

Great Waltham Parish Council

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

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

The Minutes of the meeting of the Great Waltham Parish Council held on Monday 15th August 2022 in the Pavilion, Great Waltham Recreation Ground, South Street, Great Waltham at 7.30pm.

22/1208 Chair's Welcome

Chair: Gilbert

Councillors: Steel, Micklem, Jenkins, McDevitt, Palmer, Lockwood, and Martin.

22/1209 Apologies for absence.

Cllr Jackson and Cllr Dunn

22/1210 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation
22/1228 – Non-Pecuniary – Cllr Steel

22/1211 Public Participation Session (items do not need to be on the agenda)

- One member of the public in attendance to discuss the Twinning Association's visit to Ceyrat – item 22/1228. Twelve members went to Ceyrat on the twinning exchange. It was the first meeting since 2018. There was a week of organised cultural events with a formal meeting hosted by the new mayor of Ceyrat when a new treaty was signed to reaffirm the continued close relationship between Ceyrat and Great Waltham, despite the United Kingdom departing the EU. Cllr Mike Steel signed on behalf of the Parish Council alongside the Chair of the Twinning Association who signed the treaty on behalf of the Twinning Association, respectively. Cllr Steel presented a ceremonial shield from Essex County Council to the Mayor of Ceyrat. Two bottles of red wine were received from the mayor for the Parish Council. A regional newspaper reported both the visit and the formal meeting – a copy of the article was handed to the Parish Council to review during the open session. In July 2023, families from Ceyrat will visit Great Waltham and the fundraising for the week of events is to be started as soon as possible. The Twinning Association will review its membership levels and look to re-energise its activities to ensure the 2023 visit is a success.

Resolution: A digital copy of the treaty to be sent to the Parish Council to add to the website.

- An email was read out from a Howe Street resident detailing the success of the mini library at Howe Street, with a note of thanks received from another resident. The email also included a critique of the Council's engagement during the set-up of the facility.

Resolution: The Clerk to write to the resident and thank them for the work they undertake at the mini library, and to acknowledge the feedback received.

22/1212 Report by County Councillor - Cllr Mike Steel

The report is available in full on the Parish Council website (agendas)

- National Grid's East Anglia GREEN enablement project. Norfolk, Essex, and Suffolk County Councils are working together to oppose the proposed pylon plan. Currently walking surveys are being undertaken by the project to enhance its understanding of local issues.
- 20's Plenty campaign. The scope of the campaign locally is likely to be predicated by an outstanding update by Safer Essex Roads Partnership to its Functional Route Hierarchy Review, to be followed then by a revision of the Essex Speed Management Strategy. There is no published date for completion of these reviews.

Resolution: The Clerk to write to Safer Essex Roads Partnership for an update on the timetable for completion.

- The verge at Barrack Lane that is used as a casual passing place or layby is not owned by Essex Highways, nor is it on the Parish Council asset register.
- B1008 discussions with the Department for Transport concerning either changing the route hierarchy through Ford End from a PR1 to a lower designation or provide financial support for a speed camera. There is no financial support available at this time, however there is potential for this when the Northeast bypass is built. The meeting noted the assertion from Essex Highways that there is not a speeding issue or collision problem in Ford End.

Resolution This item to be deferred to the Highways and Transport Committee

Ride London 2023. The proposal for 2023 is that it is a 1-day event rather than the 3 days of events experienced in 2022. The route for 2023 is to be advised. It was felt that communication needs to be improved. There were concerns by several businesses on the 2022 route that they had to close due to the impact on customers' ability to access their premises. After an indicative vote it was proposed for Cllr Steel to call the new plans in for scrutiny by Essex county council committee.

22/1213 Report by Chelmsford City Councillor - Cllr Mike Steel

The report is available in full on the Parish Council website (agendas)

- The consultation on the Chelmsford City Council New Plan is to be discussed next month by this Parish Council. The Northwest Parish Councils group are also discussing the options in the plan.
- The Bloor Homes development in Broomfield/Little Waltham was approved for 512 new dwellings. It was also updated on the extent of proposed facilities associated with the development, including The Link road through Pudding Wood ; for staff and deliveries only ; was reviewed and passed with some concerns expressed by the Hospital trust on future maintenance of the link road. It was noted that a list of CILS and S106 schemes were included , with contributions to the NE bypass, new cycle routes, link road maintenance, a subsidised bus service and £7m of funding for education and health facilities.

