

Great Waltham Parish Council

The Parish Office, Great Waltham Village Hall (Houlton Hall), South Street, Great Waltham
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Clerk: W.Adshhead-Grant

Chair: S.Gilbert
Vice-Chair: A.Martin

Minutes of the Meeting of the Great Waltham Parish Council held on Monday 13th June 2022 at 7.30PM in the Pavilion, Great Waltham Recreation Ground , South Street , Great Waltham.

22/1150 Chair's Welcome

Chair Martin

Councillors Jackson, Steel, McDevitt, Huggins, Jenkins, Micklem , Dunn and Palmer.

22/1151 Apologies for absence

Cllr Gilbert and Cllr Lockwood.

22/1152 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

No declarations were made.

22/1153 Public Participation session (Items do not need to be on the agenda)

- 22-1179 – Item – Request for water at the Pavilion for the Great Waltham leavers year 6 – 20th July – 1 hour . One member of the public attended to request the use of the pavilion. There will be adult supervision at all times.
- One member of the public updated the Parish Council on the North End Jubilee tree. This has been planted and the residents thanked the Parish Council for the donation to the purchase of the tree. A plaque will be installed by residents (official jubilee green canopy plaque). The tree is a White Beam / Acer tree.

22/1154 Report by County Councillor. - Cllr Mike Steel

The full Report is on the Parish Council website in the Parish Council agenda section.

- Ride London – The events on the 28th & 29th May went ahead and were well managed. The vehicle crossing point and pedestrian crossing at the Beehive pub was in place all day on the Sunday. Some complaints were received from residents and businesses. A 5-year contract has not been signed and a review will be conducted before a commitment is made.
- National Grid – Essex County Council oppose the proposed route. Around 10 local parishes and a local protest group have formed a Northwest Group. Chelmsford City Council has requested an extension to respond until 16th July. Our MP has joined a group of MPs who have written a joint response to oppose.
- Homes for Ukraine Update – Currently there are 947 registered sponsors in the ECC area, and 864 guests have arrived.
- Member Led Carriageway Pothole Repair Programme – Each parish is invited to nominate the three worst potholes in their area which will be repaired before the end of the year.
- Digigo - A pilot funded by Essex County Council for an initial two-year period in two separate operational areas, Braintree and Chelmsford has commenced. A roadshow event is planned for Great Waltham on Tuesday 14th June.
- E-scooters - The Spin e-scooter trial in Chelmsford is being taken over by a new company called TIER.
- Highways – I have asked Highways to contact the DfT to see if the B1008 can be removed as a back up to the A120,
- Ringtail Green traffic calming options – Enquiries are ongoing (full details available on the parish council website, agenda section)

22/1155 Report by Chelmsford City Councillor – Cllr Mike Steel.

Nothing to report.

22/1156 Confirmation of the minutes of the AGM and monthly meeting held on 23rd May 2022.

It was felt that the minutes were not easy to understand unless a member of the public had attended the meeting. Greater clarity and careful descriptions are required.

22-1129 Clarify - Correction to item 22/1098 – Resolution to read that the Policy and procedures listed in 22/1098 were adopted.

22-1133 – Clarify the minutes by adding the words - A report was circulated about the concerns raised by residents of Ringtail Green about speeding traffic

22/1136 - Clarify the minutes by clarifying ownership of the trees and land.
 22/1137 - Clarify the minutes by adding the wording -The Bromfield Parish plan proposes a walk through the three villages. With section 2 coming into the Parish of Great Waltham.
 22/1138 - Insert word the word 'Parish'. Streetlight -it has been reported online
 22/1139 – Clarify - The recreation consultation document has been created and is ready for printing.
 22/1141 Insert-The owner of the land requested the annual donation to the Charity for the change of building use from recreation to general use at the pavilion.

22/1157 Confirmation of the minutes of the monthly meeting held on 25.04.2022.

