

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

Minutes of the meeting of the Great Waltham Parish Council held on Monday 16th January 2023 in the Pavilion, Great Waltham Recreation Ground, South Street, Great Waltham at 7.30pm.

22/1350 Chair's Welcome

Chair: Gilbert

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

22/1351 Apologies

Cllrs. Dunn and Palmer

22/1352 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation

There were no declarations.

22/1353 Public Participation Session (items do not need to be on the agenda)

- One member of the public from Ford End attended to (1) ask about the second Ford End consultation with a request for more information on the responses received and (2) deliver a petition with 72 signatures which states 'we the undersigned petition Great Waltham Parish Council to refrain from creating any artificial footpath on Ford End recreation ground'. The petition was gathered by the member of the public visiting door-to-door in Ford End.
- There was a discussion on the first and second consultations and the two petitions handed in to the Parish Council, but it was felt that a detailed debate was now more appropriate at the next Recreation Committee meeting. The member of the public was also encouraged to write to the Council so that members of the Committee were prepared and fully aware of concerns prior to that meeting.

22/1354 Report by County Councillor - Cllr Mike Steel

The full report is available in on the agenda area of Great Waltham Parish Council.

- Essex County Council is planning for their council tax demand in 2023-2024 to be a 3.5% increase (made up of 2% for social care and 1.5% all other areas). The council tax cap imposed by the government is 5% made up of 2% Social care and 3% other services. The budget for social care takes up 45% of the total Essex County Council budget. Some cost cutting measures are being undertaken.
- The member led pothole scheme – Cllr. Steel has entered 36 potholes .The deadline has been extended beyond December 2022. Only 50% of the total pothole budget has been used. Cllr. Steel has entered additional potholes beyond his allocation.
- There is a LHP scheme waiting to be approved for Littlely Green.
- The Highways Ranger service funding is proposed to be stopped.
- The section of the Chelmsford to Great Waltham cycling route from Goulton Road, Broomfield to Broomfield Hospital is now complete.

22/1355 Report by Chelmsford City Councillor - Cllr Mike Steel

The full report is available in full on the agenda part of the site.

- An issue has been raised where a Chelmer Housing Partnership (CHP) resident has struggled to get a boiler replaced. The correct process of complaint has been highlighted to help avoid this happening in the future.

22/1356 Confirmation of the minutes of the monthly meeting held on 19th December 2022.

Resolution: The minutes were confirmed.

22/1357 Local Planning Authority status.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
20/02064/OUT	Strategic Growth Site North Of Woodhouse Lane Broomfield Chelmsford Essex	Pending Decision
22/01979/FUL	Church View Church Lane Great Waltham Chelmsford Essex CM3 1LH	Application Permitted
22/01967/FUL	Bennetts Farm Bennetts Lane North End Dunmow Essex CM6 3PG	Application Refused
22/02031/FUL	77 Cherry Garden Road Great Waltham Chelmsford Essex CM3 1DH	Application Permitted
22/01113/SCOPE	Land At Moulsham Hall Moulsham Hall Lane Great Leighs Chelmsford Essex	Pending Consideration
21/00881/FUL	Broomfield Hospital Hospital Approach Broomfield Chelmsford CM1 7ET	Pending Decision

22/1358 Planning

1. Reference: 22/02135/FUL

Address: Land Adjacent Bay Tree Cottage North End Dunmow Essex

Description of works: Change of use of land to residential garden and installation of 14 ground mounted solar panels to serve Marple Cottage.

Resolution: The Parish Council supports this application.

2. Reference: 22/02275/FUL

Address: 45 Cherry Garden Road Great Waltham Chelmsford Essex

Description of works: Proposed Annex in garden

Resolution: No objections.

22/1359 Finance Reports:

• <u>Reserve Account</u>	<u>£ 47,090.92</u>
○ Allotment Deposit	£550
○ FE Variable Speed Camera	£10,000 (Hold for 12 Months)
○ FE Path	£5,000 (Time Limited – March 2023)
○ Capital Works	£21,000
○ Parish Reserve	£10,540.92
• <u>Current Account</u>	<u>£ 7,630.23</u>
<u>Total on Hand</u>	<u>£ 54,721.15 (Before payments below)</u>

Update on Spend to Budget – 31st December 2022:

	Budget	Spent	Balance
Staff Costs	£26,200	£23,820	£2,380
Administration	£9,349	£7,327	£2,022
Open Spaces	£42,711	£11,839	£30,872
Allotments	£1,400	£911	£489
Grants	£2,000	£1,391	£609

22/1360 Payments for Approval

Date	Item	Budget heading	Payment
19.01.2023	Village hall Rent	Office Rent	£316.09
19.01.2023	Cllr Jenkins - Light at Pavilion	General Reserve	£22.77

