

Great Waltham Parish Council

The Parish Office, Great Waltham Village Hall (Houlton Hall), South Street, Great Waltham.
E Mail: clerk@greatwalthamparishcouncil.co.uk Website: e.voice.org.uk

Clerk: W.Adshead-Grant

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

Minutes of the meeting of Great Waltham Parish Council held on Monday 18th July 2022 in the Pavilion, Great Waltham Recreation Ground, South Street, Great Waltham at 7.30pm.

22/1181 Chair's Welcome:

Two documents were released in the agenda pack (The risk register and the best practice document) – these are to be reviewed at other meetings. The risk register is to be reviewed as part of the next Finance and General purposes committee. A document on best practice for agenda items is to undergo a second revision.

Chair: Gilbert

Councillors: McDevitt, Jenkins, Jackson, Huggins, Steel, Lockwood, Dunn, and Martin

22/1182 Apologies

Cllr Palmer and Cllr Micklem

22/1183 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation

Cllr Steel declared a non-pecuniary interest in relation to item 22/1198.

22/1184 Public Participation Session (items do not need to be on the agenda)

Three members of the public attended the meeting.

One person to discuss item 22/1198. The twinning group is visiting Ceyrat this year. A new treaty between Great Waltham and Ceyrat is to be signed – a post Brexit treaty. The original document was signed whilst the UK was in the European Union. The chair of the Twinning Association requested that Cllr Mike Steel sign the new treaty on behalf of Great Waltham Parish Council.

One person updated the Parish Council on the Jubilee tree planted in North End. It is an Acer platanoides Princeton Gold. A resident of North End has fitted a deer guard. The tree is being watered daily. The plaque has been set in hardwood by a resident.

One person to discuss planning Reference: 19/00530/S73 Address: Glenmore, Broad's Green. The applicant wanted to highlight the facts behind the application as there has been some incorrect local statements. Building work has been delayed due to an error by Chelmsford City Council planning department and then the effects of the Covid -19 pandemic. The current condition of using the garage as a temporary residence was approved up to 11.03.2022. This application is to extend the condition for another 24 months. The applicant confirmed that the garage / office would remain ancillary to the main dwelling once the applicant moves into the main dwelling.

22/1185 Report by County Councillor.

The full report can be seen in the agenda area of the Parish Council website.

The National Grid proposed pylons: Essex County Council have responded to the National Grid consultation with their objections in a 49-page document. Essex County Council will oppose this more strongly in full Council. Chelmsford City Council have aligned with Essex County Council and strongly opposed the proposal from National Grid. The Chelmsford City Council response document is thirty-one pages.

Support of Ukraine refugees continues with some hosted in Ford End and Broad's Green.

The members led carriage way repairs – 3 potholes have been submitted on behalf of the Parish Council. The next repair cycle will be in October.

Ride London: A contract has been signed by Essex County Council for one more year. The new event will be for one day, potentially with a new route.

The Local Highways Panel (LHP) request for name plates for Ringtail Green is currently on the awaiting funding list which will be reviewed in February 2023. The request for Ford End to have an additional 40mph buffer at the Great Dunmow end of the village is in the Funded Schemes list. There are six kerbs to be raised at bus stops through Ford End this is in the funded list. The slope at the footway junction of Cherry Garden Road and Barrack Lane is being planned and is in the funded list.

Cllr Martin raised concerns about how LHP operates and the absence of ongoing dialogue with the Council regarding the most appropriate traffic calming solutions. Cllr Steel felt this unfairly criticised his involvements and asked that his objection to these comments be noted accordingly.

22/1186 Report by Chelmsford City Councillor.
Nothing to report

22/1187 Confirmation of the minutes of the monthly meeting held on 13th June 2022
Resolution **The minutes were confirmed.**

22/1188 Local Planning Authority Decisions

<u>Reference</u>	<u>Address</u>	<u>Status</u>
22/00684/LBC	High Houses Mashbury Road Great Waltham Chelmsford Essex CM3 1EL	Application Permitted
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

22/1189 Planning

1. Reference: 22/01068/LBC Address: Lucks Cottage Main Road Howe Street Chelmsford

Description of works: Proposed internal alterations to dwelling. Proposed alterations to windows and doors. Addition of a conservation style roof light to rear.

Resolution: The Parish Council has no objections to this application.

