

# Great Waltham Parish Council

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Minutes of the Meeting of the Great Waltham Parish Council held in the Main Hall , Great Waltham Village Hall, South Street on Monday 17<sup>th</sup> May at 7pm.

## 21/728. Election of Chairperson.

Cllr Steel was proposed and elected

## 21/729. Declaration of Acceptance of Office and Acceptance of the Code of Conduct by Chairperson.

Cllr Steel signed the declaration

## 21/730. Election of Vice Chairperson

Cllr Jackson was proposed and elected

## 21/731. Chairman's Welcome

Chair Cllr Steel

Cllr Jackson, Gilbert, McDevitt, Lockwood, Palmer, Dunn, Martin, Huggins, Jenkins, Micklem

## 21/732. Apologies

None

## 21/733. Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Lockwood – Item 21/746 Item 4 – Non-pecuniary

## 21/734. Public Participation session

2 members of the public to discuss:

- Dunmow Lane – ‘Green Lane’ – Byway – What can be done to protect the trees and surface . Add to the next agenda.
- Butchers Arms – Potential Business Change – What can be achieved to keep this as a local business. Add to next agenda
- Church Lane – Dip in the road – The Land appears to be sinking – Highways issue.

## 21/735. Report by County Councillor. - Cllr Mike Steel

New Leader Kevin Bentley – was Highways – which means our ASC follow up meeting will need to be with the new Highways head, Lee Scott. Still waiting for the outcome of the cost reduction exercise.

ECC first face-to-face meeting/AGM will be 25<sup>th</sup> May at CSAC (Melbourne).

## 21/736 Report by Chelmsford City Councillor.

Chelmsford City Council is meeting face to face 19<sup>th</sup> May . The Mayor will be re-elected so that they can serve a year without the pandemic restrictions.

## 21/737. To review the terms of reference for committees and appointment of Committees, as follows:

- Finance and General Purposes Committee (Chair, Vice Chair plus 4 councillors)

**Resolution Cllr Steel, Jackson, Dunn, Martin, McDevitt, Gilbert and Micklem**

- Recreation Committee (Chair, Vice Chair plus 6 councillors)

**Resolution Cllr Steel, Jackson, Palmer, Martin, Huggins, Jenkins, Gilbert and Micklem.**

- Emergency Planning Sub Committee (Chair, Vice Chair plus 3 councillors representing all areas of the Parish)

**Resolution Cllr Steel, Jackson and Martin**

- Staffing Committee (3 councillors)

**Resolution Cllr Jackson, Palmer and Gilbert**

- Planning Committee (All members of the Council are represented on this Committee and are called to full meetings of the Council which are dedicated to planning).

21/738. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

**Resolution No expenditure**

21/739. Appointment of Essex Association of Local Councils representatives (Chair, Clerk plus one Councillor)

**Resolution Cllr Steel, Dunn appointed**

21/740. Appointment of representatives to the Chelmsford City Council Planning Forum (one Councillor)

**Resolution Cllr McDevitt appointed**

21/741. Appointment of representative on Great Waltham Village Hall Committee (one Councillor).

**Resolution Cllr Steel appointed**

21/742. Appointment of a representative on Great Waltham and Ford End Churchyard Committees (one councillor)

**Resolution Not required.**

21/743. Appointment of a representative on Great Waltham Community Network (one councillor)

**Resolution Cllr Huggins**

21/744. Appointment of representatives for Great Waltham Parish Jubilee Twinning Association (Chair plus one other nominations)

**Resolution Cllr Steel and Huggins**

#### 21/745 Local Planning Authority Decisions

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
21/00547/FUL	Kelmscott Broads Green Great Waltham Chelmsford Essex CM3 1DR	Application Permitted
21/00541/FUL	Caxton's Bennetts Lane North End Dunmow Essex CM6 3PG	Application Permitted
21/00432/FUL	Land South Of Firland Woods Road Great Waltham Chelmsford Essex	Application Permitted
21/00371/FUL	Red House Larks Lane Great Waltham Chelmsford Essex CM3 1AD	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
21/00200/FUL	Land North Of Mill Road North End Dunmow Essex CM6 3PE	Application Refused

#### 21/746 Planning Applications

**1.** Reference: 21/00333/FUL

Address: 6 Cherry Garden Road Great Waltham Chelmsford Essex

Description of works: Two storey side extension

**Resolution The Parish Council has no Objections**

~~**2.** Reference: 21/00802/FUL (Withdrawn by applicant)~~

~~Address: The Butchers Arms Dunmow Road North End Dunmow~~

~~Description of works: Change of use from a public house to 1 dwelling (Class Use C3).~~

~~**3.** Reference: 21/00808/LBC (Withdrawn by Applicant)~~

~~Address: The Butchers Arms Dunmow Road North End Dunmow~~

~~Description of works: Internal alterations including removal of partitions to facilitate change of use to dwelling.~~

**4.** Reference: 21/00799/FUL

Address: Grey Goose Barn Margaret Woods Road Great Waltham Chelmsford

Description of works: Construction of a detached carport with garden storage area.

