

# Great Waltham Parish Council

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

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The minutes of the Annual General Meeting of Great Waltham Parish Council held at the Pavilion, South Street, Great Waltham on Monday 22<sup>nd</sup> May at 7.30 pm.

23/1472 Election of Chair (for the next 12 months).

**Resolution: Cllr Gilbert was elected.**

23/1473 Acceptance of Office by the new Chair and signature of paperwork.  
Cllr Gilbert signed the paperwork.

23/1474 Election of Vice Chair.

**Resolution: Cllr Martin was elected.**

23/1475 Chair's Welcome:

- The Chair addressed the meeting and welcomed Cllr Bradley as a new member of the Council.
- Currently the Council is three members short of its full complement – the co-option policy arrangements will be discussed during the meeting.
- The Chair requested for all members to actively engage and make a full contribution to the new session of the Council and to assume roles to support its work.
- There have been occasions during the period of the last Council when the high standards required by the code of conduct have not been fully achieved. There should be robust but civil and respectful interactions between both members and the public. Should the occasion arise, members should be able to disagree without being disagreeable.

Chair: Gilbert

Cllrs: Bradley, Martin, Jackson, McDevitt, Palmer, Jenkins and Steel.

23/1476 Apologies

None required.

23/1477 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Martin – Planning item 23/00740/FUL is directly in front of the member's house.

23/1478 Public Participation session for any items regardless of its existence on the agenda

One member of the public (the applicant) attended to discuss planning item 23/00740/FUL for an access road to Lavender Farm. The track is currently only used in the summer months and has a dropped kerb to access the B1008. Currently farm machinery often uses Pleshey Road and Woods Road for access. The applicant wants direct access on to the main road so that the farm track can be used all year round. The track is next to the public footpath.

23/1479 To review the terms of reference for committees and appointment of Committees, as follows:

- Finance and General Purposes Committee (Chair, Vice Chair plus four councillors).  
**Members – Cllr Jackson, Cllr Martin, Cllr Gilbert, Cllr Bradley and 2 vacancies**
- Recreation Committee (Chair, Vice Chair plus five councillors)  
**Members – Cllr Gilbert, Cllr Martin, Cllr Jenkins, Cllr Palmer, Cllr Jackson, Cllr Bradley and 1 vacancy.**
- Staffing Committee (3 councillors).  
**Members - Cllr Jenkins, Cllr Palmer and Cllr Steel.**

- Highways and Transport Committee (Chair, Vice Chair plus 3 Councillors & Parish Council Transport Representative).  
**Members – Cllr Gilbert, Cllr Martin, Cllr Palmer, Cllr McDevitt, Cllr Jenkins and Cllr Bradley.**
- Planning Committee (All members of the Council are represented on this Committee and are called to full meetings of the Council which are dedicated to planning).

23/1480 Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

**Resolution: There has been no expenditure incurred.**

23/1481 Appointment of Essex Association of Local Councils representatives (Chair, Clerk plus one Councillor).

**Resolution: Cllr Gilbert, Cllr Martin and the Clerk were appointed.**

23/1482 Appointment of representatives to the Chelmsford City Council Planning Forum (one Councillor).

**Resolution: Cllr McDevitt was appointed.**

23/1483 Appointment of representative on Great Waltham Village Hall Committee (one Councillor).

**Resolution: Cllr Palmer was appointed.**

23/1484 Appointment of a representative on Great Waltham Community Network (one Councillor).

**Resolution: Defer to the next meeting.**

23/1485 Appointment of representatives for Great Waltham Parish Jubilee Twinning Association (Chair plus one other nomination).

**Resolution: Cllr Steel was appointed.**

23/1486 Appointment of representative to the Alms House Charity.

**Resolution: Mr A. Micklem was appointed.**

23/1487 Appointment of Allotment Inspector.

**Resolution: Cllr Palmer was appointed.**

23/1488 Appointment of Routine Playground Inspector.

