cllr. Warren to report.
- 16.3 School Report – Headteacher report awaited/Cllr. Symons to report.
- 16.4 Essex Police/Crime Reports/Neighbourhood Watch Report.
- (a) It was noted that Various general reports and newsletters had been shared
- (b) Concerned to report incidence of anti-social behaviour in woods. Reported to police and CPT.
- 16.5 Litter – none reported
- 16.6 Walter's Third Thursday Community Café
- Thursday 17th September

17. 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) Maldon Members Bulletins & MDC Info
c) EALC County Updates/News/Info/Training	d) Village News & Events
e) Essex Warbler/Oyster Newsletters	f) Maldon Heritage Open Days
g) Essex Sight Newsletter	h)

18. Points of Information/Items for future agenda None

19. Date of Next Parish Council Meeting:

Ordinary Parish Council Meeting – Monday 12th October 2026 at 8pm in Woodham Walter Women's Club.

20. The Chairman to close the meeting.

Dated: 8th September 2026