

Great Waltham Parish Council

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

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Minutes of the Meeting of the Great Waltham Parish Council held in the Ford End Village Hall on Tuesday 20th July 2021 at 7.30pm

21/782. Chairman's Welcome

Chair Steel

Cllrs Lockwood, Gilbert, Dunn, Martin, Huggins, Jackson, Palmer (joined after item 3 of planning) and Micklem

21/783. Apologies

Cllr McDevitt and Cllr Jenkins

21/784. Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Lockwood and Cllr Micklem – 21/00570 Kinnear house – Non-pecuniary. Dispensation granted to take part in meeting.

Cllr Lockwood - 21/01281 Pecuniary interest – Applicant – Took no part in the discussion.

21/785. Public Participation session

4 members of the Public.

21/00570 – Redevelopment for Kinnear house. Existing house is far from livable and needs updating to modern standards and the house has no modern installation, no modern windows and an old back boiler only. The house is not structurally sound and needs to be demolished. The Applicant Wants to embrace ecological and green technology. Build in farm characteristics. Landscaping will be put in place. The New House will not be any larger than the building that will be demolished. Planning officers have been consulted and advice followed. The new house will be styled as a barn but with a modern standard of heating and insulation.

21/795 – To discuss the petition. Review and understand the funding of the current plans on the Ford End Recreation ground – spend on trees, bench, fencing and bench pad. To review the plans submitted as an alternative at last week's Recreation Meeting and understand the Councils intentions and timelines.

21/798 An e-mail was read out concerning the trees at the eastern end of the GW recreation Ground, the damage to the nearest dwelling and potential damage if there was to be a period of high wind.

21/786. Report by County Councillor. - Cllr Mike Steel

ECC Cllr Steel reported on the following:

Church Lane FE flooding – significant work done, including drilling test holes, to establish route for draining water from the road. It appears that piping and the ditch it runs into, sit on the property of 5 of the houses adjacent to the road and they have riparian responsibilities to keep it clear. The property owners have received letters from ECC asking them to do so.

Dunmow Lane LHP request to be a restricted byway – LHP request submitted but feedback is that this may not resolve the issue it does not necessarily allow a physical barrier. Also, difficult to obtain and may need Secretary of State approval and objections difficult to address. Agreed that Cllr Steel would circulate the response from the LHP to collect comments and questions.

Ringtail Green 40mph and Quiet Lane status LHP request - LHP request submitted. Speed/volume survey arranged (will be carried out after the school holidays).

PROW cutting – concerns raised by residents of GW and other parishes about overgrown PROWs. Investigation reveals that ECC responsible, but they subcontract to CCC. It's a 5-month schedule which is changed every year. GW is about ¾ in. Currently in month 2. Not possible to obtain extra resource and each parish will need to wait its turn. There is a Volunteer process whereby Parish Councils can take over the role. Cllr Steel to pass on info for investigation

21/787 Report by Chelmsford City Councillor.

Concerns raised by little Waltham parish council that they do not see License Applications and there was recently one that they may have objection to. Cllr Steel requested that City Council consult with parish councils and this has been arranged from August onwards, so Clerks should see relevant applications and be able to comment.

21/788 Confirmation of the minutes of the monthly meeting held on the 28th of June 2021

Resolution **The Minutes were confirmed and signed.**

21/789 Notes the minutes of the recreation committee held on the 13th of July 2021