22/1214 Confirmation of the minutes of the monthly meeting held on 23rd May 2022

Resolution: The minutes were confirmed.

22/1215 Confirmation of the minutes of the monthly meeting held on 18th July 2022

Resolution: The minutes were confirmed.

22/1216 Note the minutes of the planning committee held on 1st August 2022

Resolution: The minutes were noted.

22/1217 Note the minutes of the Recreation Committee held on 8th August 2022

Resolution: The minutes were noted.

22/1218 Local Planning Authority Decisions

Reference ↕	Address ↕	Type ↕	Status ↕
22/00950/FUL	2 Church Lane Ford End Chelmsford Essex CM3 1LH	Application	Application Permitted
22/01068/LBC	Lucks Cottage Main Road Howe Street Chelmsford CM3 1BG	Application	Application Permitted

22/1219 Planning Consultations

1. **Reference:** Reference: 22/00700/LBC
Address: Crowbush The Village Great Waltham Chelmsford
Description of works: Internal alterations to existing bathroom.

Resolution The Parish Council has no objections

22/1220 Finance Reports:

- **Reserve Account** **£ 15,600**
 - Allotment Deposits £ 600
 - FE Variable Speed Camera £ 10,000
 - FE Path £ 5,000

 - **Current Account** **£ 24,006.35**
 - Income VAT Reclaim £ 2686
 - Allotment deposits forfeit £150
- Total on Hand** **£ 39,606.35 (Before payments below)**

22/1221 Payments for Approval

Item	Budget heading	Payment
Village Hall rent	Office Rent	£316.09
Parishioner - Mower repair	General Reserve	£85.00
JCM - Allotment Hedge cut	Grounds Maintenance Contract	£102.00
Essex Pension Fund	Pension	£396.45
HMRC	Paye	£543.06
Salaries & Expenses	Salary	£1246.08
Amazon - Roundup	Handyman Consumable	£54.57
Cllr Dunn – printing the Ford End consultation	General Reserve	£55.00

Total **£2,798.15**

22/1222 Monthly Bank reconciliation – Chairman of the F&GP

Resolution **The Chairman of the Finance and General Purposes Committee approved the reconciliation at £0 difference.**

22/1223 Updates on the action tracker.

- Item 21/988 (Use of phone box at North End) – item closed as no reasonable prospect of financially viable solution for power being restored.
- Item 21/1028 (Poor bus services) – Cllr Palmer to chase the response from First Essex.
- Items 22/1058 & 22/1097 (Local Council Award Scheme accreditation) – a final document remains to be reviewed before the accreditation process is initiated.
- Item 22/1177 (Monitoring the case for parking restrictions at junction of Duffries Close and South Street) – item to be managed by the Highways & Transport Committee.
- 22/1133 (Traffic calming measures at Ringtail Green) – item to be managed by Highways & Transport Committee. Cllr Steel's actions have been completed.
- 22/1097 (Drafting approved supplier process) – Cllr Gilbert to complete his action.
- 22/1170 (Blossom Way parking regulations) – Cllr Steel to attach the parking conditions notice to the scout hut fence.
- 22/1172 (Goalposts at GW Recreation Ground) – to be managed by the Recreation Committee (see minutes of its meeting on 8th August 2022).
- 22/1174 (Drafting emergency plan) – Cllr Steel to complete his action.
- 22/1201 (Representatives at Remembrance Sunday events) – close this item as agreed at last meeting.
- 22/1202 (Purchase of wreaths) – two wreaths have been requested from the British Legion – Local Branch.
- 22/1204 (Condition of gate and monitoring the case for parking restrictions at Hatchfields entrance to Recreation Ground) – item to be managed by the Highways & Transport Committee.

Resolution **The Clerk to update the action tracker and circulate the new updated tracker to the members.**

22/1224 Clerk's Report and actions.

