

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

The minutes of the meeting of the Great Waltham Parish Council held on Monday 26th September 2022 at 7.30pm in the Pavilion, Great Waltham Recreation Ground, South Street, Great Waltham.

22/1242 Chair's Welcome

This is the first meeting held since the death of Her Majesty Queen Elizabeth II and the subsequent period of mourning. Sadly, the Parish Council also reports the passing of previous Parish Councillors John Bell and Martin Herbert. A short period of reflection in silence was held.

Chair: Gilbert
Councillors: Steel, McDevitt, Jenkins, Lockwood, Jackson, Martin, Dunn, Huggins and Micklem.

22/1243 Apologies for absence.
Cllr Palmer

22/1244 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation

Cllr Micklem – 22/1253 – Family covenant – non-pecuniary.
Cllr Micklem – 22/1265 – Allotments – Family ownership – non-pecuniary.
Cllr Jackson – 22/1265 – Allotments – Allotment user – non-pecuniary

22/1245 Public Participation Session (items do not need to be on the agenda)
No members of the public were in attendance.

22/1246 Report by County Councillor - Cllr Mike Steel

The report in full is on the website in the Agenda area.

- Barrack Lane verge area. Highways have confirmed it is potentially under their ownership. The repairs to this area will be offered for consideration in the October submission of member led carriageway repairs. The initial list of 16 potholes from earlier in the year have been completed by Highways.
- Broomfield Road – a crossing patrol has been sanctioned. However currently there is no volunteer to fulfil the post.
- Digigo – The two previous operational areas have been merged. There is the potential to expand beyond the current areas.
- A120 upgrade – A webinar was held on 22nd September by National Highways, just 9 days before the start of works. The proposed diversion route includes part of the B1008, so traffic levels through Ford End after 8pm until 6am will increase until February 2023. A letter is on the Parish Council website highlighting its concerns to National Highways and suggesting an alternative diversion.

22/1247 Report by Chelmsford City Councillor - Cllr Mike Steel

The report in full is on the website in the Agenda area.

- See also 22/1253. Hyde Hall Lane retrospective planning was initially refused and then the appeal was refused. The applicant has now changed their approach to claim that horses have been on site for over 20 years. Local residents have been advised that the keeping of horses and limited agricultural use does not require planning permission. The types of use discussed under this application are not ones where the Parish Council is a formal consultee.
- See also 22/1262. Local Plan – The consultation is running with a variety of options for new housing sites.
- See also 22/1264. Engagement with South Essex Parking Partnership (SEPP) regarding Remembrance Sunday Parade. The route was walked today (26th September) by SEPP, City Councillor and the Parish Council and it was agreed that a zero-cost option could be used this year. SEPP will confirm in writing.

- Chelmsford City Council policy for Cherry Garden Road enforcement policy for use of green spaces to be requested by the Clerk.

22/1248 Confirmation of the minutes of the monthly meeting held on 15th August 2022
Resolution: **The minutes were confirmed.**

22/1249 Confirmation of the minutes of the extraordinary meeting on the 25th of August 2022
Resolution: **The minutes were confirmed.**

22/1250 Note the minutes of the Recreation Committee on the 5th of September 2022
Resolution **The minutes were noted.**

22/1251 Note the minutes of the Highways and Transport Committee on the 7th of September 2022
Resolution **The minutes were noted.**

22/1252 Local Planning Authority Decisions

Reference	Address	Status
22/00950/FUL	2 Church Lane Ford End Chelmsford Essex CM3 1LH	Application Permitted
22/01068/LBC	Lucks Cottage Main Road Howe Street Chelmsford CM3 1BG	Application Permitted
22/01211/FUL	Lucks Cottage Main Road Howe Street Chelmsford CM3 1BG	Application Permitted
22/01113/SCOPE	Land At Moulsham Hall Moulsham Hall Lane Great Leighs Chelmsford Essex	Pending Consideration
20/02064/OUT	Strategic Growth Site North Of Woodhouse Lane Broomfield Chelmsford Essex	Pending Decision
21/00881/FUL	Broomfield Hospital Hospital Approach Broomfield Chelmsford CM1 7ET	Pending Decision

22/1253 Planning Consultations

1. Reference: 22/01526/FUL

Address: Cherry Trees, Chelmsford Road, Great Waltham, Chelmsford

Description of works: Two storey side extension, single storey rear extension and alterations to the fenestration.

Resolution: **The Parish Council has concerns that the gable end should be subservient. The semi-detached house would be a large extension compared to next door. The Parish Council objects to this application on the basis it is in the conservation area. The Parish Council echoes the statement of the conservation officer.**

2. Discuss Field At Grid Reference 571030 215770 Hyde Hall Lane Great Waltham Chelmsford Essex in response to issues raised by residents.

See also comments in 22/1247 above. Councillor Jackson met with local residents and the applicant to review the concerns raised about the site. It was confirmed that straw, hay, and eggs are being sold from the site. The site has been used for over 20 years as pasture for horses.