2. Reference: 19/00530/S73 Address: Glenmore Broads Green Great Waltham Chelmsford

Description of works: Variation of condition two of approved planning permission 19/00530/MAT - (Material amendment to permission reference 14/01887/FUL (Demolition of an existing shed and construction of a detached double garage with office space in the roof). To change the approved garage and office space to living accommodation)). Extension of the timeframe for residential use by 24 months.

Cllrs Steel and Gilbert visited the site to review the planning application with the applicant. They confirmed that the main house is currently unsuitable for occupation.

Resolution: The Parish Council has no objections to this application.

3. Reference: 22/01113/SCOPE Address: Land At Moulsham Hall Moulsham Hall Lane Great Leighs

Description of works: Scoping opinion for the proposed development at Strategic Growth Site 7a: Great Leighs - Land at Moulsham Hill.

Resolution: The Council will welcome the range of assessments and consultations which form the next stage of the proposed development so that it can further consider its position. Until then, it remains concerned that all new and upgraded infrastructure requirements needed to make the development a success will not be delivered on time or at all. In particular, while recognising that the development includes provision for a new primary school, the Council is also keen to see detailed impact analyses on existing educational facilities in neighbouring parishes. In addition, it expects similar assessments for the effects on other important infrastructural elements such as the local transport network, employment opportunities, and health, recreational and retail facilities.

22/1190 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>£ 28,390.37</u>
	Income – interest	£13.60
	<u>Total on Hand</u>	<u>£ 44,140.37 (Before payments below)</u>

Resolution: The Accounts were accepted.

22/1191 Payments for Approval

Date	Item	Budget heading	Payment
02.07.2022	Parish Office Rent	Office Rent	£316.09
18.07.2022	HMRC	Paye	£543.06
18.07.2022	ESSEX PENSION FUND	Pension	£396.45
18.07.2022	Salaries	Salaries	£1251.93
18.07.2022	Amazon - Ground stakes	Handyman Consumables	£24.99
18.07.2022	Amazon- office shredder lubricating sheets	Office Equipment (Stationery +Postage)	£22.98
18.07.2022	Amazon - Chair leg rubbers	Office Equipment (Stationery +Postage)	£12.98
18.07.2022	Amazon - Ground Spikes	Handyman Consumables	£106.20
18.07.2022	JCM - 2nd Stage Tree Works	Tree Works	£2,392.80
18.07.2022	JCM Grounds maintenance	Grounds Maintenance Contract	£1,462.50
18.07.2022	Amazon- weed barrier	Handyman Consumables	£104.45
18.07.2022	Amazon- Cotter Pins	Handyman Consumables	£11.44
18.07.2022	Amazon - Ground Stakes and Weed Cover	Handyman Consumables	£224.91
18.07.2022	Amazon - Rubber Grips	Handyman Consumables	£19.60
18.07.2022	Internal Audit	Accountancy & Audit	£140.00
18.07.2022	Parishioner - tree at north end	General Reserve	£45.60
18.07.2022	JCM - Mole works	General Reserve	£144.00

Total **£7,220.02**

Resolution: The payments were approved.

22/1192 Monthly Bank reconciliation.

The Chair of the Finance and General Purposes Committee confirmed that there was zero difference in the comparison of the cash book to the bank accounts.

Resolution: The Bank reconciliation was approved.

22/1193 Updates on the action tracker.

Item 22/1169 (nominations for City Council Member Led Carriageway Pothole Repair Programme 2022) – the meeting noted the nominations – see item 22/1196 below, and the item was closed.

Item 11 (action from Pavilion WG) – the inventory list has been supplied.

Item 24 (action from Pavilion WG) – to be merged with 22/1195, below.

Item 25 (action from Pavilion WG) – update with value of £4670 for rendering noted. Item closed as decision to upgrade exterior of Pavilion deferred at previous meeting.

22/1194 Clerk's Report and actions

The Clerk highlighted the work and hours worked by the Handyman and Clerk over the last period since the June meeting. The timesheets were provided to all members and noted accordingly.

Handyman activities have included recreation ground inspections and maintenance work, relocating the SID, maintenance work at Banbury Square, and work at the allotment sites. The Clerk continues to monitor the resource requirements needed for all the allocated tasks.

The Clerk has needed to prepare for the internal audit (see item 22/1206), prepare documents for and attend meetings, work on LCAS accreditation, and respond to parishioners and /members email enquiries as well as other administrative tasks.