The Clerk reported the following for the previous month:

Breakdown of the handyman's hours:

Allotments	5
Inspection (and litter pick)	21
Bury Lane Strimming	2
SID change location	2
Training Course	8
Bus Stops	2
Purchase Petrol for equipment	1.75
other area of the parish (North End and Littlejohn)	3
Meeting with Clerk	2
Holiday	10

Clerk's activities:

Play in the Park Support
Holiday
Move the Parish Office out of the Village Hall
E-mail review and responses
Website / Facebook updates
Agenda Creation
Meetings / Calls
Minutes creation
GDPR / Shredding
Pavilion Administration

The Clerk also reported that part of the handyman's work had included repairing damage caused by vandalism (cost on this occasion £15.95). The meeting noted the ongoing recording and monitoring of costs it incurs because of this type of anti-social behaviour. It was noted that the weekly hours worked by the Clerk are over the contracted 21 hours a week. The hours were expected to 'peak and trough' but have not reduced.

Resolution **Clerk to continue with timesheets for a review at the October meeting.**

22/1225 Discuss the External auditors report.

The Parish Council AGAR (Annual Governance and Accountability) paperwork was sent in to PKF Littlejohn and they have acknowledged receipt. The expectation is for the Clerk to receive some questions during September from the auditor and then completion of audit at the end of September.

Resolution **Defer to the next monthly meeting as the report has not been received.**

22/1226 Discuss the arrangements for the October Litter pick in the surrounding villages and hamlets.

The meeting noted that local champions will organise events at Great Waltham, Howe Street, North End and Ford End.

Resolution **The Clerk to contact Chelmsford City Council to understand when the final verge cut will take place on behalf of Essex Highways.**

Resolution **The Parish Council will plan the Great Waltham and Howe Street litter picks for the weekend of the 8th and 9th October.**

22/1227 Review and adopt the Local Government association Code of conduct to align with Chelmsford City Council.

There is an expectation of councillors' attendance at a one-hour online training session on the code of conduct as proposed.

Resolution **The new code of conduct as issued by the Chelmsford City Council was adopted.**

22/1228 Feedback from Great Waltham Twinning visit to Ceyrat and motion to give the gift received from the Mayor of Ceyrat, exclusively to the GW Twinning Association to raise funds for the 2023 visit by Ceyrat Twinning to GW .

Resolution **The motion was passed for the gift to be raffled/auctioned to raise funds for the Twinning Association to help cover costs for the 2023 visit of guests from Ceyrat.**

22/1229 To consider for agreement the draft terms of reference for the Highways & Transport Committee.

Resolution **The terms of reference were approved.**

22/1230 To consider refurbishment/cleaning the war memorial at Banbury Square prior to the 2022 Remembrance Sunday parade.

A briefing note was discussed around the item. Further information supplied in relation to previous enquiries indicates that the lettering cannot be re-cut or painted in. The memorial is usually cleaned every 5 years, but permission is required before any work is undertaken.

Resolution **The Clerk to contact the War Memorial Trust to understand options and time frames and report back to the Parish Council.**

22/1231 To note the policy document review schedule 2023-2025.

Resolution **The review schedule was noted.**

22/1232 To consider a best practice document for the submission of agenda items (motions) for meetings.

The meeting discussed the proposed guidance and the possibility of moving it directly into its Standing Orders. A minor change to the wording of paragraph 3 was agreed (to better reflect in the main text its associated footnote, see wordings below).

3. Best practice is for the wording of a proposed item to be concise, but include enough information for those attending the meeting to understand what the Council will be asked to discuss/consider⁶.

⁶ At its meeting on 23rd April 2018 the Council's Chairman stated that he wanted future agenda items to be made in writing and phrased in terms of a proposal or motion and these are to be clear and unambiguous on what the item is about. This is in line with EALC guidelines to ensure that other Cllrs and members of the public know enough about the issue so as to be prepared in advance. The Clerk would ensure these objectives were met and that the agendas included the name of the proposer so that they can introduce the item at the meeting'.

Resolution **Pilot the proposed guidance and consider incorporating it into the Standing Orders at the next review.**

Resolution: **Wording approved subject to changing paragraph 3 to better reflect the detailed explanation in footnote six.**

22/1233 To report back to the Parish Council on the online seminar hosted by Essex association of Local Councils on - 20's Plenty - attended by Cllrs Palmer and Martin.

