

# Great Waltham Parish Council

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

E Mail: clerk@greatwalthamparishcouncil.co.uk Website: e.voice.org.uk

---

Minutes of the meeting of the Great Waltham Parish Council held at the Pavilion, South street, Great Waltham on Monday 19<sup>th</sup> June 2023 at 7.30 pm.

23/1528 Chair's Welcome:

Chair: Gilbert

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

23/1529 Apologies

Cllr Palmer

23/1530 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Jackson – Allotments

Cllr Bradley – Planning – Family member. 23/00784/FUL

23/1531 Public Participation session for any items regardless of its existence on the agenda

4 Members of the public.

- Ref. No: 23/00784/FUL - Applicant to discuss the planning. Generational house. Front dormers.
- Planning item 23/00824/FUL. The natural burial ground has been open 6 years. There are 5 members of staff. Grave digging has now been bought inhouse. All the equipment to support this needs to be stored securely and safely.

23/1532 Report by County Councillor - Cllr Mike Steel.

The full report is online in the agenda section of the website.

The Essex County Council ward member led pothole scheme is now complete for 2022-2023. A new scheme starts soon for 2023 - 2024. The requirements remain the same - 'What 3 words' and a picture of the problem. The expectation is to have 36 potholes available per member for expedited repairs.

The Ride London went well without any issues. The Writtle vehicle crossing point worked well. Local business was visited after the event to confirm feedback.

Digigo was set up with 2 years of funding. The business levels are not yet at sustainable levels. The clients are a mix of concessions, school kids and general users. It's a great service and is currently only £2.00 for a trip.

Community Infrastructure Fund is open for applications for 2023.

Local Highways Panel – Several local schemes were carried over from last year. Littley Park Cottages (proceed September 2023), Barrack Lane handrail (Soon), FE kerbing improvements (completed), Ford End average speed camera (needs a decision).

Northeast bypass. Cabinet member has logged and registered our concerns over signage. Our Member of Parliament has been contacted to get involved.

There is a consultation on electric vehicle charging in Essex.

23/1533 Report by Chelmsford City Councillor – Cllr Mike Steel.

The full report will be online in the agenda section of the website.

Planning committee is looking at Bloor homes (533 homes). The proposed link road is not being built. The hospital trust did not want to lose the pudding woods or taken on responsibility for the maintenance of the road in the future. The current plan is to have a hospital concession fare for the Park & Ride service from Chelmer Valley site.

Proposed opus development of a retirement community in Little Waltham. 205 retirement dwellings. The proposal is outside the Little Waltham settlement boundary and it's not in the Chelmsford local plan. The proposal has not been assessed by Chelmsford City Council.

23/1534 Confirm the minutes of the Extraordinary meeting held on 1<sup>st</sup> June 2023.

**Resolution: The Minutes were confirmed.**

23/1535 Confirm the minutes of the Annual General Meeting held on 22<sup>ND</sup> May 2023.

**Resolution: The Minutes were confirmed.**

23/1536 Note the minutes of the Recreation Committee meeting held on 31<sup>st</sup> May 2023.

**Resolution : The minutes were noted.**

23/1537 Local Planning Authority Decisions.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
23/00526/FUL	2 Chapel Row Main Road Howe Street Chelmsford CM3 1BG	Application Permitted
23/00576/FUL	Garnetts Farm Mashbury Road Great Waltham Chelmsford Essex CM3 1EG	Application Permitted
22/00606/S73	Old Park Meadow Natural Burial Ground Coppice Lane High Easter Dunmow Essex CM6 3XB	Application Permitted
21/00547/S73	Kelmescott Hoe Lane Great Waltham Chelmsford Essex CM3 1DR	Application Refused
23/00505/FUL	13 Ray Mead Great Waltham Chelmsford Essex CM3 1AN	Application Permitted

23/1538 Planning Applications

1. Reference: 23/00808/FUL

Address: Burmead Main Road Great Waltham Chelmsford  
Description of works: Loft conversion and single storey rear extension with rear dormer. Creating additional bedrooms on first floor

**Resolution: No objection.**

2. Ref. No: 23/00784/FUL

60 Cherry Garden Road Great Waltham Chelmsford Essex CM3 1DJ

Two storey side extension. Front porch extension. Loft conversion with rear dormer. Addition of 2no. front dormer windows at first floor level and 6no. front and rear roof lights at second-floor level. Associated landscaping. Extensive upgrade. One neighbour has objected.

**Resolution: No objections.**

3, Reference: 23/00824/FUL

Address: Old Park Meadow Natural Burial Ground Coppice Lane High Easter Dunmow.  
Description of works: Proposed workshop/store and office building with associated hardstanding and parking.  
Initial impression is that it's a large building – Barn like. Suggestion that the proposed building should be screened from The Butchers Arms.

**Resolution: The Parish Council supports this application as this supports growth in the local business community.**

4. Reference: 23/00933/FUL

Address: Lyndhurst Ringtail Green Great Waltham Chelmsford  
Description of works: Demolition of the existing oil tank outbuilding, side entrance porch, and rear lean-to. Reinstatement of the original front entrance door and first floor sash window, replacing the side porch entrance with a single storey side addition. Single storey side addition to replace the oil tank structure and a two-storey rear addition in place of the rear lean-to.

