

Great Waltham Parish Council

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Minutes of the Meeting of the Great Waltham Parish Council held on Monday 25th April 2022 in the Pavilion, Great Waltham Recreation Ground, South Street, Great Waltham at 7.30pm.

22/1072 Chairman's Welcome

Thanks to the Volunteer team of Cllrs Huggins, Gilbert, Jenkins, and Martin for all their hard work on getting the Pavilion in to such an impressive building for use by the Parish Council and the Community.

Chair Jackson

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

22/1073 Apologies

Cllr Steel and Cllr Micklem

22/1074 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

No declarations

22/1075 Public Participation session (Items do not need to be on the agenda)

Two members of the public present

Item 22/1089 Poor parking at Duffries close. Parking at the Cherry Garden Road end very difficult parking close to the junction with south street. Near Miss. Traffic increase. Temporary works are causing some problems. The South street end near to the school is causing concerns with the highways code being breached. Request for Application to South Essex parking partnership to reduce the parking at both ends of Duffries.

Ride London feedback – the booklet has been delivered to Ford End and North End residents.

22/1076 Report by County Councillor. - Cllr Mike Steel

Homes for Ukraine Scheme Update – April 2022

The following details only apply to the Homes for Ukraine scheme, not for people in the family visa scheme -- we do not receive any information about people entering the UK on this scheme and we cannot help them other than via normal 'business as usual' services.

We are told by central government as soon as a sponsor matches themselves with a Ukrainian guest. This means that we are told about people before a visa decision has been made and before there is a confirmed arrival date. ECC has no input into the visa application – that is purely a decision for the Home Office. There is nothing ECC can do to speed up the visa process or influence the outcome

The latest data indicates there have been 969 requests from Ukrainians with 654 sponsors in the ECC area. All these applications are at various stages of checking/approval.

DBS checks for sponsors continue with both adults and children's social workers involved.

We will arrange for a social worker to carry out safeguarding checks – this may involve a visit to the sponsor's home.

The district council will do a housing check to make sure that the property meets minimum standards which are set out to carry out safely

<https://www.gov.uk/guidance/homes-for-ukraine-scheme-frequently-asked-questions>

The £350 per month cannot be paid until all checks are satisfactory. The sponsor will need to tell us when the guests arrive in the home. We will pay the guest £200 on arrival, in vouchers. This is to tide them over whilst they make a benefit claim or find a job. Once the guest is here and the checks are satisfactory the district council will pay the £350 per month. The £350 is per sponsor, not per guest.

Uttlesford District Council are planning for potential pressures as the authority responsible for Stansted Airport and is looking at securing mutual aid from other local authorities to help with accommodation.

Sponsor Packs and Comms

- All of the translated versions of packs (in Ukrainian and Russian) for Ukrainian guests are now available online here [Ласкаво просимо до Ессексу: інформаційні матеріали для гостей - Essex County Council](#)

- Paper versions for distribution via district/borough/city council teams will be available from next week.
- FAQs on the ECC website are being updated on a weekly basis. The latest set is here: [Information for sponsors welcoming a Ukrainian person or family: Homes for Ukraine scheme - Overview - Essex County Council](#)
- Guidance is still awaited from DLUHC on the process for re-matching Ukrainian guests in the event that arrangements with initial sponsors break down.
- General information and updates are available here: [Essex stands with Ukraine: what you can do to help - Essex County Council](#)

Health Group update:

- A primary care guidance document that outlines likely health issues can be accessed here: <https://www.gov.uk/government/publications/arrivals-from-ukraine-advice-for-primary-care>

Housing Assurance/Safeguarding update:

- We are continuing the assurance process for accommodation safety checks and DBS checks.

Ports of Entry update:

- Arrivals at Stansted are currently averaging over a week at around 120 every day.
- The welcome desk at Stansted now helps guests with instances access via QR code to the DLUHC welcome pack <https://www.gov.uk/government/publications/welcome-a-guide-for-ukrainians-arriving-in-the-uk>
- There are low numbers of arrivals at Harwich, with Stena Line notifying the port of any entering under the 2 key schemes.
- Work is underway in terms of sustainable staffing with Uttlesford CVS volunteers taking over from the Red Cross on May 1.
- The majority of guests arriving do not require extra support.

Finance update:

- The districts are looking at agreeing an approach on how to distribute the £200 payment for new arrivals.
- We are awaiting formal guidance for the process on how sponsors apply for the £350 payment.