Cllrs Palmer and Martin reported that:

- Nationally there are already many streets currently set to a maximum of 20mph.
- 121 delegates covering seventy-nine different organisations (including 75 Town and Parish Councils across Essex) were able to attend the two sessions.
- 20's Plenty southeast representative was the principal speaker.
- There are different campaigns being run around the county, but Essex Highways are not actively considering such initiatives at the moment (see item 22/1212 above).
- Parish Councils will be more effective working together.
- Speeds of 20mph or less within new developments are easier to achieve as they are built to feel they are low speed areas and thus tend to be as self-enforcing. This desired outcome is often more difficult in rural areas.
- The campaign suggests each parish council should consider passing a resolution to request from Essex County Council an acknowledgment that 20mph is appropriate for many of their roads.
- The seminar noted that in 30mph areas a significant percentage of drivers will drive at 40mph, so a 20mph limit would have the effect of reduce the level of speeding to nearer, say thirty mph.

Resolution **Fact finding from other councils and consideration of further engagement and action deferred to the Highway and Transport Committee.**

22/1234 Delegate the negotiation of the Allotment lease to the Clerk, Cllr Martin, and Cllr Gilbert.

The current leasing agreement is due to expire at the end of September 2022, so the Council needs to decide to discuss its renewal with the landlord.

Resolution **Agreed that negotiation with the landlord to be delegated to the Clerk, Cllr Martin, and Cllr Gilbert.**

22/1235 To consider lodging the Council's contact details in relation to Operation London Bridge.

The meeting noted a request from CCC to provide details of any arrangements the Council may wish to make under provisions being put in place to make access to books of condolence in the event of the death of the monarch.

Resolution **Agreement in principle to make suitable provision.**

Resolution **Additional advice on best practice from the City Council to be sought.**

22/1236 To consider the Council's involvement and role in the walkover surveys being planned by National Grid's East Anglia GREEN enablement project

It was noted that the Council has been made aware of this tranche of work being undertaken by the project team. It also noted that the Council itself does not have ownership of any assets which may be directly affected by the initial consultation's proposals.

Resolution **The Parish Council will take no direct involvement in the walkover surveys but will continue to monitor the project.**

22/1237 The PC spent a significant sum clearing brambles and nettles from Pump Green in North End, action 21/928 refers. This action was necessary because the area had not been mown by the handyman in the past and this resulted in the need for remedial work to cut down the brambles. The original proposal also referred to the need to ensure that future regular mowing be implemented by the handyman to prevent regrowth of the brambles. Unfortunately, this has not been implemented and the brambles are beginning to regrow at an alarming rate, I therefore propose that regular mowing of the green up to the fence be included in the handyman's future maintenance schedule unless the handyman is unable to do this, which case, if necessary, the PC will take advice to determine the best approach to maintaining the recently cleared area.

The land is registered as common land.

Resolution **The Parish Council will continue to maintain Pump Green.**

Resolution **The Clerk to arrange for JCM to cut the brambles on an annual basis at Pump Green at a cost this year of £168 (inc. VAT).**

22/1238 Consider the Recreation Committee's proposal to amend the committee's terms of reference to meet six times each year in January, March, May, July, September, and November, commencing in September 2022.

Resolution **The proposal was adopted to amend the terms of reference.**

22/1239 Consider the recommendation of the Recreation Committee to reduce the membership from 8 to 7.

Resolution **The recommendation was accepted.**

22/1240 Discuss and approve any items for the "Parish Council News" section of the Parish News.

The meeting considered the scope of this agenda item given the range of media from which parishioners now look to secure their information. During its discussion on forthcoming articles for Parish News, a need was identified to ensure that all those who volunteer to undertake work for the Council are registered as such (either as individuals or under the arrangements for an organised event or activity in which they are involved).

Resolution **Update this standing agenda item to cover all forms of media.**

Resolution **Anyone who undertakes an authorised volunteering activity on behalf of the Council must be registered as a volunteer. For organised group events, volunteers must be registered with the event co-ordinator and the event itself registered by the co-ordinator with the Chair of the Parish Council.**

- Precip of the minutes – Cllr Gilbert
- DigiBus article – Cllr Palmer
- Twinning article - Cllr Steel and the Twinning Association.
- Ford End Litter Pick – Cllr Martin
- General Litter Pick notification – The Clerk
- Howe Street Multiplay replacement unit - Cllr Martin

22/1241 Confidential Agenda Item.

Defer to the next meeting.

Next Planned meetings (all in the Pavilion):

Thursday 25 th August	Finance and General Purposes Committee
Monday 5 th September	Recreation Committee
Wednesday 7 th September	Highways & Transport Committee – Initial Meeting
Monday 19 th September	Monthly meeting of the Parish Council

Meeting closed 21:28
Will Adshead-Grant
Clerk to the Council