**Resolution: Defer to the next Recreation Committee meeting.**

23/1489 Review and adoption of the Standing Orders.

**Resolution: The Standing Orders were adopted.**

23/1490 Review and adoption of the Financial Regulations.

**Resolution: The Financial Regulations were adopted.**

23/1491 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.

- Great Waltham Village Hall – Hire of Blue Room until October 2023.
- Great Waltham Village Hall – Hire of Village Hall Parking Spaces on an annual basis.
- Chelmer Housing Partnership – Access and use of free parking spaces in Blossom Way.
- Allotments in Great Waltham – Hire agreement (currently a five-year term which commenced in September 2022).
- Great Waltham Recreation Ground (Part of) – Donation. Lease period continues until August 2038.
- Howe Street Recreation ground – Hire.

The meeting noted these arrangements.

23/1492 Review of representation on or work with external bodies and arrangements for reporting back.

The meeting noted Cllr Jackson continues to sit on CCC's Governance Committee.

23/1493 Consider if the Council has become eligible to exercise the general power of competence.

- Elected Councillors – The elected Councillors must equal or exceed (3/4) = 8
- Clerk – Must hold the CilCa qualification or an equivalent.

**Resolution:** **The Parish Council meets the criteria to exercise the general power of competence.**

23/1494 Review of inventory of land and other assets including buildings and office equipment.

- Add the beacon – currently located at the churchyard, estimated value £400.
- Defibrillators – add the Littley Green and North End units.
- The F&GP Committee will consider the format of the asset register at a future meeting.

**Resolution:** **Items to be added/deleted throughout the year, as necessary.**

23/1495 Confirmation of arrangements for insurance cover in respect of all insurable risks.

**Resolution:** **The renewal of insurance via BHIB was confirmed.**

23/1496 Review of the Council's and/or staff subscriptions to other bodies.

- Essex Association of Local Councils (E.A.L.C.)
- National Association of Local Councils (N.A.L.C.)
- Rural Community Council of Essex (R.C.C.E.)
- Campaign to Protect Rural England (C.P.R.E.)

**Resolution:** **Continue to circulate to members the information from each body.**

23/1497 Review of the Council's complaints procedure.

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

23/1498 Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.

**Resolution:** **The policies were approved.**

23/1499 Review of the Council's policy for dealing with the press/media.

**Resolution:** **The policies were approved.**

23/1500 Review of the Council's employment policies and procedures.

**Resolution:** **The policies were approved.**

23/1501 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

It was noted there was £0 expenditure.

23/1502 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**Resolution:** **Revise the schedule with four meetings in Ford End.**

**Resolution:** **The rest of the meetings will be held at the Pavilion in Great Waltham.**

23/1503 Report by County Councillor - Cllr Mike Steel.

- A full report is available on the website.
- The Local Highways Panel (LHP) budget has £250,000 for schemes under the control of LHP members.
- The two LHP schemes for the parish not completed in 2022/23 have been approved for completion in the new financial year, but dates have yet to be confirmed. They relate to road markings at Littley Park Cottages, Littley Park Lane and the footway improvements at the junction of Barrack Lane and Cherry Garden Road, Great Waltham.
- 50 potholes submitted for repair under the members' scheme have been completed. A request has been submitted by Cllr Steel for consideration of multiple pothole repairs for the section of the A131 between Little Waltham and Great Leighs.
- RideLondon event is on 28<sup>th</sup> May – its website is very good and clear.

23/1504 Report by Chelmsford City Councillor – Cllr Mike Steel.

- The full report is available on the website.

- Cllr Steel welcomed recently elected fellow city councillor Phillip Wilson to the meeting. Cllr Steel was congratulated by the meeting on his re-election.
- Chelmsford City Council (on behalf of ECC) has now cut the Apple Trees Corner, Ford End traffic island vegetation.

23/1505 Note the minutes of the Highways and Transport Committee meeting held on 17<sup>th</sup> April 2023.

