

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 24th April 2023 in the Pavilion, Great Waltham Recreation Ground, South Street, Great Waltham, CM3 1DF at 7.30pm .

23/1438 Chair's Welcome.

Chair: Gilbert.

Councillors: Martin, Jackson, McDevitt, Dunn, Jenkins, Palmer and Steel.

23/1439 Apologies

Cllrs Huggins and Lockwood

23/1440 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

There were no declarations of interest.

23/1441 Public Participation Session (items do not need to be on the agenda)

Four members of the public addressed the meeting:

- NE litter pick – Nitrous oxide canisters. Difficult to recycle. The centre at Freighter House at Drovers Way will take the canisters or they can be put into a public litter bin that's emptied by the Chelmsford City Council.
- Ford End Coronation event. Request for 20 Metal Spikes (10 from the Parish Council and 10 volunteered by Cllr Steel) to be made available. Request for the grass to be cut before the event. (See item 23/1455 below).
- Damage to a motor vehicle due to a large pothole at Ford End. B1008. The stretch of road between Barrowdale and the corner. A care home worker had damage to his car – £90 for a new wheel/tyre. The pothole has been reported as a defect on the carriageway. The damage to the vehicle can be reported to Essex County Council Highways and a claim put in place if the pothole has been previously reported to Highways. There is a water leak at this point. – Cllr Martin will support with reporting and any paperwork and provide details to Cllr. Steel (as ECC councillor) for him to investigate and escalate as necessary.
- Open day at the allotments. Bury Lane allotments – should Plot 13 be subdivided? Request for a community orchard on to plot 13. Add an item to the Recreation Committee agenda – 31st May.

23/1442 Report by County Councillor - Cllr Mike Steel

(The full report is in the agenda section of the website)

- The pothole repairs requested are completed (except a section on the A131 – 12 holes in series). There is a new repair scheme for 2023-2024 – full details awaited.
- Speed Indicator Device (SID) can go on a lamppost, subject to a survey. Cost of authorisation is £980 for 10 posts. Although Essex County Council do not accept the data from the Parish Councils' SIDs, they are still a useful indication of a problem but do still requires additional surveys as part of an overall evidence package.
- Recycling booking system – initial issues have eased. Same day booking is working.
- M11 signage at Sheepcotes roundabout. Not according to current Essex Highways policy. Previously a letter sent, and meeting held with Cllr Bentley. Signage would also be required at the next 5 or 6 roundabouts. (See also item 23/1469 below).
- The DFT has been contacted about downgrading the B1008 from PR1 status, but they will not change this.

Local Highways Panel (LHP) Update

- Schemes in progress: Littlely Park Cottages (hedge cut, new signs and road markings), Barrack Lane railing (painted in brown) and FE higher kerbs for the bus stops (now finished).
- LHP process is changing. More details still to be provided. £750k budget (FY 2022-2023) increased to £1m. (FY 2023-2024) but £750k of the increased budget will be for footways, carriageway improvements, casualty reduction programmes and additional footway repairs.
- Speed survey in the new northern 40mph buffer at Ford End will not be undertaken for at least 12 months. However, the Parish Council can pay for a survey (£350).
- Ford End (FE) footway scheme has been archived. It will no longer be considered for funding by LHP. To be returned from archive it must be a significant change or strengthening of the case.
- The average speed cameras in FE. Nothing will happen until the Parish Council makes a decision on the 50% funding.
- The Ringtail Green traffic management improvements request has been archived.
- The Ringtail Green gateway signs scheme is 'awaiting funding'.
- On the three approaches to the Great Waltham School, it was noted that it says 'School patrol' – the scheme is to make alterations to 'School' as there is no patrol. Low-cost change.

23/1443 Report by Chelmsford City Councillor - Cllr Mike Steel
No report due to purdah for the 2023 May elections.

23/1444 Confirmation of the minutes of the monthly meeting held on 20th March 2023.

Resolution **These were confirmed.**

23/1445 Note the minutes of the Highways and Transport Committee meeting held on 17th April 2023.

