

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 12th October 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 14th September 2026**
- 6. Matters Arising - Progress report (not for resolution)**

To note report. Matters for report are contained within the agenda.
- 7. Planning – APPLICATIONS RECEIVED (for consideration or report)**
 - 7.1 26/00648/FUL 1 Blue Mills Cottages, Blue Mills Lane
Retrospective change of use of land from agricultural to residential curtilage.
 - 7.2 26/00668/FUL 2 Blue Mills Cottages, Blue Mills Lane
Retrospective change of use of land from agricultural to residential curtilage.
 - 7.3 26/00665/FUL Hoe Mills Barns, Manor Road
Planning application for the subdivision of existing office buildings and associated external alterations.
 - 7.4 TBC The Shrubbery, Curling Tye Lane
Notification from householder that TCA application has been submitted with regards to Swamp Cyprus -removal of dead tree and replacement in new location.
 - 7.5 To note any other planning applications received.
- 8. Planning – DECISIONS (for consideration or report)**
 - 8.1 26/00494/WTPO Thornberry, Rectory Road APPROVE
(TPO 06/75 Group A1) T1 Ash Tree – remove dead wood 50mm and crown reduce by 5m
 - 8.2 26/00582/TCA Severn House, The Street ALLOWED TO PROCEED
T1 Prunus cherry tree – fell and replace.
 - 8.3 26/00579/TCA The Bell Public House ALLOWED TO PROCEED
Hedge – Tree of Heaven (Ailanthus altissima) – Removal of declining hedge to be replaced with natural coloured picket fencing.
- 8.4 Pending Decisions**
 - a) 25/01014/FUL The Old Stables at Wood Hall, Little Baddow Road
- 9. Other Planning Matters /Other MDC Matters (for consideration or report)**
 - 9.1 Enforcement Updates
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)).
 - 9.2 Solar Farm Considerations – to consider any updates or reports
 - 9.3 Comment from local resident regarding disturbance from noise and light from Bunsay Padel Courts. Advised they contact Bunsay in the first instance and keep a log of incidences for any future nuisance complaint.
- 10. Woodham Walter Neighbourhood Plan – Update from Cllr. John Tompkins**

11. To receive reports from the County and District Councillors

12. Financial Matters (for consideration or report)

12.1 To receive the Summary of Accounts to date (Estimate)

Date	▼	Unity Trust Instant Access Account (960)	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
31/08/2026		Balance							36,249.34	
15/09/2026		Transfer to Current Account (September Debits)					5,100.00		31,149.34	
15/09/2026		Transfer to 32 Day Account					10,000.00		21,149.34	
30/09/2026		Interest received			210.54				21,359.88	
13/10/2026		Transfer to Current Account (October Debits)					5,300.00		16,059.88	
									16,059.88	

Date	▼	Unity Trust Current Account (957)	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
31/08/2026		Balance							1,028.58	
01/09/2026		Party Tent Hire CR#10			125.00				1,153.58	
08-15/09/2026		September Debit #80, #85					57.19		1,096.39	
15/09/2026		Transfer from Instant Access (September Debits)			5,100.00				6,196.39	
16-30/09/2026		September Debits #65-#66,68, #81-#84, #86-#91, #105					5,015.47		1,180.92	
02/10/2026		Stow Maries (Re: Legal Fees) CR#11			325.00				1,505.92	
06/10/2026		October Debits #106					20.00		1,485.92	
13/10/2026		Transfer from Instant Access (October Debits)			5,300.00				6,785.92	
13/10/2026		October Debits #92-104, 107-109)					5,710.98		1,074.94	
					10,850.00		10,803.64		1,074.94	