Resolution: The Parish Council did not feel there was a strong enough case to raise an issue with Chelmsford City Council Planning.

22/1254 Finance Reports:

Forecast 6 + 6

<u>Spend</u>		<u>Income</u>	
Actual	£27,363	Actual	£39,753
Forecast	£27,363	Forecast	£39,500
Total Spend	£54,726	Income	£79,253

	Balance	£24,527
Top Up Capital Works	£21,291	
Top Up General Reserve	£5,000	
Forecast Overspend	-£1,764	

Category Line	Budget 2022/2023	Spend to date	% of budget line spent
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Staff	£26,200	£11,832	43%
Administration	£9,349	£4,767	51%
Parks & Open Spaces	£42,711	£7,371	17%
Allotments	£1,400	£375	27%
Grants	£2,000	£1,390	70%

The meeting noted that often month-on-month spend for budgeted items is not linear and that some categories will now display increased percentage spend during the remainder of the financial year.

- **Reserve Account** **£ 15,600**
 - Allotment Deposits £ 600
 - FE Average Speed Camera £10,000
 - FE Path £5,000 (time limited)
 - **Current Account** **£ 21,601.25**
- Total on Hand** **£ 37,201.25 (Before payments below)**

22/1255 Payments for Approval

Item	Budget heading	Payment
		Budget
Parish Office Rent	Office Rent	£316.09
Salaries	Salary	£1436.15
Chelmsford City Council - Play in the Park	Holiday Activities	£950.00
Chatham Hall estate- Allotments	Allotment Rent	£325.00
HMRC	Paye	£543.06
Essex Pension fund	Pension	£396.45
Amazon- - Letter Box	General Reserve	£23.99
amazon - Ground Spikes	Handyman Consumables	£104.95
JCM - Grounds maintenance	Grounds Maintenance Contract	£1,462.50
Cllr Martin - Pavilion Works	General Reserve	£2.99
Cllr Martin - Pavilion Works	General Reserve	£36.54

Total **£5597.72**

22/1256 Monthly Bank reconciliation – Chairman of the F&GP

Resolution Approved at zero difference.

22/1257 Updates on the Action Tracker.

The trackers have been split out to a general tab and a Highways and Transport Committee tab .

21/1058 Local Council Awards Scheme Final document to be reviewed.

22/1097 Draft a policy an approved supplier process Draft being reviewed.

22/1172 Junior Goals at Great Waltham Refurbish current units.

Resolution Purchase new sockets and Postcrete. Descal the posts and repaint with appropriate paint. Expenditure of up to £250 approved.

22/1174 Emergency Committee No update.

22/1178 Great Waltham tree works Close.

11 Inventory at the Pavilion Update the document.

19 Wi-Fi access Site to be registered.

22/1200 Remembrance Parade Update in the meeting.

22/1202 Remembrance Wreaths Confirm Ordered.

22/1203 Great Waltham perimeter fence New Quote received.

Resolution Suspend the financial regulations to allow a single quote to be accepted due to the concerns about the collapsed state of the hedge and fence line.

Resolution Quote from JCM for £1698 to be accepted.

22/1226 Highways Verge Cut No update received.

22/1230 War Memorial Trust No update received.

22/1236 East Anglia Green project No update.

22/1237 Pump Green additional works No action by JCM to date.

22/1258 Clerk's Report and actions.

The time sheets of the handyman and the Clerk were presented as part of the agenda pack. It was noted that the Pavilion support by the Clerk is taking up several hours over the course of a week.

Resolution At the discretion of the Clerk, keys can be given to hirers where required due to a lack of availability of key holders.

22/1259 Discuss the External Auditors Report.

As no report has been received from the external auditor this item will be deferred to next month. The Clerk confirmed that all timescales were adhered to and an acknowledgement from the External Auditor was received for the completed account paperwork.

Resolution: Defer to the next meeting.

22/1260 Review complaints about vehicles parked at Blossom Way public car park which contravene the terms and a motion to determine and implement necessary actions. Cllr Steel - Declare a non-pecuniary interest – Chair of the Scouts.

Issue raised by residents about a caravan being parked in the public parking spaces this has now been removed. There was a discussion on types of commercial vehicle, and it was confirmed that two vans are parked in the public spaces. One resident of Cherry Garden Road and one resident of Duffries Close. Although there is plenty of parking space the terms of the Council's lease with CHP prohibits the parking of commercial vehicles in these bays.

Resolution Clerk to draft and write letters to the commercial vehicles' owners parked in the spaces highlighting the terms of the lease and asking them to make alternative arrangements.

22/1261 To note the latest (to June 2022) reported crime statistics for the Parish, as shown in the briefing note circulated with the agenda.

The statistics were noted, and the Parish Council will continue to monitor.

22/1262 To discuss and agree the Council's response to Chelmsford City Council's Review of Adopted Local Plan – Issues and Options Consultation 2022 (copy circulated with the agenda).

