

Great Waltham Parish Council

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Minutes of the Meeting of the Great Waltham Parish Council held on Monday 21st March 2022 in the Scout Hut, Blossom way, Off Cherry Garden Road, Great Waltham at 7.30pm.

21/1038 Chairman's Welcome

Chairperson Jackson

Councillors Huggins, Martin, Gilbert, McDevitt, Dunn, and Jenkins

21/1039 Apologies

Cllrs Lockwood, Palmer, Micklem (Nightshift) and Steel (Unwell)

21/1040 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Jackson – 21/1065 – allotments – nonpecuniary

21/1041 Public Participation session (Items do not need to be on the agenda)

1 person for item 21/1065 – Reference to no decision in the monthly minutes to no longer provide the two mowers at the brookmead allotment that were reported to belong to the Parish Council. A letter was sent in before the meeting and shared with the members and the author read this out at the meeting. It was also suggested that a hearing loop be installed at the pavilion to help with future meetings.

1 person attended for the presentation on Ride London.

21/1042 Report by County Councillor. - Cllr Mike Steel

Library Consultation:

I attended a briefing on the consultation and development of the new library plan: Everyone's Library Service 2022 – 2026 on Thursday 10th March at the People and Families Policy and Scrutiny Committee.

The meeting provided an update on:

- The consultation and engagement process with Essex residents and key stakeholders on the draft plan for Essex libraries.
- The outcomes of the consultation
- The next steps to finalise and adopt the plan and prepare for delivery.

The papers state that the new library plan will enable the delivery of a service that is modern, vibrant, and sustainable. It commits to keeping all 74 libraries open with investment in training and the upskilling of library staff.

The consultation analysis report shows that Essex residents and organisations give their broad support to the Plan.

Essex County Council is the second largest library authority in the country, serving a population of nearly 1.5 million residents across a network of 74 libraries, two mobile library vehicles, an online e-library service, and a home library delivery service provided by volunteers to residents who cannot access onsite or mobile services. In 2019-20 (the last year unaffected by pandemic restrictions), the library service had 226,000 active users, 4.3 million visits, 3.9 million loans, and over 400,000 e-resources were borrowed

I note that a total of 2,213 survey responses were received of which 2,185 were from individuals = 0.1% of population. Fifteen percent of respondents were from the Chelmsford area = 0.2% of the population. Eighty-seven percent of respondents were over 35, 1% were under sixteen.

The document appears to be a plan to have a plan, stating ambitions, but not clear on detail on how it will be achieved. The proposal now goes forward to Cabinet.

This does not go into any detail on how individual libraries will operate in the future. I have registered the fact that the library committees/PCs in my area, want to be involved in that process, with the Head of Libraries at ECC.

Locality Fund

I have now awarded all of my £10,000 Locality fund. This was spread fairly across my division. There should be another one operating from May onwards. Next year's theme is "Levelling Up":

Requestor	Awarded	
Good Easter Church	£750	Fence
GWPC	£1,000	White goods for Pavilion
Good Easter PC	£300	Contribution to Defrib
Roxwell Church	£1,000	Heating
Beryl Platt centre	£1,000	Drinks Fridge
WPC Writtle Archives	£750	New records Computer
Chignal PC	£1,000	Webpage set up
Broomfield VH PC	£1,000	New PC for bookings etc.
Gt Leighs VH	£1,000	Upgrade to car park lights
GW School	£900	Potting shed for children's garden
CVHS	£300	School prizes. Chase 27th Jan
Writtle Sports and Social Club	£1,000	Coffee machine
	£10,000	

RideLondon takes place from Friday 27 to Sunday 29 May 2022 with new routes in London and Essex

RideLondon, the world's greatest festival of cycling, is coming to Essex from Friday 27 to Sunday 29 May 2022. RideLondon has seen participants raise almost £80 million for charity since it was first held in 2013 and we hope to raise even more this year. We want to ensure you are aware of the 2022 event dates and how to access further information to assist with your planning as your area and journeys could be affected by the road closures.



Friday 27 and Saturday 28 May 2022

Temporary road closures of 15 to 20 minutes will operate on both days in some areas of Essex for stages one and two of the professional women's cycle race – the RideLondon Classique.

