

# Great Waltham Parish Council

Clerk, W J Adshead-Grant, The Parish Office, Great Waltham Village Hall (Hulton Hall) ,  
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Minutes of the Virtual Meeting of the Great Waltham Parish Council held on Monday 26<sup>th</sup> April 2021 at 7.00pm

## 21/685 Chairman's Welcome

Chairman: Steel

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

## 21/686 Apologies

No apologies

## 21/687 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Non declared

## 21/688 Public Participation session

3 members of the Public present

21/00570/FUL Disappointing that the building will be demolish due to its history as part of the Margret's Wood farm. The new structure is in line with a new agricultural building.

21/705 Footpath into Ford end from Kings farm down into the centre of the village overgrown and feels quite dangerous.

## 21/689 Report by County Councillor.

Focus on covid and letters delivered to all homes in Essex.

John Aldridge steps down after his 16 years' service with a vote of thanks for his support to the parish.

## 21/690 Report by Chelmsford City Councillor

Due to the elections next month the City Council is in Purdah and no meetings had taken place.

## 21/691 Confirmation of the Minutes of the Monthly meeting on 15<sup>th</sup> March 2021

**Resolution The minutes were confirmed**

## 21/692 Note the Planning Committee minutes of the 22<sup>nd</sup> of March 2021

**Resolution The minutes were noted**

## 21/693 Note the Planning Committee minutes of the 12<sup>th</sup> of April 2021

**Resolution The minutes were noted**

## 21/694 Confirmation of the Minutes of the Recreation Committee meeting on the 12<sup>th</sup> of April 2021

**Resolution The minutes were confirmed**

## 21/695 Local Planning Authority Decisions

<u>Reference</u>	<u>Address</u>	<u>Status</u>
21/00144/FUL	Absol Park Shepherds Hey North End Dunmow Essex CM6 3PD	Application Permitted
21/00168/LBC	Walthambury Farm Bury Lane Great Waltham Chelmsford CM3 1AY	Application Permitted
21/00085/FUL	Sunbeams Church Lane Ford End Chelmsford Essex CM3 1LH	Application Permitted
21/00160/FUL	Walthambury Farm Bury Lane Great Waltham Chelmsford CM3 1AY	Application Permitted

## 21/696 Planning Applications for Discussion

### **1. Reference: 21/00478/FUL**

Address: Site Adjacent 31 Pleshey Road Ford End Chelmsford

Description of works: Construction of a new dwelling with new formation of access.

**Resolution: The Parish Council has No objections. The Parish Council is pleased that this development is in line with the Parish housing needs survey for 1- and 2-bedroom properties.**

**2. Reference: 21/00668/FUL**

Address: Rosemary Cottage Mill Road North End Dunmow

Description of works: First floor front extension with front dormer to pitched roof.

Construction of front veranda.

**Resolution: The Parish council objects as it destroys the balance with the attached cottage.**

**3. Reference: 21/00626/FUL**

Address: 3 Upper Moors Great Waltham Chelmsford Essex

Description of works: Proposed removal of existing conservatory and the erection of a single storey side/rear extension.

**Resolution: The Parish Council has No objections**

**4.Reference: 21/00570/FUL**

Address: Kinnear House Margaret Woods Road Great Waltham Chelmsford

Description of works: Demolition of existing dwelling and outbuildings and construction of a replacement dwelling and garage.

**Resolution: The proposed building is not appropriate to the area as the planned design is out of keeping with the traditional buildings in the area. The Parish Council objects to this application.**

21/697 Clerk's Report

- See attached Report

21/698 Financial Reports - Clerk

• <b><u>Reserve Account</u></b>	<b><u>£ 35,992.55</u></b>	
• <b><u>Current Account</u></b>	<b><u>£ 9,643.51</u></b>	
○ Income	£1000 £131.87	Locality Fund (Grant 2) Allotments
<b><u>Total on Hand</u></b>	<b><u>£45,636.06</u></b>	

21/699 Confirmation of payments to be made:

