

**PLEASE NOTE - IF DISABLED ACCESS IS REQUIRED TO ANY MEETING OF THE PARISH COUNCIL THEN PRIOR NOTIFICATION OF ATTENDANCE MUST BE GIVEN TO THE CLERK.**

Meetings may be recorded under the openness of Local Government Regulations 2014

# Great Waltham Parish Council

Clerk, W J Adshead-Grant, The Parish Office, Great Waltham Village Hall (Hulton Hall) ,  
South Street , Great Waltham, Essex CM3 1DF

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Minutes of the Virtual Meeting of the Great Waltham Parish Council held on Monday 19<sup>th</sup> October 2020

## 20/516 Chairman's Welcome

Chairman: Steel

Councillors: Jackson, Gilbert, Martin, Dunn, Lockwood, Palmer, Huggins, Bloomfield, Jenkins and McDevitt,

## 20/517 Apologies

None

## 20/518 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Jackson Item 20/532 Allotment Holder

## 20/519 Public Participation session

None Present

## 20/520 Report by County Councillor.

Essex County Council agreed to increase the Covid 19 risk level from Tier 1 to Tier 2. This is across residents in Essex and visitors to Essex. It is about people and not locations  
Local Government review delayed until 2021.

The Planning white paper has been published by Central Government.

Warren farm development will proceed to Cabinet without a bus link.

Footpath 88 – Essex Highways to clarify this is a footpath and not a bridleway.

40MPH survey at Ford End Southern end is to compare with one held a year ago for comparison and determine effectiveness of 40mph zone. An additional survey will be held for the Northern end.

Traffic survey at Broads Green is distorted by the Chignal Road / Hollow lane diversions.

Signage at Sheepcotes Roundabout – for the M11 – conforms to design statements of Department of transport.

## 20/521 Report by Chelmsford City Councillor

Concerns about local ASB have been raised with police and guidance sought on what more actions residents can take to ensure police action in relation to reporting of witnessed vandalism.

## 20/522 Confirmation of the Minutes of the Monthly Meeting on 22<sup>nd</sup> September 2020

**Resolution** **Item 20-501 details on monitor for 12 months to be removed.**

**Resolution** **The minutes were confirmed**

## 20/523 Local Planning Authority Decisions

<u>Reference</u>	<u>Address</u>	<u>Status</u>
20/01083/FUL	13 Cherry Garden Road Great Waltham Chelmsford Essex CM3 1DH	Application Refused
20/00993/FUL	Humphreys Farm Humphreys Farm Lane Great Waltham Chelmsford CM3 1EF	Application Permitted

## 20/524 Planning Applications for Discussion

**1. Reference: 20/00640/FUL**

Address: 1 Pendon Hill Cottages Pleshey Road Great Waltham Chelmsford

Description of works: Demolish existing shed. Construction of a single storey wooden framed double garage.

**Resolution**     **No objections**

**2. Reference: 20/01415/FUL**

Address: 36 Mashbury Road Great Waltham Chelmsford Essex

Description of works: Demolition of existing dwelling and outbuilding. Proposed replacement dwelling with associated driveway to front requiring a new vehicular access from Mashbury Road.

**Resolution**     **No objections**

**3. Reference: 20/01581/LBC**

Address: Littley Park Littley Park Lane Great Waltham Chelmsford

Description of works: Replacement of window with French doors and sidelights

**Resolution**     **No comment**

20/525 Clerk's Report

- See attached Report
- Note Budget Meeting next week at FGP on Monday 26<sup>th</sup> October

20/526 Financial Reports - Clerk

• <b><u>Reserve Account</u></b>	<b><u>£ 43,942</u></b>
o CIL Monies	£ 15,357
o Capital works	£ 11,820
o General Reserve	£ 16,415
o Allotment Deposits	£ 350
• <b><u>Current Account</u></b>	<b><u>£ 29,017</u></b>
Income	
½ Precept	£24,949
Allotments	£42.89
Vodafone	£20.16
<b><u>Total on Hand</u></b>	<b><u>£72,959</u></b>

**Resolution**     **No concerns raised on the accounts**

20/527 Confirmation of payments:

FE Village Hall	£11.99	Grant	For AGM
GW VILLAGE HALL	£312.00	rent	monthly
Mr M Howard	£160.00	Accountancy & Audit	2018-2019
J.C.M. Services	£1,462.50	Grounds Maintenance	¼ payment
wj gowers	£250.00	Allotment Water-advance	Bury Lane
wj gowers	£155.55	Allotment Water - used	Bury Lane
service charge	£18.00	Bank fees	¼ payment
Handyman wages	£444.60	Salary	<i>Estimated</i>
Essex Pension Fund	£369.79	Pension	
HMRC	£524.64	Paye	
Clerks Wages	£589.92	Salary	
Clerks Expenses	£48.09	Salary	<i>Estimated</i>

**Estimated Total**     **£ 4347.08**

**Resolution    Payments approved**

20/528 Monthly Bank reconciliation – Clerk & Chairman F&GP

**Resolution    Approved**

20/529 To determine the Parish Council's response to requests to maintain areas that are not owned by it, but lack of maintenance has an adverse effect on residents. And to establish a policy for establishing ownership, whether the PC wants to take it on, and liability with any such actions – Cllrs Steel and Palmer.