Sunday 29 May 2022

More than 100 miles of road closures will be in place throughout the day from 7.30am to around 3.30pm for the RideLondon–Essex 100, the mass participation ride that

will feature up to 25,000 cyclists.

For the Chelmsford area, the route, enters the B1008 at the Felsted turning, goes on to Howe Street, Great Waltham, South Street, Breeds Road, through Chignal Smealy, Chignal Road, then A1060, turning towards Writtle via Lordship Road, Ongar Road and then towards Ongar on the A414.

For more information, please visit ridelondon.co.uk/road-closures

Thank you in advance for your co-operation and understanding in the run-up to RideLondon. If you have any queries or need assistance, please visit

ridelondon.co.uk/help/contact-us

I have arranged a presentation by RideLondon, to Chignal PC (14th March), GWPC (21st March) and Writtle PC (4th April).

Diversion through Ford End:

I queried this with ECC Highways and got the response:

“This is a National Highways road closure, and as a consequence they would have set the diversion route. National Highways would be best placed to address your concern and can be contacted via email: info@highwaysengland.co.uk or telephone: 0300 123 5000”.

I have written to Highways England with alternative suggestions for a diversion, like diverting traffic along the old A120. Much shorter than their proposals

I have also written to our MP (no response) and ECC Highways Cabinet member (“diversion is arranged by National Highways”)

Streetlights Howe Street:

I escalated the lights not working and have been told – “*The Street Lighting Team have advised that these two units need traffic management to permit their repair and are awaiting their LED lanterns in be installed which will be completed by the end of June. “*

Layby - Broads Green

I have been trying to find out if this is owned by Highways. It seems a strange place to put a layby – it could be a passing point. We (GWPC) have seen previous written claims that the layby is owned by a nearby resident!

I have arranged inspection to ascertain whether the area falls within the public highway.

Large pothole Breeds Rd (opposite Hoe Lane)

I have escalated and managed to get fixed. A further assessment will be carried out to establish whether a permanent repair is required in the future. However, I suspect the RideLondon route will be inspected before the event anyway.

21/1043 Report by Chelmsford City Councillor.

City Council update on Boundary Changes:

As a member of the Democracy working group, and Governance Committee, I can report on the recommendations for the boundary changes. These will now go forward to full Council and if approved, will be implanted for the May 2023 elections.

Final recommendations GW

- (1) No change in parish boundary.
- (2) No change in parish name.
- (3) No change in the number of parish councillors.

21/1044 Confirmation of the minutes of the monthly meeting held on 21st February

Resolution The Minutes were confirmed.

21/1045 Local Planning Authority Decisions:

Reference	Address	Status
22/00015/LBC	Oak Cottage Mill Road North End Dunmow Essex CM6 3PE	Application Permitted

21/1046 Planning Applications

- 1. Reference: 22/00433/FUL

Address: Field At Grid Reference 571030 215770 Hyde Hall Lane Great Waltham Chelmsford
Description of works: Retrospective application for the siting of a permanent fertiliser tank and hardstanding area. Proposed grain store.

Resolution The Parish Council deplores the use of retrospective planning applications.

The Parish Council objects on the basis that's its obtrusive, visible from the road more suitable to a commercial agricultural site.

Hyde Hall Lane is designated as a Protected Lane. The fertiliser tank is 6.7m high set on a concrete hardstanding with a bund wall. In addition to the previous proposal a grain store measuring c.18m x 54m x 10m high now also forms part of the application. The tank and its associated works and the grain store are industrial in appearance and appear intrusive and alien to this rural landscape.

21/1047 Finance Reports:

•	<u>Reserve Account</u>	<u>£ 15,750.66</u>
	○ Allotment Deposit	£750
	○ FE Variable Speed Camera	£10,000
	○ FE Path	£5,000
•	<u>Current Account</u>	<u>£ 17,773.73</u>
	<u>Total on Hand</u>	<u>£ 33,524.39</u>