Resolution **The Minutes were noted**

21/790 Local Planning Authority Decisions

21/00333/FUL	6 Cherry Garden Road Great Waltham Chelmsford Essex CM3 1DJ	Application Permitted
21/00799/FUL	Grey Goose Barn Margaret Woods Road Great Waltham Chelmsford Essex CM3 1DZ	Application Permitted
21/00653/FUL	1 Little Park Cottages Little Park Lane Hartford End Chelmsford Essex CM3 1LB	Application Permitted
21/00225/CLEUD	Plum Tree Cottage Larks Lane Great Waltham Chelmsford Essex CM3 1AD	Application Permitted
21/00578/FUL	Barn Southwest Of Lavender Farm Main Road Great Waltham Chelmsford Essex	Application Permitted
21/00903/FUL	5 Upper Moors Great Waltham Chelmsford Essex CM3 1RB	Application Permitted
21/00668/FUL	Rosemary Cottage Mill Road North End Dunmow Essex CM6 3PE	Application Permitted
21/00626/FUL	3 Upper Moors Great Waltham Chelmsford Essex CM3 1RB	Application Permitted
21/00478/FUL	Site Adjacent 31 Pleshey Road Ford End Chelmsford Essex	Application Permitted
21/05542/CAT	Apple trees Chelmsford Road Great Waltham Chelmsford Essex CM3 1AF	No Objection

21/791 Planning Applications

1. Reference: Reference: 21/01237/FUL

Address: The Chestnuts Main Road Ford End Chelmsford

Raising of roof, loft conversion with rear dormer window. Two storey side extension, single storey front extension, single storey rear extension. Side chimney. First floor side window.

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

2. Reference 21/00570/FUL

Address: Kinnear House, Margaret Woods Road, Great Waltham, Chelmsford, Essex, CM3 1DZ

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

The Parish Council undertook a site visit to understand the location and future with the applicant. Members stated that they would prefer to see this built to the highest possible EPC standards – Level C

Concerns about the amount of Glass on the West Side – and Non reflective Glass would help. Noted that the application through the process has been reduced in overall size.

Resolution **The Parish Council has No Objection but ask that the large glass is not reflective. We would like to see this built to the highest EPC rating available.**

3. Reference: 21/01281/FUL

Address: 1 Pendon Hill Cottages Pleshey Road Great Waltham Chelmsford

Description of works: Proposed double garage to replace existing shed and container.

Cllr Lockwood took no part in the discussion.

Resolution **The Parish Council has No Objections**

4. Reference: 21/01244/FUL

Address: 2 Margaret Woods Farmhouse Margaret Woods Road Great Waltham Chelmsford
 Description of works: Installation of a heat pump with outdoor unit to be located to side of the house.

Resolution **The Parish Council supports this application.**

5. Ref. No: 21/00638/FUL

Tudor House Main Road Howe Street Chelmsford CM3 1BG

Installation of a front garden gate and a picket fence.

Resolution **The Parish Council has No objections**

6. Ref. No: 21/01023/FU

53 Cherry Garden Road Great Waltham Chelmsford Essex CM3 1DH

Construction of detached garage

Resolution: **The Parish Council Objects that this is a permanent structure in front of the building line.**

7. 21/00881/FUL | Formation of a new link road between Woodhouse Lane and Broomfield Hospital, including associated drainage, closure of sections of Woodhouse Lane, and ancillary infrastructure. | Broomfield Hospital Approach Broomfield Chelmsford CM1 7ET

Resolution: No comment.

21/792 Confirmation of payments:

• <u>Reserve Account</u>	<u>£ 23,167.87</u>	
o General Reserve	£13,097.87	
o Allotment Deposit	£700	
o Cil	£0	
o Capital Works	£0	
o FE Variable Speed Camera	£10,000	
• <u>Current Account</u>	<u>£ 14,110.33</u>	
o Income	£6084	Vat Return Added to Reserve
<u>Total on Hand</u>	<u>£37,278.20</u>	

Details		Value £	Budget Heading
20.07.2021	Village Hall	£316.09	Office Rent
20.07.2021	Salaries	£1307.56	Salary
20.07.2021	Chatham Hall	£0.08	Open Spaces
20.07.2021	Glasdon	£244.09	General Reserve
20.07.2021	Cllr Jenkins - B&Q	£23.00	General Reserve
20.07.2021	amazon	£89.42	General Reserve
20.07.2021	JCM	£1,462.50	Grounds Maintenance
20.07.2021	Essex Pension Fund	£376.57	Pension
20.07.2021	HMRC	£524.44	PAYE
12.07.2021	BG Premier Bathrooms	£3,320.00	General Reserve
20.07.2021	Cllr Steel - Road Sign	£46.72	General Reserve
		£7,710.47	

Resolution **All payments were approved**

21/793 Discuss the recommendation to monitor the inspection and repair changes and how they impact on existing Parish Council policies.