Resolution **The Minutes were confirmed.**

22/1158 Note the minutes of the Recreation committee held on the 30th of May 2022

Resolution **The Minutes were noted**

22/1159 Local Planning Authority Decisions

22/00660/FUL	Tudor House Main Road Howe Street Chelmsford CM3 1BG	Application Permitted
22/00661/LBC	Tudor House Main Road Howe Street Chelmsford CM3 1BG	Application Permitted
22/00606/FUL	Old Park Meadow Natural Burial Ground Coppice Lane North End Dunmow Essex CM6 3XB	Application Permitted

22/1160 Planning for discussion

This is flagging for information. We are not a consultee at this stage.

1. New application 22/00987/AG(was 22/00433/FUL) Field At Grid Reference 571030 215770 Hyde Hall Lane, Great Waltham Chelmsford Essex

The Parish Council have not been invited to comment as this is an agricultural planning permission and comes under permitted development. The access road is a protected lane which would become damaged.

Resolution: **The Parish Clerk to write to the head of planning at Chelmsford City Council to express concerns about the use of the protected lane. Cllr Steel to be copied into the correspondence.**

22/1161 Finance Reports:

•	<u>Reserve Account</u>	<u>£ 15,750</u>
	○ Allotment Deposit	£750
	○ FE Variable Speed Camera	£10,000
	○ FE Path	£5,000
•	<u>Current Account</u>	<u>£ 31,924.91</u>
	<u>Total on Hand</u>	<u>£ 47,674.91 (Before payments below)</u>

22/1162 Payments for Approval

Date	Item	Budget heading	Payment
06.06.2022	Village Hall Office Rent	Office Rent	£316.09
14.06.2022	Essex Pension Fund	Pension	£410.05
14.06.2022	HMRC- PAYE	Paye	£557.49
14.06.2022	Salary payments	Salary	£1366.90
14.06.2022	Amazon - Paper	Office Equipment (Stationery +Postage)	£34.99
14.06.2022	Amazon - Brown Envelopes	Office Equipment (Stationery +Postage)	£7.89
14.06.2022	Amazon - Laminating pouches	Office Equipment (Stationery +Postage)	£11.31
14.06.2022	Chatham Hall estate	General Reserve	£0.08
			£2,704.80

Resolution: **The payments were approved**

22/1163 Monthly Bank reconciliation – Chairman of the F&GP

Resolution: **Approved with Zero difference**

22/1164 Updates on the action tracker.

Actions have been undertaken by Members or the Clerk . Items to be updated.

- 21/988 – Power supply for the North End defibrillator situated in the old phone box – leave on the list of open actions while investigations continue.
- 21/1028 – Parish Council Transport Rep to write to First Bus Managing Director - Letter sent. Update tracker.
- 21/1063 – Jubilee and Beacon Plans - action complete. Move to closed items on the tracker
- 22/1096 – Measures to reduce impact of graffiti - action complete. Move to closed items on the tracker.

22/1165 Appoint Ann Wood as internal auditor for the 2021- 2022 Audit

Due to family circumstances the previously approved auditor is unavailable.

An extension to the external accounts has been approved by PKF Littlejohn until the end of July 2022. Statutory completion of the external audit is September 2022.

Resolution: Replacement auditor approved.

22/1166 To consider the draft response to East Anglia GREEN consultation circulated prior to meeting.

The report is available in the agenda section of the website.

Resolution: The report issued to the meeting was approved.

Resolution: Clerk to e-mail in the response direct rather than go through the on-line portal.

22/1167 To consider authorisation for the Clerk and one other councillor to attend EALC village hall training modules.

A letter was received from the Chairman of the Village Hall and stated that the trustees will be stepping down at the next AGM in a little less than 12 months and would hand management over to the Parish Council if no new trustees can be found. The EALC training cost is £150 per Councillor and £37.50 for the clerk. The Council considered a potential lower cost model by using the Rural Community Council of Essex (RCCE).

Resolution: Cllr Palmer to contact RCCE for advice and any potential training.

22/1168 To discuss and agree the Council's options and its future position in relation to the continued hire of a parish office space at the village hall.

The current lease on the Great Waltham Village Hall Blue room has a break clause of October 2023

It is felt that the Parish office in the Village Hall no longer meets our needs and would be financially beneficial to the Parish Council to end the arrangement.

Resolution: Clerk to contact the Chairman of the Village hall and arrange a meeting to discuss the break clause in the contact with Cllr Dunn and Cllr Gilbert.