21/1048 Payments for Approval

Date	Details	Value £	Budget Heading
02.03.2022	Village Hall - Rent	£316.09	Rent
22.03.2022	Amazon - Handyman PPE	£31.70	Handyman
22.03.2022	Amazon - Torx Kit	£22.97	Handyman
22.03.2022	C S Flooring Supplies	£1,736.40	General Reserve
22.03.2022	Cllr Martin - Pavilion	£19.99	General Reserve
22.03.2022	Cllr Martin - Pavilion	£125.52	General Reserve
22.03.2022	Fenland Leisure - Gate Parts	£105.08	Handyman
22.03.2022	M&G Fire Protection	£42.00	General Reserve
22.03.2022	JCM - Tree Works - Emergency	£474.00	General Reserve
22.03.2022	JCM - Tree works - Planned	£180.00	General Reserve
22.03.2022	BHIB - Insurance update	£38.06	Insurance
22.03.2022	Fenland Leisure - Caps for Bolts	£127.52	Handyman
22.03.2022	Fenland Leisure - Swing Chains	£109.28	Handyman
22.03.2022	Cllr Martin - Pavilion - Screwfix	£17.66	General Reserve
22.03.2022	Essex Pension Fund	£383.23	Pension
22.03.2022	HMRC	£539.11	PAYE
22.03.2022	Salaries	£1181.49	Salary
22.03.2022	Glazeme.com	£2856	General reserve
23.03.2022	Cllr Martin - Pavilion	£6.99	General reserve
23.03.2022	Cllr Martin - Pavilion	£9.40	General reserve
23.03.2022	Great Waltham Scouts	£20.00	General Reserve

Total £8342.49

Resolution The Payments were approved

21/1049 Monthly Bank reconciliation – Chairman of the F&GP

Resolution The reconciliation was approved

21/1050 Updates on the action tracker – All

Items to be closed – 21/751, 21/984 and 21/985

Item to be followed up – 21/1028 - Letter to First Bus to be drafted.

21/1051 Consider proposed revisions to those policy documents contained in the file circulated prior to meeting.

Review standing orders – all to feedback. 8 documents with a variety of changes ranging from minor to slightly more detail changed.

Resolution All the documents were Approved

- Code of Conduct
- Code of practice for handling complaints
- Councillor Co Option Policy
- Formal Appraisal Policy and procedure
- Grants and Loans application form
- Grants and Loans policy
- Harassment and Disciplinary Policy
- Standing Orders

Resolution Clerk to upload the new versions as PDF to the website.

21/1052 Note completion of review and no recommended changes to policy documents contained in the file circulated prior to meeting.

Resolution All the documents were Approved

- Code of Practice for Handling Vexations Complaints
- Data Privacy Notice
- Document Retention Policy
- Equal Opportunities Policy
- Health and safety policy and statement
- Petitions Policy
- Playground Safety Inspection Policy
- Statement of Intent as to Community Engagement

Resolution Clerk to upload the new versions as PDF to the website.

21/1053 Consider withdrawing the Policy on Bee Keeping on the Brook Mead allotments. - Cllr Gilbert

Resolution Approved to withdraw and remove from the website.

21/1054 Consider the inclusion of a specimen Allotment Agreement in the policy files on the parish website.

Resolution Approved to load on the website

21/1055 To discuss and agree a policy document review schedule.

Resolution Approved

21/1056 To note reported crime data trends for Great Waltham 2011 – 2021 Inclusive.

The trend line has been slightly increasing for reported crimes. The type of crime seems to be away from Vandalism and break in towards assaults.

21/1057 Consider a proposed positioning statement concerning future development of green areas along Cherry Garden Road.

Working committee has formed and is currently reviewing several ideas but without any conclusion. Each planning request should be reviewed on its own merits. The views of residents of cherry garden road are so diverse it's not clear that there is a policy that the Parish Council can follow.

Resolution Report back on the survey that the results were so diverse from the responses that nothing was conclusive either way to enable the Parish Council to lobby on behalf of residents. Any change in Chelmsford City Councils stance will affect this position.

Resolution **Cllr Gilbert to draft the response for all households in Cherry Garden Road.**

Resolution **Dissolve the working group.**

21/1058 Consider a proposal that the Council seeks Local Council Award Scheme Foundation level status (see details on p.6-9 of document circulated prior to meeting).

Resolution **Approved to seek Foundation status.**

21/1059 Following presentation by Ride London, to review impact on GW parish and what actions, if any, GWPC wish to take.

