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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

E Mail: clerk@greatwalthamparishcouncil.co.uk Website: <https://e-voice.org.uk/greatwalthamparish>

Minutes of the Virtual Meeting of the Great Waltham Parish Council on Tuesday 22nd September 2020 at 7.00pm

20/475 Chairman's Welcome

Chairman: Steel

Councillors: Jenkins, Jackson, Lockwood, Gilbert, Martin, McDevitt, Dunn, Huggins

20/476 Apologies

Cllr Palmer, Cllr Bloomfield

20/477 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Jackson – Allotments – Item 499 and 511

20/478 Public Participation session

No members of the public

20/479 Report by County Councillor.

White Paper on Government Review – Minster has resigned – may be delayed

White paper on Planning – due by 1st October may be delayed.

Pilot on E-Scooters for hire planned for Chelmsford and Colchester – 1-year trial – Restricted use – Not to be used on pavements or roads (up to 30mph) can be used on cycleways– only in towns nominated for use – Additional rules and guidance will be issued.

Chelmsford City Council Governance review.

Essex is currently quite low on the C-19 infection rates.

Green Homes Grant and the healthy travel to school in the Parish news.

20/480 Report by Chelmsford City Councillor

Bloor Homes has gone through Master Plan review.

Warren Farm development going through a separate review which is considering the bus link objections.

20/481 Confirmation of the Minutes of the Monthly Meeting on 17th August 2020

Resolution The Minutes were Confirmed

20/482 Note the Minutes of the Extra Ordinary Recreation Meeting on the 24th August 2020

Resolution The Minutes were Confirmed

20/483 Note the Minutes of the Recreation Committee on 7th September 2020

Resolution The Minutes were Confirmed

20/484 Local Planning Authority Decisions

Reference	Address	Status
20/01062/FUL	Grey Goose Barn Margaret Woods Road Great Waltham Chelmsford Essex CM3 1DZ	Application Permitted
20/01004/FUL	Land East of Rye Cottage Broads Green Great Waltham Chelmsford Essex	Application Refused
20/00906/FUL	Greenend Farm Dunmow Road North End Dunmow Essex CM6 3PS	Application Permitted
20/01097/FUL	25 Ray Mead Great Waltham Chelmsford Essex CM3 1AN	Application Refused

20/00909/FUL	Elder Tree Cottage Barrack Lane Great Waltham Chelmsford CM3 1EP	Application Permitted
20/00873/FUL	66 Cherry Garden Road Great Waltham Chelmsford Essex CM3 1DJ	Application Permitted
20/00978/CUPAQ	Barn South West of Lavender Farm Main Road Great Waltham Chelmsford Essex	Prior Approval Required - Approved
20/01000/FUL	Fordhams Littley Green Chelmsford Essex CM3 1BU	Application Permitted
20/00001/MAS	Strategic Growth Site North of Woodhouse Lane Broomfield Chelmsford Essex	Application Permitted

20/485 Planning Applications for Discussion

1. Reference: 20/01326/FUL

Address: Waltham bury Farm Pleshey Road Great Waltham Chelmsford

Description of works: Application for demolition of fire damaged building and replacement of redundant agricultural building

Planning withdrawn

2. Reference: 20/01221/FUL

Address: Site Adjacent 31 Pleshey Road Ford End Chelmsford

Description of works: Proposed detached dwelling

Resolution The Parish Council has No objections

20/486 Clerk's Report

- See attached Report
- To be published with the Minutes.

20/487 Financial Reports - Clerk

• <u>Reserve Account</u>	<u>£ 43,991</u>
o CIL Monies	£ 15,357
o Capital works	£ 11,820
o General Reserve	£ 16,415
o Allotment Deposits	£ 350
• <u>Current Account</u>	<u>£ 8720</u>
Income	£ 185.97 Allotments £ 1,813.54 VAT refund
<u>Total on Hand</u>	<u>£52,711</u>

20/488 Confirmation of payments:

Payee	Reason for Spend	Spend	Budget Category
GW Village Hall	Rent	£312	Office Rent
Handyman Salary		£444.60	Salary
Clerk Salary	<i>Catch up payment</i>	£705.87	Salary
Payment to Caretaker	Cheque payment for retention	£269.72	Salary
HMRC	<i>PAYE + NI</i>	£689.56	PAYE
Essex Pension Fund	<i>Pension</i>	£445.63	Pension
Clerk's Expenses	<i>Various items</i>	£194.57	WEB & Recreation
Amazon	<i>Basketball hoop nets x 2</i>	£16.98	Recreation Area
Amazon	<i>Gate Latch</i>	£6.75	Recreation Area
Online Playgrounds	<i>New Wooden Post</i>	£120	Recreation Area