**Resolution:** **The minutes were noted.**

23/1506 Confirmation of the minutes of the monthly meeting held on 24<sup>th</sup> April 2023.

**Resolution :** **The minutes were confirmed.**

23/1507 Local Planning Authority Decisions.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
23/00434/LBC	Lucks Cottage Main Road Howe Street Chelmsford Essex CM3 1BG	Application Permitted
23/00372/LBC	Barn At Garnetts Farm Mashbury Road Great Waltham Chelmsford Essex	Application Permitted
21/01327/S73	Barn At Garnetts Farm Mashbury Road Great Waltham Chelmsford Essex	Application Permitted

23/1508 Planning Applications

**1. Reference: 23/00740/FUL**

Address: Land Between Little Dene And Bridge Cottage Main Road Little Waltham Chelmsford.

Description of works: Surfacing of an Agricultural Access Track.

- See item 23/1478 above – the applicant provided details of rationale and extent of the proposed works.
- The meeting noted that two residents had raised concerns over potential slow moving agricultural vehicles joining the main road and of potential air pollution in the area.
- The meeting identified the benefit of the reduction of farm vehicle traffic on Pleshey Road and Woods Road.

**Resolution:** **The Parish Council supports this application.**

**2. Reference: 23/00659/FUL**

Address: Recreation Ground South Street Great Waltham Chelmsford

Description of works: Siting of a storage container adjacent to the pavilion

- Cllr Steel withdrew from the item and declared a conflict of interest.

**Resolution:** **The Parish Council cannot comment on its own application as it would be regarded as a conflict of interest.**

**3. Reference: 23/00576/FUL**

Address: Garnetts Farm Mashbury Road Great Waltham Chelmsford

Description of works: Proposed single storey detached garden building.

**Resolution** **No objection.**

23/1509 Finance Report

Current Account; **£21,707.09**

Reserve Account; **£56,745.33**

- £10,000 Ford End Speed Cameras
- £5,000 Ford End Path
- £700 Allotment deposits
- £32,500 Capital Works
- £8,545.33 General Reserve

**Total** **£78,452.42**

**Resolution:** **Half of the new capital works budget to be moved to the reserves.**

23/1510 Approval to purchase the Handyman additional Ryobi One batteries as he only has a 1.5 AH and 5 AH restricting use of non-fossil fuel driven equipment. (Lawnmower, hedge cutter, bush cutter) at £51.99 (includes VAT) for two. – The Clerk.

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

23/1511 Approval to purchase a multi charger for the Handyman in the Ryobi One range at £89.18 (includes VAT).- The Clerk.

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

23/1512 Approval to purchase a strimmer for the handyman at a cost of £74.49 (includes VAT) – The Clerk.

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

23/1513 Approval to purchase a replacement hedge cutter as the Stihl has failed. A Ryobi battery unit is £109.95 (incl vat).

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

23/1514 Confirmation of payments:

Item	Budget heading	Payment
NALC / EALC Affiliation fees	Subscriptions	£550.24
Clerk Expenses- Banbury Square	Expenses	£74.55
Essex Pension Fund	Employee Contribution	£83.12
Essex Pension Fund	Employee Additional Contribution	£37.72
Essex Pension Fund	Employer Contribution	£381.44
Combined Salaries	Salaries	£1,372.06
Handyman Expenses	Expenses	£114.73
Clerk Expenses	Expenses	£123.66
HMRC	PAYE	£715.54
CLLR MARTIN	General Reserve	£8.00
JCM - GRASS CUTTING	Grounds Maintenance	£1,462.50
WAVE- BROOKMEAD	Water	£35.70
WAVE= PAVILLION	Utilities	£27.76

**Total** **£4987.02**

23/1515 Review and approval of the financial standing order on the bank account.  
 £316.09 To Great Waltham Village Hall – Monthly for the use of the Blue Room - until October 2023.  
 £250.00 To Great Waltham Charities – Annual donation for the use of the land at the Great Waltham Recreation Ground.