School places for Ukrainian children:

- We continue to support Ukrainian families and their sponsors to help them settle into their new communities. This includes meeting any welfare needs as well as children and young people's educational needs.
- All schools have been communicated with to confirm that children from Ukraine have the right to access a school place in the normal way. We are aware of a number of schools who have already received applications and are admitting children. Schools have also been advised about the additional funding from central government to support the needs of Ukrainian children.
- All families arriving from Ukraine will need to follow the [established process for mid-year school admissions](#).
- We continue to work closely with schools to ensure that all children are placed in schools within a reasonable distance from their homes.
- The educational needs of all children living and arriving in Essex remains our top priority and we will continue to support both families and schools with school admissions along with other needs the families may have.

22/1077 Report by Chelmsford City Councillor.

Planning Committee

I requested that No 13 CGR application go to 5th April Planning Committee with the reasons that:

1. There is a conflict of interest in that City Council make the decision on the application, but they also own the land in question
2. City Council are dictating to the residents how the green areas should be used without consulting with them and understanding their views.

I explained the history of previous refusals, that the resident was now following advice by moving away from the tree and proposing a permeable grass base. I also stated that:

1. The residents adjacent to this application did not object
2. There has been an inconsistent approach in the past, and there are several driveways across the green. Equally, a number have been refused.

3. Quite a number of residents have become frustrated by this inconsistent approach and just drive up the kerb and park on the green. Consequently, the greens are becoming very rutted and worn, with numerous cars parked on them. Contrary to the view that granting this application would encourage others to drive on the grassed areas, is the view that not allowing driveways, encourages others to ignore the rules and just drive onto the greens, which is currently happening.

I noted that the Parish Council had posted "No Comment"

The Committee took the decision to refuse the application on the basis that they wanted to preserve the green spaces.

22/1078 Confirmation of the minutes of the monthly meeting held on 21st March 2022
1051 – The policy documents to be listed – clarify all the documents

Resolution **Defer to the next meeting**

22/1079 note the minutes of the extra ordinary meeting 19th April
30 MPH repeaters Request for more during the public open session to be added.

Resolution **Defer to the next meeting**

22/1080 Local Planning Authority Decisions:

None reported

22/1081 Planning Applications

1. Reference: 22/00531/FUL

Address: 45 Cherry Garden Road Great Waltham Chelmsford Essex

Description of works: Proposed loft conversion with dormer to rear and roof-lights to front.

Conversion on top of a conversion. Maybe getting out of size for a Semi-detached house. Several Dormer extensions already in the street.

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

2. Reference: 22/00606/FUL

Address: Old Park Meadow Natural Burial Ground Coppice Lane North End Dunmow

Description of works: Construction of a shelter.

The Parish Council gave a grant for this building last year.

Resolution **The Parish Council supports this application**

3. Reference: 22/00660/FUL and Reference: 22/00661/LBC

Address: Tudor House Main Road Howe Street Chelmsford

Description of works: Proposed single storey rear orangery extension and alterations to fenestration to existing rear extension.

Resolution **The Parish Council supports this application**

22/1082 Finance Reports:

•	<u>Reserve Account</u>	<u>£ 15,750</u>
	○ Allotment Deposit	£750
	○ FE Variable Speed Camera	£10,000
	○ FE Path	£5,000

- **Current Account** **£ 7783.80**
- Total on Hand** **£ 23,533.80 (Before payments below)**

22/1083 Payments for Approval (these are Inclusive of VAT)

02.04.2022	Office Rent	Office Rent	£316.09
25.04.2022	EALC / NALC Fees	Subscriptions	£542.62
25.04.2022	Cllr Martin - Pavilion Works	General Reserve	£281.31
25.04.2022	Chatham Hall estate	Allotment Rent	£350.00
25.04.2022	HMRC	Paye	£719.27
25.04.2022	Combined Salaries for April	Salary	£1251.36
25.04.2022	Essex Pension Fund	Pension	£461.35
25.04.2022	Swalec	Utilities	£115.97
25.04.2022	Insignia - Jubilee Coins	Grants	£1,056.00
25.04.2022	Strutt & Parker - Murkins Field	General Reserve	£20.00
25.04.2022	JCM - Tree works as per Tree management plan	Tree Works	£1,100.00
25.04.2022	Wave - Water at the Recreation Ground	Utilities	£36.66
25.04.2022	Wave - Water at Allotment	Allotment Water	£25.01

Total **£6,405.55**

22/1084 Monthly Bank reconciliation – Chairman of the F&GP

Resolution Approved

22/1085 Updates on the action tracker

Resolution Item 831 Broads green phone box update required

22/1086 To confirm and sign the Annual Governance Statement which forms part of the Annual Return for Local Councils, Internal Drainage Boards, and other smaller authorities in England for the year ended 31st March 2022.

Resolution The Parish Council reviewed, confirmed the annual governance statement, and signed.