A representative from Ride London showed a presentation during the meeting to highlight the routes that would be taken over the three-day event. The events on Friday and Saturday will have rolling roadblocks however the Sunday event will be an all-day road closure that will affect many residents and business.

Resolution **Clerk to draft a letter to the leader of Essex County Council with concerns about the lack of consultation with affected Parishes as a contact has been signed for a 5-year period. The Parish Council believes there is a lack of consideration about care receivers especially on the Sunday event. Concerns about the engagement officer being unable to answer questions.**

21/1060 Discuss the previous agenda item 21/908
To consider SEPP recommendation to extend South Street Double Yellow Lines by 20m rather than the one car length requested by GWPC. SEPP recommendation is to extend the Double yellow lines for 20m along South Street from their current position to just beyond the tactile dropped Kerbs. SEPP view is that there should be restricted parking at tactile drop Kerbs. This will bring the area up to the latest regulations.

There was a long discussion about the potential to remove the tactile dropped kerb from outside the Village Hall and only extend the double yellow lines by one car length. The current proposal from SEPP would put yellow lines on both sides of the road. The 20m would remove 4 car parking spaces. The Council should give more consideration to support for requests for changes

Resolution **Clerk to write to Essex Highways and request the removal of the tactile kerb.**

Resolution **Clerk to contact SEPP to withdraw the request for any changes.**

21/1061 Update on the Great Waltham pavilion project - Cllr Martin

Phase 2 – Internal work and decorating complete. Phase 3 – New windows, Doors and skirting installed. New Floor installed. A small amount of internal decoration to complete because of these works. Building Control sign off imminent. Still need to purchase shutters to replace the current ones. All work is within the budget.

21/1062 Report from the Great Waltham Pavilion Use Working Group – Cllr Gilbert

Once the building is available for use a decision over the future uses need to be made. Can we conclude our current lease agreement on the office in the Village Hall? Potential to hire out the pavilion to generate some income to defer some of the costs to run the building. Hire form, Policy, Fees, sample invoice and terms and conditions have all been drafted along with instructions on keeping the building secure. Data capture of hirers to understand trends and future uses.

21/1063 Update on the Jubilee plans and the Beacon.

The Beacon is going to be located at the cricket ground and the cricket club have volunteered to help out and provide a bar and refreshments (tbc) and

a piper has been booked. Adverts have been placed in the Parish News and Facebook. Some parents with children 3-11 who do not attend either of the parish schools or preschool can request a jubilee coin, some have replied but not as many as expected.

An advert of events will be in the Parish News next month with a more detailed advert in May. Various events are being organised within the parish including a quiz night and a music festival. Next meeting 28th March

Resolution **The Parish Council has agreed to pay for a jubilee tree at North end on to the common land.**

21/1064 Agree funds for pavilion cleaning equipment

Cleaning materials of around £250 required to keep the pavilion in its current good order.

Resolution **Spend Approved**

21/1065 Review the decision not to supply mowers for allotment use.

Discussion around the two lawn- mowers in the allotment shed at Brookmead that were claimed to belong to the Parish council, However after reviewing the minutes covering the period 2000 to 2021 - no minute can be found to support this assumption. There is no minute to explain why any lawn mower belonging to the Parish Council are at the allotment site or being maintained by the Parish Council.

Resolution **The Two Mowers that were placed erroneously on the asset register many years ago are to be written off as the assumption is they were donated.**

Resolution **Write to all allotment holders at brookmead and remind them it's their responsibility to keep their plots tidy and the grass cut.**

Resolution **The Parish Council will maintain the mowers when required for this season only. Clerk to write to the allotment holders to inform them that they will need to make their own arrangements to cut their plots and can use the mowers, but the parish council will accept no liability or responsibility for use of the donated mowers.**

21/1066 Discuss and approve any items for the "Parish Council News" section of the Parish News.

- Tree aftercare at Ford End Recreation Ground_– Thank You
- Ride London Article of potential issues – Cllr Jackson
- Litter Pick Thanks

Next Planned meetings:

Tuesday 19th April - Extraordinary Meeting at Ford End
Monday 25th April - Monthly Meeting at the Pavilion, Great Waltham Recreation Ground

T.B.A. Finance & General Purposes Committee moved from 11th April 2022

Meeting Closed 22:30
Will Adshead-Grant
Clerk to the Council.