The PC often gets requests to address problems in areas that are not owned by it (ownership unknown or not owned) which create impacts on residents – such as overgrown trees, footpaths in poor condition. To use public funds to address these areas creates risks. The discussion was whether the PC wants to determine a general policy in relation to this. It was decided, in the first instance, to record where the PC had been asked to intervene.

**Resolution    Create a list of land that has been investigated by the Parish Council and record on the action tracker.**

20/530 Review of CGR parking and agreement on how we consult/engage with residents – Cllr Bloomfield

The PC is unaware of the general view of CGR residents in relation to the green spaces –A survey had been created but the green areas were owned by the City Council.

**Resolution    Cllrs Bloomfield, Palmer and Huggins to prepare a survey to be available to go out door to door once the current Covid-19 Risk level reduces.**

20/531 Discuss the Internal Audit report and any recommendations.

Recommendation from the Auditor to look at a software package to free up the Clerk's time.

**Resolution    Continue with the excel spreadsheet.**

20/532 Discuss and approve the new allotment agreement proposed by the landlord.

The PC were awaiting a response from the landlord

**Resolution    Defer until next meeting.**

20/533 Review of quantitative analysis completed to further understand the adequacy and allocation of the Council's 'handyman' resource.

A n analysis of the weekly tasks fulfilled by the Handyman was produced and confirmed that the regular tasks consume most of his hours and that additional tasks need to be considered for external sub-contract.

**Resolution    The Handyman's 10 hours are filled with his tasks.**

**Resolution    Additional Budget to be set aside for external contractor in 2021-2022.**

20/534 Proposal to rescind their Resolution to allow people outside the parish to rent allotments and "to align the resolution on allowance for allotment plots to individuals with any allotment agreement with the Landlord'."

A previous resolution to allow people outside of the parish to be able to rent allotments in GW was contrary to the Landlord's conditions of renting the land to the PC

**Resolution    Agreement to rescind the previous resolution and allotments should only be rented in line with the Landlord agreement.**

20/535 Proposal to hold a Covid-19 regulations compliant Remembrance ceremony at GW war Memorial on 8<sup>th</sup> Nov and in any event lay wreaths at GW and FE war memorial.

GWPC are keen to organize the "Covid complaint" event at the GW war memorial on the basis that it is invitation only and undertakes the required Govt risk assessment.

**Resolution**     **Support the GW ceremony and run the event.**

**Resolution**     **The Parish Council will purchase two wreaths to lay at GW and FE.**

20/536 Clarify Parish Council Standing Orders In Relation To The Allocation Of Tasks.

It was decided that resolutions would be clear and definitive in line with standing orders.

**Resolution**     **Resolutions to be clear on allocation of tasks and support.**

20/537 Sheepcotes Roundabout – Removal Of M11 Direction Signs

Signposts that point motorists to M11/Stansted from Sheepcote roundabout via the A130 were put in by the LHP some years ago. The recent upgrade of Sheepcote roundabout had removed these.

**Proposal**     **Clerk to write to Cllr Bentley to reinstate the original signs to point the M11 access via Great Leighs. Cllr Martin to support with the letter.**

20/538 To determine response to the Essex Highways User Survey

**Resolution**     **Cllr Gilbert & Cllr Lockwood will respond to the survey.**

20/539 Ford End Recreation Ground Update & Request for Funds for additional trees

The FE Cllrs had consulted with residents and agreed to create a Carbon neutral scheme on the recreation ground. Planting date 27<sup>th</sup> November. The event is being advertised for Volunteers. Whips – 600 to 700 would be provide by City Council. The PC discussed whether they would wish to purchase a few mature trees to ensure the area looks better earlier.. Note – the area will be fenced (as part of the contribution form City Council) to restrict wildlife damage to the trees but is still open to the public.

**Resolution**     **Request that the F&GP investigates up to £2000 to be allocated.**

**Resolution**     **Cllr Dunn to get information on the type and size of the trees.**

**Resolution**     **The Parish Council delegates any decision on the purchase of the additional trees to Cllr Dunn and Martin. The Clerk will action the decision and place a purchase order for additional trees**

20/540 Does GWPC wish to respond to the Govt survey on pavement parking

The Government is currently running a consultation to tackle this at a local authority or national level. 3 options are being proposed:

1. Improving the Traffic Regulation Order (TRO) process, under which local authorities can already prohibit pavement parking.
2. A legislative change to allow local authorities with civil parking enforcement powers to enforce against 'unnecessary obstruction of the pavement'.
3. A legislative change to introduce a London-style pavement parking prohibition throughout England.

The Parking survey needs to be completed by the 22<sup>nd</sup> November.

**Resolution Cllr Gilbert to circulate a pdf version of the survey and collect views from Cllrs**

**Resolution Defer to next meeting**

20/541 Report back on actions taken to reduce pavement parking on Chelmsford Road and further actions required.

Parish Councilors had a discussion with the Landlord. The Landlord is looking at all possible options. He has looked into staff parking and is working to maximise his parking space. Leaflets were to be created and attached to the worst offender's windscreen. Landlord looking to clear some of the verge where it has overgrown the pavements but needs to wait on the Council to clear the area.

**Resolution**     **Item Closed**

20/542 Discuss and approve any items for media broadcast by the Parish Council – Cllr Steel

- Thank you, Litter Pick letter.

Next Monthly Meeting **Monday 16<sup>th</sup> November 2020** @ 7PM – Online

Meeting Closed 22:00  
Will Adshead-Grant  
Clerk to the Council.