22/1087 To adopt the Annual Accounts for the year ended 31st March 2022 and to sign the Annual Return.

Resolution The accounts were adopted and signed

22/1088 Re-appoint Mr Maurice Howard as internal auditor- The Clerk

Resolution The re-appointment was approved

22/1089 Discuss a request for double yellow lines at the junction of Duffries close and South Street – both ends.

The Parish Council is supportive of the issues around Car parking at the Cherry Garden Road End. A Suggestion of 10m of double yellow lines at both ends of Duffries close on both sides of the road was suggested.

Resolution Defer Until the next meeting

Resolution Clerk to Phone SEPP and ask advice without entering into a formal request.

22/1090 Discuss the Parish Forum event on the 16th of May

Meeting on Planning – Power of local consultees – delegation of Power. Disposal of commercial green waste and the Greenswards in Great Waltham were discussed.

Resolution Cllrs Gilbert and McDevitt volunteered to attend,

22/1091 Discuss the Smaller Council Committee and any requests for EALC / NALC to support.

Discussion on electric vehicles and the infrastructure for charging them

Resolution: Clerk to Feedback to Ealc the concerns on infrastructure in the villages.

22/1092 Discuss the Tree over the public footpath at the Great Waltham Recreation Ground car park

The Householder will deal with the issue.

Resolution The Parish Council to take no action.

22/1093 Discuss the tender run for the '6 month' tree works as set out in the Tree Management report.

The two quotes were discussed. Four quotes were sought. It was decided to go with the lower priced quote from JCM.

Resolution Clerk to contact JCM to arrange the tree works.

22/1094 Approve Cllr Gilbert Chairman's training at EALC

Resolution Approved. The Spend is around £90 per session

22/1095 Approve Handyman and Clerk for Playground Inspection Training at EALC

Discussion around risk to the Council. The Handyman and the Clerk's certificates expire in the next two months. Cllr Palmer has another two ½ years on her certificate but cannot commit to weekly inspections at all three playgrounds.

Resolution Approved

22/1096 Discuss measures we can take to reduce the impact of Graffiti to the buildings and playground equipment.

Discuss holding a stock of suitable materials to clean up any graffiti – Pink Paste, graffiti Wipes,

Resolution Approved to hold a stock of items – discuss with the handyman and Caretaker.

22/1097 Consider proposed revisions to those policy documents contained in the file circulated prior to the meeting.

- Allotment allocation policy
- Disciplinary and grievance policy
- Financial regulations,
- Grievance procedure for employees,
- Media relations policy,
- Policy statement on the recruitment of ex-offenders
- Training policy

Resolution The Policies were approved

Resolution Cllr Gilbert to draft an approved supplier process

22/1098 Consider for sign-off those documents necessary to initiate hiring of the Pavilion contained in the file circulated prior to the meeting. - Cllr Gilbert

- Marketing Statement on hiring the Pavilion
- Policy for Hiring the Pavilion
- Pavilion hiring request form
- Pavilion booking invoice
- Pavilion Hiring Fees
- Pavilion Terms and conditions for Hiring

Resolution The Policies were approved

22/1099 Report from the Great Waltham Pavilion working group.
The Council were updated on the action tracker.

22/1100 National Grid to consult on East Anglia GREEN

Discussion on the booklet that has been posted to every household in the Parish. There are several events to discuss this and the nearest is an Information event in Writtle on the 24th of May.

Resolution Defer until the next meeting

22/1101 Update on Jubilee Events

Last Meeting cancelled due to illness. Cricket club will do food, bar, and organise on their grounds. Cllr Steel is arranging the beacon. Banners to be purchased. Advertising in the May edition of the Parish news. Coins were ordered and will be presented to the schools and preschool for issuing.

22/1102 Update on arrangements for the Annual Assembly

Committee Chairs to create a short presentation to look back over last year and a year forward.

Resolution Clerk to issue invites to all known groups.

22/1103 Update on Ride London and feedback from Essex County Council

The drop-in meeting at Great Waltham was attended by a few people

Resolution Clerk to chase up the Response from ECC

22/1104 Update on Clerks Appraisal

Resolution: To be arranged with the staffing committee – Cllr Gilbert and Cllr Palmer

21/1105 Discuss and approve any items for the “Parish Council News” section of the Parish News.

- Precis of the Minutes
- ‘June ‘edition when delivered – Ride London, East Anglia Green, Vandalism

Next Planned meetings:

Monday 16th May Finance and General Purposes Meeting at the Pavilion at Great Waltham Recreation ground @ 7.30PM

Tuesday 17th May Great Waltham Parish Annual Assembly @ 8PM at FORD END VILLAGE HALL

Meeting closed 22.00

Will Adshead-Grant

Clerk to the Council