The consultation has been extended to the 20th of October 2022. During Summer 2023, a draft of the new plan will be issued. In Early 2024 a pre-submission plan will be issued. The consultation document has a number of Spatial Options. Approach C indicates the potential addition of up to five hundred houses to be built across six villages – two of which are Great Waltham and Ford End. The plan overall is for eight thousand houses to be built across the Chelmsford Area.

Resolution: As an indication to the author of the draft response there was a vote for none of the options that include sizable developments in this Parish.

Resolution: Cllr Gilbert to review the options, draft a response and bring back to the next meeting.

22/1263 To note update on progress in relation to the Council's agreed Action Plan, as shown on update document circulated with the agenda.

Resolution The Action Plan update was noted, and it will be published on the website.

22/1264 To consider and agree costs associated with the Great Waltham Remembrance Sunday Parade.

See also comments in 22/1247 above. The traffic signs and notifications will be supplied at no cost for this year due to South Essex Parking Partnership (SEPP) agreeing to the use of local volunteer marshals who will be covered by the Parish Council Public Liability insurance.

Resolution Cllr Gilbert to confirm with the Royal British Legion that the wreaths are on order.

Resolution £50 Donation for the wreaths

22/1265 Discuss and agree allotment hiring fees for period 1/4/2023 to 31/3/24.-Cllr Gilbert.

The meeting noted and discussed the timing issues related to how hiring fees are invoiced to plot holders – in particular, that the Council has to give 6 months' notice of increases. The

charging year is September 2022 to September 2023 in line with the agreement with the landlord. The current charge that has already been shared with plot holders will run until April 2023.

The meeting noted the continued level of subsidy for the provision of allotments (40% - 50% in a typical year), and that this year the cost for the provision of water on the sites will exceed the budget provision.

Resolution **Charge new rent from 1st April 2023 - £4.00 per rod for 6 months**

Resolution **Service Charge from 1st April 2023 - £7.00 per plot for 6 months**

22/1266 Pavilion Review, to include bookings update and feedback received and to consider the Recreation Committee's proposal to replace the wooden shutters with metal roller shutters and to resolve storage issues by purchasing and positioning a small metal storage container at the end of the Pavilion.

There are a variety of current and anticipated bookings for the use of the facility. These include clubs for bridge, art, history, dance, toddlers, and health & wellbeing. There was a social hire for a 70th birthday party and there is a Christmas carols hire planned. Feedback from users has been a requirement for privacy screens for the glass doors, a coat rack, additional outside lighting, and changes to the external wooden shutters.

Resolution **A spend of up to £150 for internal blinds for the door was approved.**

Resolution **A spend of £20 for an external solar light was approved.**

Resolution **Approval to install window shutters . Recommendation to have metal roller shutters. Quote for £2610 (+vat) approved .**

Resolution **Budget for a storage container for the Great Waltham Recreation Ground to be included for 2023-2024**

Resolution **A shutter on the door to be reviewed at a future date.**

22/1267 Review the provision of defibrillators within the Parish and consider whether the Parish Council should assume a role in their administration and availability. A recent incident in the Parish highlighted that of the 6 units in the Parish 3 were unavailable. These units were installed by public donations through a previous Parish Councillor. The units of concern are:

- Ford End VH – Ford End.
- Fitz Andrews Farm – Howe Street.
- Walthambury Stores – Great Waltham.

Resolution **Cllr Martin to discuss with Cllr Palmer**

Resolution **Cllr Lockwood to discuss with Fitz Andrews Farm.**

22/1268 Agree the Recreation Committee's recommendation to accept the landlord's proposed updated terms and conditions for leasing the Brook Mead and Bury Lane allotment sites.

Cllr Micklem declared an interest.

Proposed 5-year lease with a rent review at each 2-year anniversary.

Resolution **The Parish Council accepted the proposed terms and conditions.**

Resolution **Clerk to contact the landlord for a clean copy of the new agreement.**

22/1269 To consider and agree the Highways & Transport Committee's recommendation that the Council remains committed to the installation of average speed cameras through Ford End.

Resolution **The £10,000 earmarked reserve for the speed camera to be retained for another 12 months.**

22/1270 To consider and agree the Highways & Transport Committee's recommendation that it contacts ECC's Highways, Maintenance and Sustainable Transport cabinet member to arrange a meeting to discuss how strategic ECC projects will influence road usage in the parish.

Resolution **This recommendation was agreed.**

22/1272 Discuss and approve any items for Media publication.

- Summary of Minutes.
- Information on the A120 on the website and Ford enders.
- Local Plan onto social media.
- Bus Timetables – regular item.

Next Planned meetings (all in the Pavilion) :

Monday 17th October Monthly Parish Council Meeting.
Monday 24th October Finance & General Purposes Committee – **Budget Meeting.**
Monday 7th November Recreation Committee Meeting.

Meeting closed 22:21
Will Adshead-Grant
Clerk to the Council.