22/1169 To discuss and agree nominations to County Councillor for the Member Led Carriageway Pothole Repair Programme 2022.

Two potholes were discussed in Barrack lane, but they were dismissed as they were not on the carriageway. Another nomination in Church Lane, Ford End was suggested.

Resolution: Members to provide nominations of potholes by the start of July 2022.

22/1170 To review the success of the Blossom Way public parking facility, including complaints and whether any actions need to be taken.

A complaint has been received raising concerns over commercial vehicles parking in Blossom way. Among other restrictions the car park lease prohibits the parking of commercial vehicles in the car park. It was also felt that more could be done to make everyone aware of the availability of the public parking area in Blossom Way

Resolution : Highlight Public parking is available in Blossom way.

Resolution: Cllr Steel to create and post the Blossom Way parking regulations on the Scout fence

22/1171 Discuss the Recreation Committee's proposal to defer the purchase and installation of a bench at Howe Street recreation ground.

Following comments contained in the annual playground inspection report it was felt the replacement of the wooden bench could be deferred.

Resolution: Delay the purchase and ensure the bench is painted this year.

22/1172 Discuss replacing the junior goal at Great Waltham recreation ground

Some parents have approached the Parish Council for use of the recreation ground for football training.

Consideration was given to remove the old single junior goal that needs some work and new ground sockets

installed. A cost of £721 for a portable single junior goal was discussed as a guide. Around £1200 for a pair of goals.

Resolution: Cllr Martin to get three quotes for moveable goals.

22/1173 Discuss the Recreation Committee's proposal to defer some of the Phase 4 external work at the Great Waltham Pavilion

Various external surfaces were considered with costs up to £4800. Concerns were expressed that the new finished surface could attract vandalism/graffiti. The default option is to mastic the joints before the end of the year. It was confirmed that the shutters will be replaced this year.

Resolution Confirmed that Phase 4 will be deferred but the shutters will be replaced.

22/1174 Discuss membership of the Emergency Planning Sub Committee (Chair, Vice Chair plus three councillors representing all areas of the Parish) and if it is still required.

A report was placed on the website with the agendas. During discussions it was noted that the committee had not met in over 8 years, but an updated Emergency Action Plan would be useful.

Resolution An Emergency Action Plan to be drawn up by Cllr Steel

Resolution Dissolve the Emergency Planning Sub Committee

22/1175 Discuss the terms of reference and membership of the Highways and Transport Committee – Cllr Dunn

Resolution Defer to the next monthly meeting.

22/1176 Request to crown lift the lime trees at Broads Green to enable improved visibility for road users.

The two trees are owned by the Parish Council and are on the green at Broads Green. Councillors had visited Broads Green to inspect the trees and their impact on driver's visibility at the junction.

Resolution The Parish Council rejected this request as not required at this time

22/1177 Discuss a request for double yellow lines at the junction of Duffries Close and South Street – both ends.

Following a previous request from a local resident for double yellow lines at the end of Duffries Close to prevent dangerous parking some members inspected the site but did not feel double yellow lines were necessary at this time.

Resolution: Move to the action tracker.

Resolution: Clerk to write to resident and confirm that we will continue to monitor

22/1178 Approve the next round of tree management works.

The tree condition report obtained by the Parish Council recommends three stages of remedial works. The first phase of work has been completed and quotes were sought for the second phase. 5 Quotes were sought but only one was received by the deadline.

Resolution: The Parish Council approved the quote from JCM of £2392.80 (Inc VAT)

Resolution: On completion of all the works the Parish Council should budget for another tree management survey in 2024.

22/1179 Discuss the request from Primary School Parents to use the Pavilion for the annual end of year water fight at the Great Waltham Recreation Ground.

A member of the public has requested use of the pavilion on Wednesday 20th July – 3pm for an hour to access a water supply.

Resolution The Parish Council supports this request. Cllr Huggins will open and close the pavilion.

22/1180 Discuss and approve any items for the "Parish Council News" section of the Parish News.

- Precis of the minutes

Next Planned meetings:

Monday 18th July Monthly Meeting and Monday 25th July F&GP

Meeting closed 21:20

DRAFT