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

23/1516 Review and approval of the financial direct debits on the bank account.  
 £ Variable SSE – Utilities – Pavilion.  
 £ Variable Wave – Utilities – Allotment and Pavilion  
 £35.00 Information Commissioner's office (I.C.O.)

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

23/1517 Discuss and approve setting up standing orders for staff salaries (Clerk and Handyman).

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

23/1518 Nominate additional signatories to the bank account (Currently three).

**Resolution:** **Cllr Gilbert and Cllr Martin to be added.**

23/1519 Monthly Bank Reconciliation.

**Resolution:** **The chair approved this as there is not a chair of the F&GP until its first meeting is held.**

23/1520 To agree actions and activities in relation to co-option of councillors for the new council. (Cllr. Gilbert)

**Resolution:** **Start the process to identify and select new councillors as laid out in the Councillor Co-option Policy document.**

23/1521 Review new information in relation to the previous resolution to purchase a whiteboard for the pavilion.

The meeting noted the cost (£376) for a projector friendly whiteboard. The advantages for this solution would be its potentially attractiveness for hirers and for use by the Council at its meetings. This item went to a vote to purchase the projector friendly version. The votes cast being equal, the Chair's deciding vote carried the motion.

**Resolution:** **The improved whiteboard to be purchased.**

23/1522 To agree allocation of due policy document reviews (see review schedule circulated with the agenda of the meeting).

A number of policies due for review were considered and agreed earlier in the meeting. A number of documents relating to the use of the Pavilion remained to be allocated.

**Resolution** **Pavilion documentation review allocated to Cllr Gilbert and Cllr Martin.**

23/1523 To agree that the Council seeks to secure a loan to fund one-half of the costs to install an average speed camera system on the B1008 through Ford End village (see briefing note circulates with the agenda of the meeting).

- Cllr Steel declared an interest as ECC and LHP member and withdrew from the vote.
- The meeting noted the information in the briefing note (see Parish Council Agendas section on parish website).
- Members noted it likely that the cost of raising the loan would ultimately fall to all parishioners as part of the precept request, during a time of increased economic pressure.
- The possibility of the scheme has been mooted for a number of years and the Council has continued to maintain an earmarked reserve (of £10,000) for this purpose.
- Currently Essex Highways will not consider other traffic calming solutions for Ford End village.
- Option 2 in the briefing note provides details of the basis of the motion. That is, GWPC agrees to seek the loan required for it to request that LHP match funds and authorises the scheme. The loan would be for either £50,460 (that is, 50% of current costs less the £10,000 in its budget) or for 50% of the revalidated scheme costs (subject to an upper limit which if reached would require further GWPC approval).
- A named vote on the motion was requested and agreed.
- The motion was: To agree that the Council seeks to secure a loan to fund one-half of the costs to install an average speed camera system on the B1008 through Ford End village.

Cllr Martin – proposed.

Cllr Gilbert – seconded.

Cllr Steel withdrew from the vote.

Cllr Jenkins – Abstain

Cllr Palmer – Abstain

Cllr Bradley – Abstain

Cllr McDevitt – No

Cllr Jackson – No

Cllr Gilbert – Yes

Cllr Martin – Yes

The vote was tied at 2 for and 2 against. Cllr Gilbert exercised the Chair's vote for the motion.

**Resolution:** **The motion was carried.**

23/1524 Update on the Action Tracker – all.  
Ford End Recreation Ground CIF grant. A firm understanding of the time available to utilise the grant has been sought since October. The matter should be resolved imminently and the matter will be discussed at the next scheduled Recreation Committee meeting (31/7/2023).

23/1525 To agree use of Blossom Way car parking spaces adjacent to Scout hut, for Scout breakfast 8am to 11am Sunday 11<sup>th</sup> June, subject to CHP having no objections – Cllr Steel.

- Cllr Steel declared a nonpecuniary interest and withdrew from the agenda item.