Online Playgrounds	<i>New toddler seat</i>	£199.20	Recreation Area
Amazon	<i>Gate Latch</i>	£4.99	Recreation Area
Amazon	<i>Printer Cartridge x 4</i>	£97.73	Office Equipment
SBC	<i>Fence at Great Waltham Play Area</i>	£534.00	Recreation Area
Chelmsford City Council	<i>Wooden Bollards at Broads Green</i>	£126.00	Street Furniture
Chatham Hall estate	<i>½ year Allotment Rent</i>	£350	Allotment Rent
Ford End Village Hall	<i>Grant for Zoom for AGM</i>	£11.99	Grant

Estimated Total £ 4,530

Resolution The Payments were approved.

20/489 Monthly Bank reconciliation

Resolution Reconciliation approved

20/490 To discuss and agree the Council's position in relation to (a) its Allotments Agreement wording and (b) the associated administrative process(es) necessary to ensure its full and timely implementation.

Plots have been remeasured at Bury. Plots to be remeasured at Brook mead. Allotment master to be updated. Allotments become overdue at the end of the month for the 2019-2020.

The current agreements can be issued once the lease has been clarified with the Landowner for 2020-2021.

20/491 Discuss the Chelmsford City Council Informal Community Governance Review Discussion on wards and hamlets and the split of Councilors. No requirement to make a change from the current split of 8 for Church End ward and 3 for Ford End ward.

Resolution No Action.

20/492 Discuss joining the Rural Services Network – annual membership from the 1st April 2021 is £130 per annum.

E-mail was previously shared with the Parish Council. It was Unclear on the benefits to the Parish Council of membership. The Parish Council already holds membership of CPRE, RCCE, NALC and EALC.

Resolution No Action

20/493 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.

It was noted that some trees have been cut back and a wall has been rebuilt at Hatchfields by South House Residence Trust.

Resolution Defer

20/494 Review the terms of reference of the Recreation committee: with Reference Item 4. Proposal to Increase the membership of the Committee from 7 to 8

Resolution Increase membership to 8.

Resolution Terms of reference to be amended.

20/495 Review the terms of reference of the Recreation committee Reference Item. Proposal to allocate the Committee delegated spending powers within a limit of in any Financial year subject to adherence to the financial regulations.

Resolution Item withdrawn.

20/496 Review the terms of reference of the Recreation committee. The Budget allocated to the Recreation Committee is to be administered within the full Council Budget.

Resolution **Item withdrawn**

20/497 Review the Current Budget to allocate spend areas to be allocated to the Recreation Committee to achieve a £10,000 budget this financial year

Resolution **Item withdrawn**

20/498 Review and amend the Financial regulations

Resolution **Item Closed**

20/499 To consider previous agreement to allow non-parish residents to take allotments and amend to allow those that fit the definition of having a bona fide interest in the parish
After a careful discussion around the allotment agreement it was agreed to reverse the resolution.

Proposal – to align the resolution on allowance for allotments plots to individuals that is aligned with the current allotment agreement with plot holders.

Resolution The proposal was approved

20/500 To consider request from GWVH committee, for GWPC to appoint a representative trustee

Discussion about active representative trustees. The Village Hall requires physical support from the Parish Council. The GW Village hall constitution requires a representative trustee from the Parish Council. A representative is required by the 30th September for the GWVH AGM. Concerns raised about the future management of the Village hall without adequate representation.

Resolution **No volunteer was forthcoming at the meeting. Cllrs to consider possible volunteer to represent GWPC**

20/501 To discuss and agree whether further analysis is required to fully understand the adequacy and allocation of the Council's 'handyman' resource.

Discussion on the handyman resource and best allocation of work. Cllr Gilbert has created a spreadsheet of the variety of jobs. Request on task allocation, frequency and hours used. Handyman resource is to continue to be managed by the Clerk.

Resolution **Cllr Gilbert to e-mail to the Clerk to review and input data.**

20/502 Review of CGR parking and agreement on how we consult/engage with residents

Resolution **Defer until next month.**

20/503 Consider if Great Waltham Parish Would benefit from an additional table tennis table offered Free from Chelmsford City Council

Resolution **No requirement**

20/504 Feedback on the Clerks Annual Appraisal covering 2019-2020

Thanks to all councilors for input to the appraisal. All items raised were discussed with the Clerk for action. Feedback was taken on board both ways.

