#  Great Waltham Parish Council

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Minutes of the Meeting of the Great Waltham Parish Council held at the Upstairs Committee Room, Great Waltham Village Hall (Hulton Hall), South Street, Great Waltham, Essex. CM3 1DF on Monday on Monday 16th December 2019.

19/282. Chairman’s Welcome

Chairman Steel

Cllrs Jenkins, Lockwood, Martin, Dunn, Jackson, McDevitt, Huggins, Bloomfield, Gilbert

19/283. Apologies

Cllr Palmer

Clerk W J Adshead-Grant

19/284. Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

No declarations

19/285. Public Participation session

No members of the pubic present

19/286. Report by County Councillor.

None.

19/287 Report by Chelmsford City Councillor

CCC Cllr Steel reported that after much effort (including establishing ownership of the mast and the land) he and ECC Cllr Aldridge had managed to get the 2G mast and cabinet removed from the Cherry Garden Road/South Street junction. This is particularly important as the ability for the telecoms company to site a 30m mast as permitted development is now removed.

19/288. Confirmation of the Minutes of the Monthly Meeting on 18th November 2019

Not presented. Deferred to next meeting

19/289 Local Planning Authority Decisions

|  |  |  |
| --- | --- | --- |
| 19/01393/FUL | Building North West of Well House Farm Littley Green Road Great Waltham Chelmsford Essex | Application Permitted |
|  |  |  |

19/290 Clerk’s Report – see separate report

Rec Grnd bollards – Howe Street complete, Ford End complete, Great Waltham -1 done, 1 needs returning due to missing parts

19/291 Update on VH Parish office – Cllr Steel

2 Signs up – GWPC, entrance round back. Postbox installed. PC has moved in.

GWPC have paid rent from 1st Nov. Awaiting GWVH £280 contribution to parquet flooring refurb. Schedule of decorations written – this captures the status we have to return to when we exit – awaiting GWVH feedback. Awaiting final agreement for signing.

19/292 Update on web page options

EssexInfo.net service will no longer exist and will close on 31st March 2020.

The EALC have been preparing information of a range of individuals and companies who can offer a replacement service for the Parish Sector.

All require a set-up fee and ongoing charges with the exception of a BT site which appears to be a viable option.

The objective is to be self sufficient in managing the website and not have to rely on a skilled webmaster. The Essex info.net was simple enough to be managed by the Clerk and Cllr Steel and was of acceptable quality.

Last meeting agreed that Cllr Steel would try out the BT site. However, we have received a note from EALC saying that Essexinfo would continue on a national basis under **Voice which is an easy-to-use website builder available free of charge to all community, not-for-profit, and voluntary groups in the UK. The technology is the same as** EssexInfo.net and Voice offer a free transfer service.

***Resolution Cllr Steel to set up Voice and request transfer***

19/293 Does the Parish Council wish to renew its membership of the Campaign for rural England @ 36 per annum

***Resolution Agreed***

19/294 Does the Parish Council wish to pay 75% of the £161 SLCC payment to support the Clerk.

***Resolution Agreed***

19/295 Financial Reports - Clerk

Income (included below)

 Water - Refund £104.55

 Cil - Blossom Way £15,301.92

* **Reserve Account** **£ 57,445.54**
	+ S106 Monies £ 1,031.13
	+ CIL Monies £ 22,844.50
	+ Capital works £ 11,820
	+ General Reserve £ 21,749.91
* **Current Account**  **£ 10,189.89**

19/296 Confirmation of payments:

|  |  |  |  |
| --- | --- | --- | --- |
| Office Rent - VH | November | BT | £312 |
| Office Rent - VH | December | BT | £312 |
| M D Landscapes | Contract Maintenance | BT | *£377.69* |
| HMRC | PAYE + NI | BT | *£504.26* |
| Essex Pension Fund |  | BT | *£340.31* |
| Handyman Wages |  | BT | *£449.25* |
| Clerks Wages |  | BT | *£ 559.67* |
| Clerks Expenses | Assorted | BT | £99.19 |
| SBC | Bollards | BT | £498 |
| Amazon | Postbox – Named | BT | £52.73 |
| Amazon | Door Sign | BT | £7.03 |
| Amazon | Door Bell | BT | £15.99 |
| SSE Swalec | Changing Rooms | DD | 33.54 |
| BT adopt a phone | Cheque for North End | Cheque | £1.00 |
| Cllr Steel | Office Signs | Cheque | £25.00 |
| CPRE | Subscription | BT | £36.00 |
| Multiflooring | Office at GW Village Hall | BT | 767.04 |
| Budget Shipping | 10ft Container for Bury Allotments | BT | 1632.00 |

 **Total £6022.70**

19/297 Monthly Bank Reconciliation (Previous Month) – Chairman of FGP

Not presented – defer to next meeting

19/298 Update on GWPC’s intention to take over the Blossom Way car park and approve lease if available – Cllr Steel

The PC previously agreed that it would take over management of the new car park in Blossom Way – 14 spaces, leased by CHP to GWPC. A CHP suggested lease for 125 years, was marked up and returned by Cllr Steel in Feb, and CHP requested delay until we were closer to the completion of the housing (scheduled March 2020). Lease negotiation now resurrected.

GWPC stance is:

* To remove as much responsibility and cost as possible with their responsibilities just relating to the car parking spaces themselves:
* GWPC wish to take a very long term lease of 14 parking spaces for cars, four of which are for use by the scouts (this is a condition from CCC on sale to CHP).
* GWPC may want to end the term early so a tenant break right is needed – suggestion is 5 years.
* GWPC will repair and maintain the parking spaces only and not access roads, at its own expense (even the ones exclusively used by the scouts). CHP have agreed to cover public liability insurance.
* As this is a new build, GWPC would not expect to be responsible for defects in construction which should be put right by the contractor under the build agreement.
* There were a number of other legal clarifications and conditions in relation to ownership transfer to CHP and rights of way

***Resolution - CHP have stated that they are generally okay with the amendments and negotiations will continue along these lines.***

A debate on the use of the car park favoured making it a public car park.

GWPC would have certain responsibilities to make sure that it was used correctly – e.g., cars must be roadworthy, taxed, no commercial vehicles, etc.

19/299 Cuppa with a Coppa – Cllr Palmer

A motion proposed by Cllr Palmer was discussed in her absence (having already been deferred from last meeting). The proposal is that the Parish Council takes the lead on these meetings going forward  to enable and establish community links with the Local policing team, give opportunity to parishioners and other neighbouring areas to meet and discuss concerns or such like. It would be an opportunity for it to be held regularly bimonthly in the Parish Office  with a Parish Councillor in attendance. The Police have offered next meeting dates Saturday 11th January 2020 or Saturday 8th February. The latter would allow adverts in the next Parish News.

***Resolution – Cllr Bloomfield will lead on this and arrange next meeting to be 8th Feb.***

19/300 Phone Boxes – Cllr Gilbert

As the agenda item had not made it clear that the subject was the request for funding from residents for kitting out the Howe Street phone box, it was decided that this could not be discussed.

***Resolution – Defer to next meeting with clear agenda item***

19/301 Discuss and approve any items for the “Parish Council News” section of the Parish News – Cllr Steel

* GWPC and GWVH joint statement on continuation of public car parking arrangement
* Article on new parish Office and thank you to volunteers for decorating
* Cuppa with a Coppa invitation

Meeting close 21:00

Minutes prepared by Mike Steel (in the absence of Will Adshead-Grant