Resolution: **Defer to the next meeting as the minutes were not available.**

23/1446 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
23/00088/FUL	Bridge House Lucks Lane Howe Street Chelmsford Essex CM3 1BP	Application Permitted
22/01113/SCOPE	Land At Moulsham Hall Moulsham Hall Lane Great Leighs Chelmsford Essex	Pending Consideration
23/00372/LBC	Barn At Garnetts Farm Mashbury Road Great Waltham Chelmsford Essex	Pending Consideration
21/01327/S73	Barn At Garnetts Farm Mashbury Road Great Waltham Chelmsford Essex	Pending Consideration
23/00130/FUL	5 Bridge Croft Howe Street Chelmsford Essex CM3 1RE	Application Permitted
21/00881/FUL	Broomfield Hospital Approach Broomfield Chelmsford CM1 7ET	Pending Decision
22/02276/FUL	Land At Grid Ref 570920, 216240, Part Of Hyde Hall Farm Hyde Hall Lane Great Waltham Chelmsford Essex	Pending Consideration

23/1447 Planning :

1. Reference: 23/00365/FUL

Address: Land East Of Rye Cottage Larks Lane Great Waltham Chelmsford
Description of works: Demolition of existing stables, with construction of two residential dwellings with detached car ports & associated works including a new vehicular access.

Resolution: **The Parish Council has no Objection to the time extension. Our original objections stand as made December 2019.**

2. Reference: 23/00402/FUL

Address: Black Chapel Cottage Black Chapel Lane Great Waltham Dunmow
Description of works: Demolition of existing detached garage. Single storey side extension to create garage & utility. Two storey side extension to create link & ensuite. New driveway in position of existing vehicular access.

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

3. Reference: 23/00454/FUL

Address: Zinc House Barns Brook Hill Great Waltham
Description of works: Erection of .75m two-bar fence and greenhouse to form Kitchen Garden

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

4. Reference: 23/00526/FUL

Address: 2 Chapel Row Main Road Howe Street Chelmsford
Description of works: Construction of Outbuilding

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

5. Reference: 23/00505/FUL

Address: 13 Ray Mead Great Waltham Chelmsford Essex
Description of works: Single storey rear extension with addition of roof lights.

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

6. Reference: 21/00547/S73

Address: Kelmscott Hoe Lane Great Waltham Chelmsford
Description of works: Variation of Condition 2 to approved planning application 21/00547/FUL (Part single, part two storey rear extension. First floor side extension. Loft conversion and extension with front and rear dormer windows.) to Change the rear dormer window, Reposition the front bathroom window to the side, Reposition the ground floor WC window from the rear to the side, Remove the second window to the left of the back door.

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

7. Reference: 23/00434/LBC

Address: Lucks Cottage Main Road Howe Street Chelmsford

Description of works: Internal alterations to rear entrance hall including new WC.

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

8. Reference: 22/00606/S73

Address: Old Park Meadow Natural Burial Ground Coppice Lane High Easter Dunmow
Description of works: Variation of Condition 2 to approved planning application 22/00606/FUL (Construction of a shelter.) to reduce size of shelter.

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

23/1448 Finance Reports:

•	<u>Reserve Account</u>	<u>£ 41,706</u>
○	Allotment Deposit	£600
○	FE Variable Speed Camera	£10,000 (Hold for 12 Months)
○	FE Path	£5,000 (Time Limited)
○	Capital Works	£21,000
○	Parish Reserve	£5,106

- **Current Account** **£ 0**
- Total on Hand** **£ 41,706 (Before payments below)**

23/1449 Payments for Approval:

Item	Budget heading	Payment
Gt Waltham Village Hall Rent	Office Rent	£316.09
Swalec - Electricity	Utilities	£64.50
NALC / EALC Affiliation fees	Subscriptions	£550.24
Gt Waltham Village Hall	Car parking 2022	£1,250.00
Gt Waltham Village Hall	Car parking 2023	£1,250.00
Cllr Martin - Tool station	Pavilion works	£12.48
Combined Salaries	Salaries	£1,272.82
Handyman Expenses	Expenses	£72.00
Clerk Expenses	Expenses	£270.00
HMRC	PAYE	£715.54
Essex Pension Fund	Employee Contribution	£524.76
Cllr Huggins - Planning costs	General Reserve	£149.20
Tarset Farms - Howe Street playground rent	General Reserve	£20.00
	Total	£6,467.63

23/1450 Monthly Bank reconciliation – Chairman of the F&GP

Resolution: No issues.