22/1195 Report on the meeting with the Great Waltham Village Hall Chairman to discuss exiting the Parish Office by October 2023.

The Chairman of the Parish Council and the Clerk met with the Chairman of the Village Hall to seek a compromise and potential early exit from the lease on the Blue Room. The Parish Council hold a lease until October 2023 and the Village Hall indicated it requires this to be honoured. Since the facility no longer meets its requirements, the Parish Council has given notice to terminate the lease – which has been accepted by the Village Hall.

For the period to October 2023 the Parish Council is looking to introduce a replacement leaseholder.

Resolution: All members asked to pass on any enquiries from suitable replacement leaseholders to the Clerk

22/1196 To discuss and agree nominations to County Councillor for the Member Led Carriageway Pothole Repair Programme 2022.

Three potholes have been identified and passed on to Cllr Steel to action via the repair programme. These are the potholes at Little Green Road and Bury Lane, and the subsidence at Church Lane, Ford End. There is potential for more potholes to be reported in October in this programme. Potholes can continue to be reported to Essex Highways on its website.

22/1197 Discuss the terms of reference and membership of the Highways and Transport Committee.

The terms of reference for the Committee will be reviewed and agreed at an informal meeting for presentation to the August meeting of the Parish Council. The membership of the Committee was discussed and agreed.

Resolution: Membership of the committee to be the Parish Council Chairman , Vice-Chairman and four members.

Resolution: Councillors Dunn, McDevitt and Lockwood were elected to the committee. Cllr Palmer was elected (in absentia) as Transport representative.

Resolution: Draft terms of reference to be circulated by Cllr Dunn to members of the Committee.

22/1198 With the return of twinning visits to Ceyrat, to provide a gift to the Mayor of Ceyrat and nominate Cllr Steel to present it.

Cllr Steel has secured a plaque from Essex County Council that can be presented to the Mayor of Ceyrat in the traditional exchange of gifts. A hamper has been prepared by the Twinning Association to exchange with Ceyrat. The hamper received from Ceyrat will be raffled off and the funds used to support the Association.

Resolution: The Parish Council passes on their good wishes to the Mayor and town of Ceyrat.

Resolution: Cllr Steel to sign the new twinning treaty on behalf of Great Waltham.

22/1199 To consider for approval these draft documents (required for LCAS accreditation) circulated prior to the meeting: bio-diversity policy, crime and disorder policy, publications scheme.

The meeting considered the revised draft of the crime and disorder policy document circulated to members prior to the meeting by Cllr McDevitt. Some minor changes to the wording of the biodiversity policy document were proposed and agreed.

Resolution: **The revised Crime and Disorder policy wording as proposed by Cllr McDevitt was approved with some minor changes.**

Resolution: **The Biodiversity policy was approved with some minor changes in relation to allotments and the wooded area on Ford End recreation ground.**

Resolution: **The publication scheme wording was approved.**

22/1200 To confirm that the Council will lead on November Remembrance Sunday events and form a committee including the British Legion, church, and other local organisations.

Cllr Gilbert updated the meeting on the initial meeting held with the Royal British Legion, Parish church representatives and others on 11th July. That meeting agreed the arrangements for 2022 will very much follow the format of recent years. Volunteers at the event will again be covered by the Council's insurance arrangements. The next meeting of the organising committee is on 6th September.

Resolution: **The Parish Council to lead on the Remembrance Sunday events at Great Waltham.**

Resolution: **The Parish Clerk to apply for the road closures in Great Waltham.**

22/1201 To agree the Council's representatives at the Remembrance Sunday events at Great Waltham and Ford End.

Resolution: **Cllr Gilbert will represent the Parish Council at Great Waltham.**

Resolution: **Cllr Martin will represent the Parish Council at Ford End.**

22/1202 To authorise the purchase of two wreaths for the Remembrance Sunday services. Cost expected to be around £50.

Resolution: **Parish Clerk to arrange the supply of two wreaths from the local branch of the British Legion.**

22/1203 To consider and agree whether the Great Waltham Recreation Ground's perimeter hedging requires remedial work.

Cllrs Dunn and Martin shared a report at the meeting that highlighted two gaps in the hedge and the level of rot in the wooden entrance at Hatchfields. It was agreed that the perimeter hedge close to the Hatchfields gate should be infilled with new hedge where necessary.