12.2 Summary of Payments for October (Estimate)

Ref:	▼	October Payments	▼	Method	▼	Net	▼	VAT	▼	Gross	▼
#92		A&J Lighting Solutions		DD		21.00		4.20		25.20	
#93		Mrs J Bannerman (Salary/Allowance)		BACS		737.36		-		737.36	
#94		Nest Pension (Employer £51.20 Employee £81.93)		DD		133.13		-		133.13	
#95		Woodham Walter Village Hall (Walter's)		BACS		30.00		-		30.00	
#96		Unity Trust Bank (Charges)		DD		7.00		-		7.00	
#97		Plusnet (Women's Club Broadband) (ends 31/10/26)		DD		31.99		-		31.99	
#98		Npower (Estimate -await invoice)		DD		51.37		2.57		53.94	
#99-#103		Lloyds Corporate Purchasing Card		DD		32.58		2.57		35.15	
#104		PKF Littlejohn LLP (Audit)		BACS		210.00		42.00		252.00	
#105		TrueSpeed (Women's Club Broadband) (Await invoice - September)		DD		11.11		2.22		13.33	
#106		TrueSpeed (Women's Club Broadband) (Await invoice - October)		DD		16.67		3.33		20.00	
#107		Stephenson's of Essex (LYB September)		BACS		2,590.00		130.00		2,720.00	
#108		HMRC (1/4ly payment) (Estimate)		BACS		873.56		-		873.56	
#109		MDC (Community Engagement Team) (Await Invoice)		BACS		648.60		129.72		778.32	
		Total				5,394.37		316.61		5,710.98	

Date	▼	Lloyds Corporate Purchasing Card	Transaction Detail	▼	Amount In	▼	Amount Out	▼	Balance	▼
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 (WH Harris) #99					15.40		23.20	
07/09/2026		1st Money (Payroll) #100			-		14.75		37.95	
16/09/2026		Tesco (Walter's Refreshments) #102			-		2.00		39.95	
17/09/2026		August/September Debits # 87-88)			7.80				32.15	
02/10/2026		Monthly Fee #103			-		3.00		35.15	
02/10/2026		Amazon (Stationery)					9.00		44.15	
02/10/2026		Amazon (Stationery)					64.80		108.95	
07/10/2026		1st Money (Payroll)					14.75		123.70	
15/10/2026		Walter's Refreshments est					10.00		118.95	
17/10/2026		September/October Debits #99-103)			35.15				83.80	
									83.80	

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 15th October 2026 or as soon as possible.

12.3 Review of Bank Statements and Account sheets for September.

12.4 End of Financial Year 2025/2026 – To note Annual Governance & Accountability Return for 2025/2026 had been returned by the Auditor and was duly published in accordance with requirements on the noticeboard and website.

13. Other Council Matters (for consideration or report)

13.1 Community Protection Team (CPT) - August Report to be noted. Await September report.

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

13.3 Allotments Report – the vacant plot has now been taken.

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

13.5 Scarecrow Festival – nice to see lots of scarecrows around the village.

13.6 Dog Bin request – await response

13.7 Grass contract due to expire on 31st December – ongoing

13.8 Clerk's Annual Review – to be completed (Clerk/Chair/Vice Chair)

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

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

a) West Bowers hole and road closure – continue to chase up, evidence of monitoring at site.

b) Little Baddow Road subsidence

14.2 **99 Bus Service (Love Your Bus)** To report any updates

- Complaint response
- Marketing information

14.3 **Street Light** at Rectory Road/West Bowers Road junction is out. Suggest possible replacement to LED positioned further up the pole to avoid vegetation. Vegetation appears to be on Highways verge, to be reported.

15. Local Issues (for consideration or report)

15.1 Bell Meadow & Memorial Garden

(a) Football Goals

(b) Playground Report – a few minor maintenance items

(c) Bell Meadow – gate catch broken. Clerk has the hook. Cllr. Bunn to arrange replacement ring.

(d) Memorial Garden – replacement of dead tree

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

15.2 Footpaths Report

15.3 School Report – Headteacher report to be shared with councillors. Cllr. Symons to report.

15.4 Essex Police/Crime Reports/Neighbourhood Watch Report.

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

15.5 Litter – none reported

15.6 Walter's Third Thursday Community Café

- Thursday 15th October
- Thursday 19th November
- Thursday 17th December (School Choir to attend and Maldon CVS with their Slipper Upgrade service)
- Request from local resident to use Walter's as collection point for battery recycling as part of school project (no storage on site).
- Village Hall committee have requested to use Walter's as the location for 100 Club monthly draw.

16. **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)

17. Points of Information/Items for future agenda

18. Date of Next Parish Council Meeting:

Ordinary Parish Council Meeting – Monday 9th November 2026 at 8pm in Woodham Walter Women's Club.

19. The Chairman to close the meeting.

Dated: 6th October 2026

Mrs Jacky Bannerman (Clerk to the Parish Council)

PO Box 12797, Woodham Walter CM9 9FG

Email: parishclerk@woodhamwalter-pc.gov.uk Tel: 01245 373686 (before 6pm)

www.woodhamwalter-pc.gov.uk