JD and Task list to be sent in future. The feedback request did not give much time for a response and more time should be allowed in future. Next Appraisal due April 2021.

20/505 To confirm that the Clerk received a Satisfactory rating at his 2020 Appraisal. The Clerk moves from Spinal Point 15 to Spinal Point 16 – an increase of 54p per hour – including the April 2020 cost of living increase.

Resolution **Approved**

20/506 Discuss the Internal Audit report and any recommendations

The Internal Auditor has not issued the report.

Resolution **Defer to the next meeting**

20/507 Concerns raised over the misuse of footpath 88 by Cyclists and Horse riders
Footpath discussed. This will be actioned by Essex County Council.

Resolution No action by the Parish Council

20/508 Review the decision to go ahead with the Village and Hamlet litter Pick on the 17th and 18th October in light of the new restriction of meeting of a maximum of 6 people from the 14th September.

After discussion, the Parish Council decided that the litter Pick can proceed in Great Waltham and Howe Street, provided the pickers complied with current Covid-19 regulations. The Parish Council believe that this is possible and I recommend that all appropriate PPE and safety conditions are met.

The Clerk will collect the equipment from the city Council (Gloves and bags) on Friday 16th October and deposit it in the office.

Recommendation from the Council that no equipment is returned to the City Council

20/509 Ford End Recreation Ground Woodland Planting Project, Outcome of ECC Locality Fund Award.

An ECC grant of £1000 towards the project to install picnic seating and benches has been approved. To be spent before the end of the current financial year. The Funds are available retrospectively once the receipts are issued to the County Council.

Resolution Vote of thanks to Cllr Aldridge for his support.

20/510 Proposal from the Recreation Committee to undertake the following Recreation Ground Repairs and Replacements

This financial year from Current Funds:

- Great Waltham
 1. Replace the junior goals
 2. Repair play area fence along the field side including the replacement of rotten posts, missing rails, damaged wire mesh.
 3. Repair gates including the fitting and or adjustment of catches as necessary
 4. Replace the wooden rungs on the Tower Ladder
 5. Repair base around Tower
- Howe Street
 1. Replace the swing seats
- Ford End
 1. Repair/replace the damaged fence behind the goal and in the corner of the play area and repair the car park fence

Resolution: Approved to address the items as listed above.

Resolution Recreation Committee Chair, Cllr Martin can spend up to £1000 per item, in conjunction with the Clerk and the Chairman.

Resolution Suspend the Financial regulations 11h for any item under £500 (3 quotes)

Resolution Cllr Martin to proceed to obtain service.

Plan to replace the following equipment:

- 2021
 1. Ford End Multi-play
 2. Howe Street Multi-play
 3. Howe Street Bench
- 2022
 1. Great Waltham Train
- 2023
 1. Great Waltham Tower

Resolution Agree in principle to replace in the time frames above.

20/511 Discuss and approve the new allotment agreement proposed by the landlord

Communal composting areas have been proposed with the Parish Council taking responsibility for the management and movement of any waste.

Landlord required some conditions being confirmed. New lease not yet available.

Resolution Defer to next meeting

20/512 To consider making an induction file for new councillors.

Cllr Gilbert offered his assistance to pull together with Cllr Palmer and the Clerk. This is not to replace the EALC training but is aimed at co-opted Councillors.

Resolution Induction file to be created.

20/513 Ford End Village Hall Requests a Grant to purchase a monthly Zoom license at a cost of £11.99 for one Month to enable the AGM to be held online

Discussion on community asset and a Zoom license is not transferable. Suggested the Clerk could attend every meeting where use of Zoom requested by an organisation.

Resolution: Grant approved

20/514 Clarify the regulations / byelaws governing public rights of way and how can we increase public awareness of them

Essex County Council has a website that shows the various footpaths and bridleways. Discussion on a positive article. Highlight the definitive map. Footpaths are for pedestrians only. Bridleways are for pedestrians, Horse riders and pedal cycles. Suggestion that this should be better advertised.

Resolution Cllr Steel to create an article for the Parish news promoting footpaths and highlighting the difference.

20/515 Discuss and approve any items for media broadcast by the Parish Council

- Article on footpaths and Bridleways.
- Tenders for the GW Recreation Room

Next Monthly Meeting **Monday 19th October 2020** @ 7PM – Online

Meeting close 21:30
Will Adshead-Grant
Clerk to the Council