Resolution **Defer to the next meeting**

21/794 Discuss the addition of pre-approved contractors to the Financial regulations

Resolution **Defer to the next meeting**

21/795 To consider the petition submitted at GWPC meeting 28th June 2021, in relation to Ford End Recreation Ground, and determine subsequent action including a review of recent plan submitted.

The documented consultation steps were issued with the agenda.

The petition was acknowledged at the monthly meeting on the 28th of June – with over 120 signatures – stating. ***'We the undersigned petition Great Waltham Parish Council to locate the picnic tables across the full width of Ford End recreation Ground and remove/improve the gravel base.'***

It was agreed that the Parish Council had undertaken full consultation with residents, including leaflet drops, meetings, Facebook posts, Parish News articles and that any future proposals would need to include a similar approach – noting that the cost of such activity would be in the region of £200-£300.

Resolution ***The Parish Council will not undertake any further project related improvement work to Ford End recreation ground before re-consulting with all the village residents on a preferred layout.***

Resolution ***Improvement works to the existing area of the picnic bench base provided for wheelchair use can proceed without re-consultation.***

Resolution ***The CIF application for a path around Ford End recreation ground will continue without re-consultation.***

21/796 Discuss the Rowan tree offered to the Parish Council for planting on Broads Green.

Members raised concerns that Rowan tree berries are poisonous and that suitable trees for that area are more likely to be a Walnut Tree. It was also noted that previous request to plant trees at Broad Green had been met with resistance.

Resolution ***Clerk to contact the Parishioner and decline the offer as the tree is unsuitable.***

21/797 Concerns raised over blocked overflowing ditch at Margaret Woods Road (Via Facebook Messenger).

Concerns about stagnant surface water on the road before the Retreat. Chelmsford City Council Public Health Investigated it as it was foul water. Essex Highways investigated but felt no hazard. Public Health state it is a cess pit issue. All the ditches have been cleared. There is a Badger set within the only remaining ditch that needs to be cleared. Chelmsford City Council Public health will test the runoff which should be clean.

21/798 Report and possible actions on the trees at the perimeter of the Great Waltham recreation ground.

The Trees are not within the Conservation area. Options explored to include reducing all the trees in height equally and removing the 10 Ash trees as they have Ash die back. It was agreed to seek a professional opinion on creating a tree maintenance strategy

Resolution ***The Clerk to contact City Council / Writtle Forest Tree request a quote for a Tree Survey – GW Rec Ground, Broads Green.***

Resolution ***The Clerk to get 2 more quotes for cutting back the Ash trees – One Quote received already.***

21/799 Should the parish council consider distributing to every household a map showing all rights of way within the parish.

Concerns raised about people not adhering to the PROWs and would a map of PROWs distributed to every household help. It was agreed that in the first instance that GWPC would point people to official PROWs but to consider the possibility of a PROW parish map.

Resolution ***Clerk to Create a Parish News article pointing at PROWs websites and asking people to adhere to them.***

Resolution ***Clerk to put similar article on Facebook concerning PROWs***

Resolution ***Clerk to add the information on PROWs to the Parish Website***

Resolution ***Cllr Palmer to collate and Create a document of all the rights of way in the Parish.***

21/800 Review the Internal Auditors report and discuss and enact any recommendation

- The recovery of the significant amount of VAT outstanding as 31st March 2021.
 - Action Completed April 2021
- Its review of the asset value on the AGAR for 2020 ensure this is consistent with the value shown for 31st March 2021.
 - Action completed June 2021
- A review to Ensure that the Council's insurance cover for its assets is adequate
 - Review to be undertaken with Insurers

21/801 To consider that both sides of Pendon Hill corner should be cut.