23/1451 Updates on the action tracker – All

Great Waltham Village Hall AGM – held on Wednesday 19 April 2023– 3 trustees stood down and 2 new trustees from the Up, Up and Away pre-school were elected. Council to decide on whether to nominate a representative member at its May meeting.

23/1452 Clerk's Report and actions:

Clerk has focused on the annual accounts – Agar.

The working group were able to lay the soil at the Great Waltham playground.

A working group needs to be arranged to do the Ford End recreation ground (after the coronation event on 7th May).

23/1453 To consider the complaint from GW resident in relation to bird scarer gas guns and compliance with National Farmers Union guidelines and determine if GWPC could intervene to reduce the nuisance aspect or do they wish formal complaint to go forward to City Council.

The original bird scarer was vandalised so that it was not usable. The bird scarer was repaired and put into another rapeseed field. It was felt that the farming guidelines have been followed.

Resolution: The item was closed.

23/1454 Proposal for funding of 2 trail cameras for Brookmead allotments. Due to 3 recent break ins.

At Brook Mead allotments a padlock was cut off. Other locks have been removed. Small items have been removed such as secateurs. Proposed to install the trail cameras and gather data .Cost of approximately £100. It was noted that we will need CCTV notices and a CCTV Policy.

Resolution In principle spend up to £100 on two cameras subject to establishing the legal position and requirements,

23/1455 Discuss the grant request from Ford End Village Hall to support a community event to mark the Kings Coronation at Ford End recreation ground.

Ford End Village Hall is putting on a free for all event with attendees asked to bring their own food. The Parish Council has £2,000 in the budget for grants. It is not known who will bring their own gazebo.

Resolution: **Cllr Palmer to contact Great Waltham School to borrow two gazebos.**

Resolution: **In principle the Parish Council will purchase two gazebos if required.**

Resolution: **The Parish Council will grant an amount of up to £500.**

Resolution: **Clerk to contact JCM for an additional grass cut for Ford End recreation ground.**

23/1456 To confirm and sign the Annual Governance Statement which forms part of the Annual Return for Local Councils, Internal Drainage Boards, and other smaller authorities in England for the year ended 31st March 2023.

Resolution: **This was confirmed and signed.**

23/1457 To adopt the Annual Accounts for the year ended 31st March 2023 and to sign the Annual Return.

Resolution **This was adopted.**

23/1458 Update on the Defibrillator project and provision of replacement units at Ford End and Howe Street- (Cllr Martin).

- The new Ford End and Howe Street units have been installed. They will be live on The Circuit from 25th April. They are in exactly the same place as the previous units.
- They are round cabinets with a night light.
- The transfer of the Little Green unit to the Parish Council is in progress.
- The Community Heartbeat Trust is Council's chosen supporting organisation.
- For a new unit at Broads Green, a funding grant request is in progress and is to be chased up by Cllr Jenkins.
- The North End unit has already been set up via private donations and the weekly inspections have been in place for some time.
- Transferring the Great Waltham unit is a work in progress. The current arrangement runs until 2026. Suggestion to locate any new unit to a more central location such as the Village Hall can be considered in due course.
- A training session for how to use the units will be arranged at Ford End Village Hall.
- The Parish Clerk will be the administrative coordinator to ensure the weekly checks are undertaken and logged.

23/1459 Update on the Pavilion storage unit planning application.

The planning application was made on 19th April. Chelmsford City Council have confirmed receipt. Two of the neighbours have been contacted to highlight the application is in progress. The yellow notice will be put up by the planners.

23/1460 Update on the Ford End Recreation Ground CIF grant towards a perimeter path and if necessary, agree the next steps.

The meeting agreed to continue with the plan. The path will be ninety-eight meters from the car park to the picnic benches. The full perimeter is 298 meters. Three quotes have been obtained but the specification created a large difference in price ranging from £42,000 (Caloo), £7,500 (JCM) to £6,000 .

The work will require four inches excavated from the surface and the installation of side bars and a type 1 base, covered by compacted fine gravel. This will be suitable for ground maintenance and wheelchair access. The footpath can potentially be removed if circumstances change with the plans for the recreation area.