Date	Details	Value £	Budget Heading
06.04.2021	Swalec DD	£162.63	Utilities
06.04.2021	Rent - Village Hall	£312.00	Office Rent
11.04.2021	Maldon fence	£2,412.00	Cil – Fence at Ford End
20.04.2021	EALC/NALC	£541.73	Subscription
20.04.2021	Oak Park Burial Ground	£941.13	Grant
20.04.2021	Amazon	£10.37	office equipment – Laminating Pouch
20.04.2021	Amazon	£64.48	handyman equipment – Hammerite white Paint 5L
20.04.2021	Amazon	£2.41	office equipment – Large Envelope
20.04.2021	Amazon	£12.48	handyman equipment – Corner sanding sheets
20.04.2021	Amazon	£45.00	handyman equipment- wire mesh
20.04.2021	Amazon	£37.70	handyman equipment- ronseal woodstain mahogany
20.04.2021	Amazon	£140.49	handyman equipment – Ryobi Drill
20.04.2021	Amazon	£7.98	handyman equipment- fence staples
20.04.2021	Amazon	£37.80	handyman equipment-bin stickers

20.04.2021	Amazon	£56.72	handyman equipment- wood stain pine
20.04.2021	Amazon	£19.99	handyman equipment-grinder blade
20.04.2021	Amazon	£89.99	handyman equipment-circular saw
20.04.2021	Essex pension fund	£376.57	Pension
20.04.2021	wicksteed	£30.29	Cil
20.04.2021	HMRC	£524.44	Paye
20.04.2021	Staff Wages	£1260.80	Salary
20.04.2021	PlayQuip	£960.00	Cil – Seesaw – Howe Street
20.04.2021	BG Premier Bathrooms	£100	Cil – Sports Pavilion
21.04.2021	Play Inspections	£360	General Reserve
26.04.2021	Wave	£57.72	Allotments-water
	<b>Total</b>	<b>£8,464.72</b>	

**Resolution**     **The Payments were approved**

Start of financial year Reserve accounts

Reserve Accounts					
General Reserve	Capital Works	CIL	Allotment Deposit	FE Camera	Total
£17,000.00	£16,392.70	£4,564.49	£700.00	£10,000.00	<b>£48,657.19</b>

21/700 Monthly Bank reconciliation – Clerk & Chairman F&GP

**Resolution**     **Approved**

21/701 To consider adopting a policy of posting on the website briefing notes which inform policy decisions made by the council.

**Resolution**     **Briefing notes issued by the Councillors to be loaded on the Parish website and issued with the Agenda where possible.**

21/702 To determine if the license for the GW noticeboard siting agreement with the owner of the green space (associated with the Beehive) is still relevant.

Noting that the current licence has a rolling 6 months unless the owner gives notice and any onward sale should pass on the commitment

**Resolution**     **Item closed**

21/703 To review any concerns and associated actions, in relation to the need to stand on the cobbled area to read the Parish Council announcements on the GW noticeboard.

**Resolution: When the noticeboard is refurbished it is to be placed on the Beehive side of the board and move the community board to the cobbled side to increase visibility of the Parish Council notices.**

21/704 To review the Great Waltham Village Hall request to increase the Parish Office charge rent by 1.3% = £49.08 per annum.

**Resolution: Accept the increased rent for 2021 - £316.09 pcm from 1<sup>st</sup> November 2020**

**Resolution: 2022 review to have an alternative calculation – Clerk to write to the VH**

21/705 To address the reduction of pavement widths in the parish due to encroachment of the verges and determine what action can be taken to recover them. - Cllr Huggins

Several Pavement footpaths are becoming overgrown in Ford End, Main road, Great Dunmow end of Ford End, Sandon Hill, main Road Ford End, Main road

Chelmsford. Also footpath between Ford End and North End, and footpath from Langley's South lodge to Ash Keys.

**Resolution**     **Ford End highway pavements to be raised with Highways Rangers.**

**Resolution**     **Other areas identified to be added to the action track for future referral to Highway rangers**

21/706 To agree the current asset management process flow for risk identification and remediation work.

**Resolution**     **Agreed.**

21/707 Does the Parish Council wish to reinstate the Asset of Community Value listing (valid for 5 years) on the Walnut Tree Public House in Broads Green?

**Resolution:**     **Clerk to work through the process to reinstate the asset of community Value.**

21/708 Consider whether to respond to the MHCLG's consultation 'Local authority remote meetings: call for evidence'.

**Resolution:**     **Cllr Gilbert will share his answers for review and agreement.**

21/709 Report back from the Recreation Committee Working Group looking into defect reporting, recording and subsequent actions at recreation grounds.