Resolution: **The hedge to be repaired with a post and rail fence section with chicken wire.**

Resolution: **Hedging to be planted behind the fence.**

Resolution: **The Parish Handyman to install the fence and plant the hedge at the appropriate time of year.**

22/1204 To consider the merit of requesting roadside parking restrictions adjacent to the Hatchfields entrance gate to Great Waltham Recreation Ground.

The meeting noted the poor condition of some parts of the wooden entrance gate. The case for applying for parking restrictions was discussed. The relatively low volume of traffic and the need for residents' parking spaces were mentioned.

Resolution: **Clerk to get a quote to replace the wooden entrance structure with the same style of structure.**

Resolution: **Clerk to add advisory signs to the new structure reminding people exiting the park about the dangers of the road (inside) and asking drivers not to park directly adjacent to the gate (outside).**

Resolution: **Any traffic restrictions to be delayed and the situation monitored.**

22/1205 To consider the proposed amendments to the Council's Standing Orders, as indicated in the draft document circulated prior to the meeting.

The meeting discussed the changes highlighted in the circulated draft. These items were agreed: Re-application of bold text for legal/statutory requirements; S.3f – inclusion of time limit (previously missing); S.3t – inclusion of list of desired style of minutes; S.6d&e – inclusion of references to 'sub-committee'; S.9b – amend to 7 clear days (from 11); S.18.c&d – Updated with revised NALC recommended wording; S.19 – changes to reflect Council's current practice of handling staff matters through its Staffing Committee in the first instance; Correction of minor typographical errors.

The possibility of amending the text to remove gendered titles and personal pronouns (use of 'chairman', 'he', 'him') was discussed. It was agreed that a version of the Standing Orders drafted on this basis should be submitted for consideration at a future meeting.

Resolution: *The issue of a new Standing Orders document with the agreed changes approved.*

Resolution: *A draft version of the Standing Orders with non-gendered titles and personal pronouns to be prepared by Cllr Gilbert for consideration at a future meeting.*

22/1206 Discuss and action the internal auditors report.

The auditor raised five items, all minor issues:

1. A financial/reputational risk assessment was not conducted during the year. The Council should consider and formally record the risk assessment in the minutes.
The meeting noted:
 - a. The Parish Council reviews the risk assessment at its Finance and General Purposes Committee meetings. The next review will be at the scheduled meeting on 25th August.
 - b. Once reviewed this will be considered and discussed by the full council and recorded on the monthly meeting minutes.
2. The general reserves are low for a council precepting £53,180 (2020/2021) with an overall income of £69,355. The Council should consider increasing the general reserve and adopting a reserves policy.
The meeting noted:
 - a. The Finance and General Purposes Committee will review the current policy of a £17,000 general reserve to ensure this meets the current needs.
 - b. The Finance and General Purposes Committee to consider a reserves policy at its next meeting on 25th August and recommend a course of action to the full council.
3. The precept figure does not agree with that reported by Chelmsford City Council. The Council precepted £53,180 (2020/2021) which was paid to them. However, Chelmsford city council notified the external auditor that the precept was £53,141. The Council is querying this.
The meeting noted:
 - a. The Clerk checked with Chelmsford City Council who confirmed that the figure they supply is the band D rate divided by nine which generates the discrepancy.
 - b. This information has been sent to the external auditor PKF Littlejohn.
4. The Standing Orders were reviewed in February 2022 and the Financial Regulations were reviewed on 19th August 2019. Reviews of these documents and other policies should be undertaken annually.
The meeting noted:
 - a. There is now a document revision process in place, and that the Financial Regulations were reviewed and reapproved at the Council meeting on 25th April 2022.
5. From a review of the minutes, there does not appear to be a report noted from the external auditor. The report should be considered, agreed and minute by the full council.
The meeting noted:
 - a. Clerk to add an item to the next agenda.

- b. PKF Littlejohn have confirmed receipt of the AGAR (Annual Governance & Accountability Return).

22/1207 Discuss and approve any items for the "Parish Council News" section of the Parish News.

- Advertisement for the Play in the Park events
- A precis of the minutes

Next Planned meetings (all in the Pavilion) :

Monday 1 st August	Planning Committee
Monday 8 th August	Recreation Committee
Monday 15 th August	Monthly Meeting of the Parish Council
Thursday 25 th August	Finance and General Purposes Committee

Meeting closed 21:25
Will Adshead-Grant
Clerk to the Council.