19.01.2023	EALC - Election Training	Training	£54.00
19.01.2023	Essex Pension Fund	Pension	£479.61
19.01.2023	Salary Costs	Salary	£2023.28
19.01.2023	DM Payroll – Payroll Services	Salary	£66.00
19.01.2023	Amazon – Ink Cartridges	Office Equipment (Stationery + Postage)	£74.08
19.01.2023	JCM – Hatchfields gate	General reserve	£1504.80

Total **£4540.63**

Resolution: **The payments were approved.**

22/1361 Monthly Bank reconciliation – Chairman of the F&GP

Resolution **This will be confirmed at the next meeting.**

22/1362 Updates on the action tracker – All

- 22/1203 Action completed with Hatchfields entrance fence replaced.

Resolution **This action to be closed.**

22/1363 Clerk's Report and actions

Due to the festive period the office was closed. The handyman spent some time on snow patrol and gritting. The Clerk was working on allotments administration.

22/1364 Discuss the arrangements for the March Litter pick in the surrounding villages and hamlets.

The litter pick in each village will be arranged by the usual parish co-ordinators. Cllr. Jackson will arrange Howe Street, Cllr. McDevitt will arrange North End, Cllr. Palmer will arrange Great Waltham and Cllr. Dunn will be asked to arrange Ford End. The weekend of 11th and 12th March is the planned date.

22/1365 To consider the proposed amendments to the Council's Standing Orders, as indicated in the draft document circulated prior to the meeting (to remove gendered titles and personal pronouns).

Resolution **The proposed amendments to the Standing Orders were agreed and adopted.**

22/1366 Consider adoption of the Emergency Plan, whether to appoint a coordinator, and to request confirmation from all listed contacts.

Cllr. Steel presented a plan that he had drafted to cover several issues and concerns.

Resolution **Cllr. Steel to discuss a revision with Karen Buttress the Chelmsford City Council Community Safety Lead officer.**

22/1367 Discuss the cost of providing the 2023 Play in the Park dates and consider increasing the previously agreed budget.

The budget was increased from £800 in 2022 to £1200 for 2023 to enable three days to be booked. However, with cost increases introduced by Chelmsford City Council and their available staff resources, only one date has been reserved – Wednesday 16th August. Proposal to spend £720 with two inflatables to ease queues. The event is free and is managed by Chelmsford City Council on behalf of the Parish Council.

Resolution: **The Clerk to book the assault course and the large disco slide inflatables as extra items. The estimated cost is £720 for all the day's events.**

22/1368 Following the resolution that the Parish Council will assume responsibility for the provision and maintenance of defibrillators discuss the proposal to form a working group to advise the Council and ensure a smooth transition.

Resolution: **Agreed Cllrs. Lockwood, Jenkins, Gilbert, and Martin will form a working group and report back.**

22/1369 Following the resolution to make all necessary enquiries to establish the position in relation to securing planning permission for the Pavilion storage container, agree to submit the planning enquiry.

Resolution **Agreed that pre-advice from Chelmsford City Council is to be sought for the placement of an 8-foot storage unit, with agreement also for payment of any associated fees.**

22/1370 Discuss the cost of installing an external door shutter at the Pavilion. Due to limited space an electrically operated unit would need to be installed. A quote for £1542 (ex-VAT) was received for future reference.

Resolution: **No decision required and the quote to be held on file.**

22/1371 To note update on progress in relation to the Council's agreed action plan, as shown on document circulated with the agenda.

Resolution **The update was noted.**

22/1372 To consider making a feedback response to Broomfield PC on its Neighbourhood Plan 2022 – 2036 (Pre-Submission Plan) document.

Resolution **The Parish Council to write to Broomfield PC to acknowledge the contents and professional presentation of the plan.**

22/1373 Discuss and agree Council's attendance (and if so, costs) at EALC "Election Day" online briefing sessions.

Resolution: **Approval for the Clerk to attend the meeting.**

22/1374 Discuss and approve any items for the "Parish Council News" section of the Parish News.

- Article to highlight photo identity required at the forthcoming elections.
- Notice to highlight the upcoming Litter Picks.
- Article on allotments
- Letter and article to Cllr. Scott thanks for the new 40mph speed limit at Ford End.

Next Planned meetings (all in the Pavilion unless stated otherwise) :

Monday 23rd Jan Finance & General Purposes Committee.

Monday 6th Feb **Recreation Committee (rearranged from 30th January)**
NOTE: THIS WILL BE AT FORD END VILLAGE HALL.

Monday 13th Feb Highways & Transport Committee.

Monday 20th Feb Monthly Meeting of the Parish Council.

Meeting Closed 21.30
Will Adshead-Grant
Clerk to the Council.