Resolution **The Parish Council resolves to spend up to £5000 (exclude Vat) of CIF grant subject to agreement from EALC to make a slightly shorter path than originally proposed for the grant.**

Resolution: **Suspend financial regulations to accept the quotation from CAW Building Services as it has been difficult to get quotes and the funding is time limited.**

23/1461 To agree whether the Council prints an annual report to summarise its activities during 2022/23.

The report would be printed as part of the Parish News rather than a separate insert. The report then will be delivered and received by every member of the Parish.

Resolution: **The Council agreed on the need for a printed annual report.**

Resolution: **The Council agrees to spend up to £300 for inclusion of the report in Parish News.**

23/1462 To agree the Council's presentation format at the Annual Assembly.

Plan for a presentation of around 5 minutes to open the meeting. The Annual Assembly is at Ford End Village Hall.

Resolution: **A short presentation by the Chair. The presentation will be a precis of the reports from the committees' chairs.**

23/1463 To agree the Banbury Square and War Memorials Maintenance Strategy document (circulated prior to the meeting).

Resolution **The document was agreed and adopted.**

23/1464 To agree actions and activities in relation to co-option of councillors for the new council.

Vacancies to be advertised after the Parish Elections on the 4th May following the democratic officer guidance.

Resolution: **Defer to the next meeting**

23/1465 To agree the New & Prospective Councillors Guide document (circulated prior to the meeting).

Resolution: **Agreed and adopted.**

23/1466 To agree the Highways & Transport Committee's recommendation to purchase and install replacement permitted parking signs at the Blossom Way car park.

Potential material in Correx or a harder wearing material.

Resolution: **Budget of up to £50 for a new sign(s).**

23/1467 To agree the Highways & Transport Committee's recommendation that the Council lobbies the relevant authorities/agencies to change the A120 back-up diversionary route from the B1008 to the B1256.

Build a report for Highways England to lobby for the change. The B1256 is the old A120 that runs parallel to the current A120. An approach to the Department for Transport was unsuccessful.

Resolution: **Agreed. Lobby Highways England.**

23/1468 To agree the Highways & Transport Committee's recommendation that the Council lobbies for measures to ensure the B1008 is not used as a preferred route once the NE by-pass is completed.

What will be planned into the Northeast (NE) bypass design for the use of the new bypass? What will be done as part of the NE Bypass to encourage usage? Lobby the Essex County Council Cabinet Member and Cllr Steel. Work to influence the design rather than react after its been built.

Resolution: Agreed. Lobby the Cabinet Member for Highways and Cllr. Steel at Essex County Council.

23/1469 To agree the Highways & Transport Committee's recommendation that the Council lobbies for the reinstatement of signage at Sheepcotes roundabout which directs traffic to the A131/A120.

Three of the six roundabout signs between Sheepcoates and the A131 are already marked for the M11. The signage policy is unclear.
Signage of the NE Bypass at the Great Dunmow end (prioritizing use of the new route to the A12 at Springfield) is an important consideration.

Resolution: Agreed. Cllr Steel to confirm management/control of the NE Bypass signage design policy, with a view then to lobbying the ECC Cabinet Member for Highways.

23/1470 Agree the purchase of a magnetic whiteboard for the Pavilion. 1800mm whiteboard that can be used for writing on and used by the projector. This will replace the tripod Flipboard chart and separate projector screen.

Resolution: Spend up to £200 on a new board.

23/1471 Discuss and approve any items for the "Parish Council News" section of the Parish News.-All.

- Precis of the minutes. (Cllr. Gilbert)
- Allotment update. (Cllr. Palmer)
- Defibs Article. (Cllr. Martin)
- Statement on the need to co-opt new Councillors. (Parish Clerk)
- Howe Street multiplay installation. (Cllr. Martin)

Meeting closed 21.45.
Will Adshead-Grant
Clerk to the Council

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

Wednesday 26th April	Finance and General Purposes Committee @ 7.30pm.
Monday 22nd May	AGM and Monthly Meetings @ 7.30pm.
Wednesday 31st May	Recreation Committee @ 7.30pm.
Monday 5th June	Parish Annual Assembly at Ford End Village Hall @ 7.30pm