**Resolution: No objections.**

23/1539 Finance Report

Current Account: **£12,982.28**

<b>Reserve Account:</b>	<b>£56,745.33</b>
• £10,000	Ford End Speed Cameras
• £5,000	Ford End Path
• £700	Allotment deposits
• £32,500	Capital Works
• £8,545.33	General Reserve

**Total** **£69,727.61**

23/1540 Confirmation of payments:

Item	Budget heading	Payment
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	£1533.10
Clerk Expenses	Expenses	£95.27
HMRC	PAYE	£715.94
Gt Waltham Village Hall Rent	Office Rent	£316.09
Fenland - Handyman consumables	Handyman consumables	£117.52
Premier Playground- HS installation.	Capital Works	£9,708.00
HAGS-SMP. Howe Street Equipment	Capital Works	£10,690.34
Contractor- Allotment cuts	External Labour	£380.00
Amazon-anti slip half step pavilion	General Reserve	£27.03
Amazon - recreation ground paint	Handyman consumables	£75.48
Amazon - sign for entrance	General Reserve	£35.03
Amazon - Ryobi hedge trimmer	Handyman Assets	£112.44
Amazon- Ryobi-Lithium-Battery	Handyman Assets	£89.45

**Total** **£24,397.97**

23/1541 Monthly Bank Reconciliation.

**Resolution: The account balanced with no variance.**

23/1542 To receive an update on co-option of councillors for the new council. (Cllr. Gilbert)

The 3 vacancies have been advertised in social media and will be in the July edition of the parish news.

Early July for the process to be run.

23/1543 Update on the Action Tracker – all.

The tracker will be updated and posted online.

23/1544 Update on the Great Waltham storage container planning application and agree next steps – Cllr Martin.

Cllr Steel declared an interest and took no part in any discussion.

Planning permission has been granted by Chelmsford City Council Planning.

The Cost of the green container delivered to site is £2,740 (plus Vat). Planned for week commencing 17<sup>th</sup> July 2023.

**Resolution: Clerk to arrange purchase order and payment for the container.**

23/1545 Update on the EALC CIF grant extension and next steps.

The path around Ford End recreation ground. At this stage with current funding available the path will run from the car parking to the picnic bench area running within 1m of the perimeter fence. The path will be built before the end of August to keep within the EALC funding requirements.

23/1546 Discuss and support the Recreation Committee's proposal to form a working group to develop the plans and strategies for the Great Waltham play area project.

The working group will be created from the members of the recreation committee and interested members of the parish that have appropriate skills to support this project.

23/1547 Discuss and support the Recreation Committee's proposal to spend some of this year's income from the Pavilion for decorating materials and include a budget for Pavilion maintenance in future budget plans.

£811.88 income from the Pavilion 2022-2023 (renting to outside organisations started Sept 22).

**Resolution: Agreed to spend up to £150 on paint for internal Pavilion maintenance.**

**Resolution: Cllr Martin to arrange purchase and work party.**

23/1548 Discuss and support the Recreation Committee's proposal to make an ECC Locality Fund application to provide a seat at Ford End Recreation Ground as part of the improvement project.

Cllr Steel declared an interest. It was noted that it would cost £638.79 for a recycled bench .

**Resolution: Cllr Martin to contact Essex County Council Member Councillor Steel with an application.**

23/1549 Update on the Howe Street Multi Play replacement.

This was installed on over several Saturdays. The unit has been fully installed and will be inspected prior to use by the public.

23/1550 To select a contractor to complete the works to apply enamel paint to the inscriptions on the war memorial at Banbury Square - Cllr. Gilbert.

Quotes requested from Art in Stone, Bradford Memorials and Universal Stone.

**Resolution: Defer until next month.**

**Resolution: Clerk to get examples of the work undertaken.**

23/1550 To consider the mechanism(s) to consult/update parishioners on proposed works on the war memorial at Banbury Square .

**Resolution: Defer until next month.**

23/1551 To agree to send a representative of the Council to the public consultation and exhibition on the proposals for an integrated retirement community in Little Waltham.

Development brochure was put through every door in the parish.

**Resolution: Cllr Gilbert will attend the open session and report back to the Parish Council.**

23/1552 To agree the purchase of computer software module(s) to allow the Council to introduce and operate a paperless, cloud-based operating system for its administrative functions (see briefing paper circulated with the agenda).

The Council has for clarification on two points :

- Is there a cooling off period ?

- Is there a 25 year back up for Playground inspections?

**Resolution:** **Subject to clarification of the two points above the Clerk to place the order for the software.**

23/1553 To agree that only new plot holders to an allotment site are required to pay a £50 deposit to hire a plot.

**Resolution:** **The £50 deposit is to be paid once even if an allotment holder moves sites or takes on additional plots.**

23/1554 To agree the scope of and remuneration in relation to an Allotment Maintenance Contract for areas of Council responsibility at the Brook Mead and Bury Lane allotment sites (see draft document circulated with the agenda).

**Resolution:** **This was agreed.**

**Resolution:** **Advertise in the parish news and Social media.**

23/1555 To agree revised wordings for the Pavilion documents circulated with the agenda.

**Resolution:** **The documents were agreed.**

23/1556 Report from the defibrillator project working group and confirmation of the training arrangements.

The defibrillator training has been booked at Ford End village hall for up to 50 people for 2 hours.

A weekday evening is the best solution from the training provider .

The defibrillator working group will recommend a budget for Broads Green in the October for the 2024 budget and installation.

23/1557 To consider how to progress the setting up of a community orchard on the Bury Lane allotment site.

**Resolution:** **Cllr Jackson to discuss with the landowner.**

23/1558 Discuss Giga Clear offer for meeting.

**Resolution:** **Clerk to arrange a meeting with Giga Clear at the next monthly meeting.**

23/1558 Discuss and approve any items for the "Parish Council News" section of the Parish News.

- Precis of the minutes

Meeting Closed 21.38

Will Adshead-Grant

Next Meetings:

**MEETING  
DATES  
2023**

<b>Date</b>	<b>Meeting of :</b>
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
Monday 21st August	Great Waltham Parish Council Monthly Meeting @ 7.30PM