

**Under the 2014 -The Openness of Local Government Bodies Regulations- the meeting will be recorded for the accuracy of the minutes by the Clerk. The recording will be destroyed once the minutes have been confirmed.**

# 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 the Great Waltham Parish Council held on Monday 17<sup>th</sup> October 2022 at 7.30pm in the Pavilion, Great Waltham Recreation Ground, South Street, Great Waltham.

22/1273 Chair's Welcome.

Chair: Gilbert

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

22/1274 Apologies for absence.

Cllr Dunn and Cllr Micklem.

22/1275 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation

No dispensation requested.

22/1276 Public Participation Session (items do not need to be on the agenda)

Parking issues raised at Blossom Way. Two members of the public attended to discuss the placement by the Council of no parking request notices on vehicles. This information was noted:

- Parking in the Beavers Scouts' spaces has previously caused an issue.
- One resident had previously rented a space from Chelmer Housing Partnership (CHP). A front driveway was planned but CHP made an error on ownership and this plan fell through.
- The public car parking in Blossom Way was finished 2½ years ago.
- The land previously belonged to Chelmsford City Council (CCC) but was sold to CHP with a lease condition that 4 spaces were reserved for Scouts during Scout meeting times. The rest of the space is available as a public car park maintained by the Parish Council.
- The lease between the Parish Council and CHP states that the public spaces cannot be used for parking or storage of, *inter alia*, caravans, skips or commercial vehicles.

The matter to be discussed at next month's meeting (as discussion this month was not possible, there being no specific agenda item).

22/1277 Report by Essex County Councillor (ECC) - Cllr Mike Steel

The Full report is on the website as part of the agenda pack.

Ride London is planned for 28<sup>th</sup> May 2023. The route has yet to be finally decided but it may well be the same as this year. A potential business compensation scheme is being looked at by the organisers.

22/1278 Report by Chelmsford City Councillor (CCC)- Cllr Mike Steel

The Full report is on the website as part of the agenda pack.

CCC cabinet meeting to discuss budgetary constraints and how financial targets will be achieved. It was reported that sadly the Mayor passed away recently – the Deputy Mayor has taken on the role.

22/1279 Confirmation of the minutes of the monthly meeting held on 26<sup>th</sup> September 2022

**Resolution    The Minutes were confirmed.**

22/1280 Local Planning Authority Decisions

22/01211/FUL    Lucks Cottage Main Road Howe Street Chelmsford CM3 1BG

Application    Application  
Permitted

22/1281 Planning Consultations

1. Ref 22/01715/LBC

Address: South Lodge Langleys The Village Great Waltham

Description of works: Removal of existing metal crittal windows to side and rear elevations of property and replace with wooden casement windows fitted with slimline double-glazed units

**Resolution** **The Parish Council supports this application on the basis it improves insulation of the dwelling.**

2. Reference: 22/01455/FUL

Address: The Rose And Crown Chelmsford Road Great Waltham Chelmsford

Description of works: Siting of a temporary container/storage unit for food storage

**Resolution** **The Parish Council has no objection.**

22/1282 Finance Reports:

•	<b><u>Reserve Accounts</u></b>	<b><u>£ 52,330.73</u></b>
	○ Allotment Deposits	£ 600
	○ FE Average Speed Camera	£10,000 (hold for 12 months)
	○ FE Path	£5,000 (time limited – March 2023)
	○ Parish Reserves	£15,730.73 (General reserve)
	○ Capital Works	£21,000 (Earmarked reserves)
•	<b><u>Current Account</u></b>	<b><u>£ 16,144.21</u></b>
	<b><u>Total on Hand</u></b>	<b><u>£ 68,474.94 (Before payments below)</u></b>

22/1283 Payments for Approval

Date	Item	Budget heading	Payment
30.09.2022	Service Charge	Bank Fees	£18.00
03.10.2022	Parish Office Rent	Office Rent	£316.09
17.10.2022	EALC - Chairman training	Training	£360.00
17.10.2022	DM Payroll - half year	Salary	£66.00
17.10.2022	Amazon - paper	Office Equipment (Stationery +Postage)	£12.78
17.10.2022	Amazon- led light	General Reserve	£25.97
17.10.2022	JCM - hedge cut	Grounds Maintenance Contract	£96.00
17.10.2022	HMRC	Paye	£543.06
17.10.2022	Salaries	Salary	£1,510.41
17.10.2022	Essex Pension fund	Pension	£396.45
17.10.2022	Amazon - shredder paper	Office Equipment (Stationery +Postage)	£23.48
17.10.2022	Amazon - shredder oil	Office Equipment (Stationery +Postage)	£12.48
17.10.2022	Bury Lane Allotments water	Allotment Water	£86.55
17.10.2022	Wave - water at pavilion	Utilities	£20.19
17.10.2022	Wave - water at Brook Mead	Allotment Water	£124.18
17.10.2022	Cllr Martin – Pavilion Works	General Reserve	£33.97
17.10.2022	Cllr Martin – Pavilion Works	General Reserve	£24.00

**Resolution** **The Payments were approved.**

22/1284 Monthly Bank reconciliation – Chairman of the F&GP

**Resolution** **The Bank reconciliation was noted at Zero tolerance.**

22/1285 Updates on the action tracker.