**Resolution The Parish Council is concerned that this application overdevelops the site.**

5. Reference: 21/00653/FUL

Address: 1 Littley Park Cottages Littley Park Lane Hartford End Chelmsford  
Description of works: Construction of a single storey rear extension and two storey side extension.

**Resolution The Parish Council has no objections**

21/747 To agree the Council's response to the MHCLG consultation 'Local authority remote meetings: call for evidence'.

**Resolution Approved.**

21/748 Proposal to defer the Face-to-Face meeting in June

**Resolution Move the next meeting from the 14<sup>th</sup> June to the 28th June to be in step with government guidelines on the pandemic.**

**Resolution Meeting will be face to face and start at 7.30pm**

21/749 Confirmation of payments:

Details	Value £	Budget Heading
BG Premium Bathroom (deposit)	£100.00	Cil
GW Village Hall	£312.00	Office Rent
Cllr Palmer - hose	£7.25	General Reserve
Gt Waltham Parish news	£230.00	general reserve
Glasdon	£21.67	general reserve
Cllr Steel - signs	£81.64	general reserve
Hags	£6,716.16	Cil and Capital Works
Amazon	£51.04	handyman equipment
Amazon	£11.99	handyman equipment
Amazon	£44.20	handyman equipment
Amazon	£16.49	handyman equipment
Amazon	£9.08	handyman equipment
Amazon	£8.49	handyman equipment
Amazon	£13.66	handyman equipment
Amazon	£14.65	handyman equipment
Amazon	£11.48	handyman equipment
Amazon	£6.99	handyman equipment
Amazon	£8.37	handyman equipment
wicksteed	£36.35	handyman equipment
fenland leisure	£226.00	handyman equipment
Premier Playgrounds	£9,024.00	Capital Works
JCM Services	£1,462.50	Ground's maintenance
Amazon	£11.48	handyman equipment
Amazon	£21.98	handyman equipment
Payroll and expenses	1133.04	Salary
HMRC	£524.44	Paye
Amazon	£25.97	handyman equipment
Amazon	£17.80	handyman equipment
Amazon	£112.73	handyman equipment
Amazon	£14.94	handyman equipment
Amazon	£21.99	handyman equipment
Amazon	£41.97	handyman equipment
GWVH Rent Catch Up	£28.63	Office Rent
Essex Pension Fund	£376.57	Pension
'Amazon	380.00	General Reserve
Amazon	12.48	Office
Amazon	19.49	Office
Amazon	39.98	Office
Amazon	7.30	Office

**Resolution                    The payments were approved**

21/750      Review of inventory of land and other assets including buildings and office equipment.

- Asset List

**Resolution                    The Asset list was approved**

**Resolution                    Clerk to create a Red / Amber / Green condition on the asset list.**

**Resolution                    Conditions of asset list to be issued to Council for review.**

21/751      Review of the Council's complaints procedure.

- Code of Practice for handling complaints
- Code of practice for handling vexatious complaints

**Resolution                    Cllr McDevitt to review both policies**

21/752      Review of the Council's policies, procedures and practices in respect of Its obligations under freedom of information and data protection legislation

- Data protection notice

**Resolution                    Clerk to review**

21/753      Review of the Council's policy for dealing with the press/media.

- Great Waltham Parish Council media relations policy

**Resolution                    Cllr Steel to review**

21/754      Review of the Council's employment policies and procedures.

- Equal Opportunities Policy
- Recruitment of Ex-Offenders Policy

**Resolution                    Cllr Gilbert to review**

21/755      Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

£40 - Wreath

**Resolution                    Reviewed and accepted**

21/756      Confirmation of the minutes of the monthly meeting held on the 26<sup>th</sup> April 2021

**Resolution                    Change item 21/721 from 1 Sq Meter to 2 Sq Meter**

**Resolution                    The Minutes were approved.**

21/757      Discuss and approve any items for the "Parish Council News" section of the Parish News:

- Information on Play on the Park (August) to be shared.
- Advert for contractors

Meeting Closed 20.00  
Will Adshead-Grant  
Clerk to the Council