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

23/1526 To consider grant request from Waltham’s Scout Group for work for upgraded electrics whilst HQ ceiling is not in position.

- Cllr Steel declared a nonpecuniary interest and withdrew from the agenda item.
- The meeting noted the need to quickly address the electrics upgrade during the short window available.
- The application was considered and it was proposed and seconded that based on the quotes indicated a grant of £1,750 should be offered.

**Resolution:** **A grant of £1,750 to the Walthams Scout Group was approved.**

23/1527 Discuss and approve any items for the “Parish Council News” section of the Parish News.

- Co-option of Councillors
- Precis of the minutes
- Defibs
- HS multiplay

Meeting closed 21:56.

Will Adshead-Grant  
Clerk to the Council

Next Meetings:

**MEETING  
DATES  
2023**

Meetings are in the Pavilion unless stated otherwise.

<b>Date</b>	<b>Meeting of :</b>
Wednesday 31st May	Great Waltham Parish Council Recreation @ 7.30pm
Monday 5th June	Great Waltham Annual Assembly of the Parish @ 8PM
Monday 19th June	Great Waltham Parish Council Monthly Meeting @ 7.30PM
Wednesday 12th July	Great Waltham Parish Council Recreation @ 7.30pm
Monday 17th July	Great Waltham Parish Council Monthly Meeting @ 7.30PM
Monday 24th July	Great Waltham Parish Council Highways & Transport Committee @ 7.30PM
Monday 31st July	Great Waltham Parish Council Finance and General Purposes @ 7.30pm
<b>Tuesday 22<sup>nd</sup> August</b>	<b>Great Waltham Parish Council Monthly Meeting @ 7.30PM – FORD END VH</b>
Monday 4th September	Great Waltham Parish Council Recreation @ 7.30pm
Monday 18th September	Great Waltham Parish Council Monthly Meeting @ 7.30PM
Monday 25th September	Great Waltham Parish Council Highways & Transport Committee @ 7.30PM
Monday 9th October	Great Waltham Parish Council Finance and General Purposes @ 7.30PM ** <b>Budget Meeting**</b>
Monday 16th October	Great Waltham Parish Council Monthly Meeting @ 7.30PM
Monday 6th November	Great Waltham Parish Council Recreation @ 7.30pm
Monday 20th November	Great Waltham Parish Council Monthly Meeting @ 7.30PM
<b>Tuesday 12 th December</b>	<b>Great Waltham Parish Council Monthly Meeting @ 7.30PM at FORD END VH</b>
<b>2024</b>	
Monday 15th January	Great Waltham Parish Council Monthly Meeting @ 7.30pm
Monday 22nd January	Great Waltham Parish Council Finance and General Purposes @ 7.30pm
Monday 29th January	Great Waltham Parish Council Recreation @ 7.30pm
Monday 12th February	Great Waltham Parish Council Highways & Transport Committee @ 7.30PM
Monday 19th February	Great Waltham Parish Council Monthly Meeting @ 7.30pm
<b>Tuesday 19th March</b>	<b>Great Waltham Parish Council Monthly Meeting @ 7.30pm at FORD END VH</b>
Monday 15th April	Great Waltham Parish Council Highways & Transport Committee @ 7.30PM
Monday 22nd April	Great Waltham Parish Council Monthly Meeting @ 7.30PM
Wednesday 24th April	Great Waltham Parish Council Recreation @ 7.30pm



Monday 29th April	Great Waltham Parish Council Finance and General Purposes @ 7.30pm
<b>Tuesday 7th May</b>	<b>ANNUAL ASSEMBLY OF THE PARISH Gt Waltham Village Hall @ 8PM</b>
Monday 20th May	Great Waltham Parish Council AGM and Monthly Meetings @ 7.30PM
<b>Tuesday 18th June</b>	<b>Great Waltham Parish Council Monthly Meeting @ 7.30pm at FORD END VH</b>