The action tracker was discussed and updated.  
The latest version of the tracker will be released to the website.

22/1286 Clerk's Report and actions.

- The Clerk and the Handyman timesheets were reviewed with the information submitted prior to the meeting. The Clerk highlighted the type of work undertaken over the last period and the planned work.
- The Handyman plans to prepare Banbury Square for the Remembrance Sunday parade amongst the more usual work of litter picking, strimming, hedge cutting, leaf collection and equipment inspections.
- Speed indication device (SID) reports have been submitted to members for review.
- Clerk has built the budget for next week's meeting and plans to issue the annual allotment invoices once the new agreement has been signed by the landlord.
- It was acknowledged that the Clerk is working in excess of his contract 21 hours which triggers overtime payments.

**Resolution: The Clerks hours and job specification to be reviewed by the Staffing Committee to consider whether all tasks being undertaken are appropriate to the role.**

22/1287 Discuss the External auditors report – The Clerk.

The auditor released a limited review to meet the statutory guideline. Subsequently two questions have been raised and answered:

- Section 2, Box 6: the unexplained variance from the prior year for this box is £9,128 which is above 15% - please provide an explanation (both narrative and numerical) for this significant variance.
  - This was due to the £9,000 spent at Ford End at the start of the fiscal year.
- Please can you ask the internal auditor for an explanation as to why internal control objective C has been answered 'No.'
  - This was explained by the Internal auditor as the risk register had not been reviewed with the Financial Year.

22/1288 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).

During a discussion several minor points were raised and these revisions agreed:

- A reference to the extra provision of libraries was removed.
- A clarification that larger new-build developments should be concentrated in existing built-up areas was made.
- A clarification that unless developments there are restricted to small windfall projects, Small Settlements (as defined) should not be included in the Local Plan Settlement Hierarchy.

Subject to these changes, the draft was approved for issuing to the City Council.

**Resolution Cllr Gilbert to release the new consultation document to the City Council.**

22/1289 Update on current Pavilion Bookings and consider requests for some charity support with free of charge bookings.

- Clothes Swop – Cllr Palmer
- Candles and Carols at the Park.

**Resolution The Parish Council approves the free use of the Pavilion for these two events as they are for charitable purposes.**

22/1290 Review the provision of defibrillators within the Parish and consider whether the Parish Council should assume a role in their administration and availability.

- Previously, an ex-parish councillor raised sufficient funds for three defibs and three lockable, temperature-controlled cases.
- These units were purchased from SADS - Sudden Adult Death Trust. However, initial promises made about free unit inspections, free replacement of batteries and pads for the Defibs have not materialised.
- One of the units was lost by the hospital and was replaced at their cost in 2020.

- Units are registered on 'The Circuit' database but continue to show as unavailable. This has been put down to them having been deployed by the ambulance service and the system is awaiting an update from The Circuit, which takes in excess of 2 months.
- The units have to be checked to ensure the batteries and contents are in order and the checking date is fed back to the network.
- Replacement batteries for the two older units (Howe Street and Ford End, installed in 2016) will be needed, as they are at the end of their life. Defibs have a life span of between five and seven years based on usage and on that basis, it is assumed the FE and HS units are due for replacement in the next 12 months.
- Replacements suitable for public use are available for £1,180 + VAT, cabinets if necessary are extra.
- There are numerous defib providers including the Sudden Adult Death Trust, Community Heartbeat Trust, St John's Ambulance and the British Heart Foundation.
- It was stated that when the current units reach the end of their life, they will be returned to the Sudden Adult Death Trust.
- Currently further information is awaited from the ex-parish councillor regarding the hosts, along with further questions on maintenance and replacements.

**Resolution**     **In principle agreement that a budget for replacement defibrillators and heated cases is included for 2023/2024, including for ongoing maintenance depending on the age of the units.**

22/1291            Agree for Chair and Clerk to attend the Rural Community Council of Essex village hall training course (at EALC office).

**Resolution**     **This was approved.**

22/1292            Agree the proposed accessibility statement circulated prior to the meeting. Some minor changes to indicate that this is for the website only and that work continues to identify and address any areas of non-conformance.

**Resolution**     **The statement was approved with the minor changes.**

22/1293            The Parish Council has all the necessary documents and policies in place to achieve Local Council Award Scheme (LCAS) Foundation level and wishes to proceed to adjudication paying all relevant fees.

- £50 registration fee to NALC.
- £80 accreditation fee to EALC.

**Resolution**     **Approved to start the process for LCAS accreditation.**

22/1294            Discuss and approve any items for publication to the public.

- The Remembrance Sunday parade notice.
- Cost of Living Support for Households in Essex website.
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- Allotment availability and advertising the facilities.

**Next Planned meetings (all in the Pavilion):**

Monday 24<sup>th</sup> October     Finance & General Purposes Committee – Budget Meeting.

Monday 7<sup>th</sup> November     Recreation Meeting.

Meeting closed 21.43

Will Adshead-Grant

Clerk to the Council.