**Resolution**     **After completing the work delegated the working group has closed.**

21/710 Discuss the Recommendations from the Recreation Committee to address the issues identified by the working group.

The items are covered in the resolutions below

21/711 Discuss and agree the need for additional Playground Inspectors to be trained so that the Inspection workload of 3 hours a week can be shared, and the handyman resource can be focused on other value adding tasks. (Approximate cost £680). For 2 Councilors)

**Resolution: Cllr Palmer has volunteered to do the course.**

21/712 Discuss the recommendation for the Clerk to advertise for approved contractors to be appointed for prompt work on the Parish Assets to support the Handyman's workload

**Resolution**     **Approved**

21/713 Discuss the recommendation for the Clerk to set up a shared folder for digital record of the worksheets to be available for the working group to see 'live' works

**Resolution**     **Approved**

21/714 Discuss the recommendation that the Clerk creates a list of jobs that can be undertaken by volunteers and a list of available equipment on the shared drive.

**Resolution**     **Approved**

21/715 Discuss the recommendation to monitor the inspection and repair changes and how they impact on existing Parish Council policies

**Resolution**     **Defer until we have contractors**

21/716 Update on Recreation Ground Projects Cllr Martin

GW Changing rooms - The builders are booked from July 5<sup>th</sup>, 2021 – 2 to 3 weeks work. The Kitchen units are delivered and on hand. Ford End Multiplay should be complete by next week.

CIF – 2021 to be a perimeter path for Ford End Recreation Ground. The new trees have had the water bags checked and topped up. The vast majority of the whips are starting to bud. The Howe street seesaw is installed and in use. Broomfield Parish Council have received a letter of thanks for the donation

21/717 Discuss the Purchase of an additional large bin for the Great Waltham Play Park at the Pavilion approximate cost £130 (Elipsa - Glasdon)

**Resolution Spend up to £200 Clerk to discuss with Cllr Huggins**

Use Brook Mead plots 1 and 2

21/718 Discuss the Purchase an additional large bin for the Great Waltham Hatchfields entrance. (Potential donation from Pleshey)

**Resolution**     **Accept the donation**

21/719 Discuss the annual equipment inspections and any recommendations.

**Resolution** **Review the report and allocate tasks to the Handyman and potential volunteer group.**

21/720 Discuss the addition of pre-approved contractors to the Financial regulations – Cllr Gilbert

**Resolution** **Defer until the next meeting**

21/721 Recommendation to use allotment plots 1& 2 at Brook Mead to pilot 2 schemes.

Plot one – 1 square meter plots to be let for beginners or small plots, but charging at the same rent per rod plus service charge

Plot 2 to create an accessible growing garden for all including as therapy for those with mental health issues, loneliness etc.

**Resolution** **Approved**

21/722 To confirm and sign the Annual Governance Statement which forms section 1 of the Annual Return for Local Councils, Internal Drainage Boards and other smaller authorities in England for the year ended 31<sup>st</sup> March 2021.

**Resolution** **the governance was confirmed.**

21/723 To adopt the Annual Accounts for the year ended 31<sup>st</sup> March 2021 and to sign the Annual Return for the year ended 31<sup>st</sup> March 2021.

**Resolution** **the account was adopted unanimously**

21/724 Re-appoint Mr Maurice Howard as internal auditor

**Resolution** **The reappointment was approved**

21/725 Discuss and approve renewing membership of the EALC / NALC at a cost of £541.73

**Resolution** **Approved**

21/726 Arrange Clerks annual appraisal

**Resolution:** **Cllr Jackson and Cllr Palmer to hold a staffing committee meeting with the Clerk**

21/727 Review and discuss annual insurance quote – Clerk & Cllr Gilbert

**Resolution** **Subject to some clarification – accept the BHIB quote.**

21/728 Discuss and approve any items for media broadcast by the Parish Council – Cllr Steel

- Usual Minutes summary in Parish News
- Allotments plots 1 and 2
- Advertise the new Multiplay at Ford End
- Advertise for the contractors in the Parish news
- Map of Dog Bins to be issues via Parish news

Next Monthly Meeting **Monday 17<sup>th</sup> May 2021 @ 7pm Face to Face.**

**Meeting closed 21:03**

**Will Adshead-Grant**

**Clerk to the council**