Resolution **Clerk to Contact Jcm to cut late July / August and again Christmas to allow seeding.**

21/802 Discuss the creation of a working party to create compost bins at Brook mead.

Resolution **Approved for Cllr Palmer to proceed.**

21/803 Discuss options to ensure a proper removal system or procedure for dealing with green waste from Parish council.

Resolution **Cllr Huggins to create a report and proposal**

Resolution **Clerk to contact other parish Councils for information on how they deal with green waste.**

21/804 Report back on the meeting with Cllr Scott to discuss the Ford End average speed camera project.

The arranged meeting with ECC highways Cabinet member, Cllr Lee Scott, was very short as he offered to visit Ford End, which he did 20th July. Cllr Scott has committed to looking into ways of how the ASCs could be funded.

21/805 Receive an Update on the Pavilion refurbishment – Cllr Martin

The original budget was set at £8,305 for the builders work with a contingency of an extra £2,000 for any unexpected work. This would bring the building up to an adequate standard so it can be used for this summer's Play in the Park (including the accessible toilet). Savings were made on the building work as some work was transferred to volunteer effort, but some additional items are required which will bring the total spend to an estimated £8,870, so using £565 of the contingency. This will make the building available for the Play in the Park events. Ahead of October FGP – a proposal for completing the project (to have a multi-use building) will be prepared with costings. This will include fitting the already purchased kitchen units and purchasing white goods.

21/806 Determine if GWPC wish to lead on the Queen's Platinum Jubilee Beacons event, form a committee including British legion, Church and other local organisations and register with <https://www.queensjubileebeacons.com/> - Cllr Steel

Resolution **Defer to next meeting**

21/807 Monthly Bank reconciliation – Chairman of the F&GP

Resolution **Confirm £0 Variation**

21/808 To confirm that GWPC will lead on November Remembrance Sunday arrangement and form a committee including British legion, Church and other local organisations.

Resolution **The Parish Council will take the lead on the Committee. Cllr Steel will be the liaison and Chair the sub-committee.**

21/809 The Recreation Committee recommends that a record of repairs forced by vandalism be recorded and an annual report generated to highlight the annual cost of vandalism within the parish.

Information to be reported on Facebook and information held on the accounts.
Create and add to the accounts for tracking expenditure.

Resolution All Vandalism Damage to be Collated and issued.

21/810 The Recreation committee recommends the additional expenditure on changing the guttering from plastic to metal on the pavilion to reduce damage.

The cost of a metal replacement, whilst significantly more than renewing the plastic parts, was thought to be a better option – although it was noted that one could replace the plastic parts 17 times before it is of the same value as the metal guttering – ignoring any labour costs.

Resolution Approval to Spend £150 on metal guttering for the front of the Pavilion.

21/811 Feedback on the Clerks Annual Appraisal covering 2020--2021

A variety of actions were agreed, and a new objective process was proposed for 2021-2022. This is to cover the Clerk and the Handyman.

21/812 To confirm that the Clerk received a Satisfactory rating at his 2021 Appraisal. The Clerk moves from Spinal Point 16 to Spinal Point 17 – an increase of 25p per hour –backdated to the 1st of April 2021– Cllr's Jackson, Palmer and Gilbert

Resolution Approved

21/813 Clerk to engage with EALC on spinal point as Sp17 is the top of the LC1 Substantive range.

Resolution Clerk to Speak to EALC

21/814 To discuss the Chelmsford City Council Housing Strategy for Chelmsford for the period 2022-2027.

Resolution Cllr Gilbert to review and share his conclusions

21/815 Updates on the action tracker.

Resolution No issues raised.

21/816 Update on the Howe Street Telephone box Library.

The Parish Council was Updated on the E-mails received by the Clerk.

21/817 Discuss and approve any items for the "Parish Council News" section of the Parish News.

- Hedge Cutting and responsibility of Landowners
- Refurbishment of the Train at Great Waltham
- Footpath article on the PROWs
- Minutes summary for Parish news

Meeting close 22:12

W. Adshead-Grant

Clerk to the Council