# 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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Minutes of the meeting of the Great Waltham Parish Council held at Ford End Village Hall, Main Road, Ford End, Great Waltham on Tuesday 22nd August 2023 at 7.30 pm.

23/1586 Chair’s Welcome:

Chair: Gilbert,

Cllrs: McDevitt, Steel, Page, Jenkins, Palmer, Stephenson, Martin and Bradley.

23/1587 Apologies

Cllr Micklem and Cllr Jackson.

23/1588 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

None requested.

23/1589 Public Participation session for any items regardless of its existence on the agenda

10 members of the public attended and raised the following matters:

* Planning Application 23/01167/FUL (see agenda item 23/1596 below). The applicants provided details of the proposed works. Two members of the public raised concerns regarding specific aspects of the works.
* National Grid’s (NG) proposed pylons route. A discussion was initiated concerning a possible deviation of the proposed route which would have considerable impact on Littley Green and other Great Waltham communities. It is a potential alternative but it was not cited by NG as its current preference. It is understood that Little Waltham Parish Council have submitted a response to the latest NG informal consultation indicating its first choice as the sea route, second choice an underground solution in their parish on the currently proposed route, with a third choice being the deviation away from Little Waltham towards Littley Green and other Great Waltham communities.

A member of the public felt that the opinion and work of the Parish Council was opaque. NG have a lot of information their website but nothing was found on the Great Waltham Parish website. It was confirmed that the Council’s responses to the two NG informal consultations will be made available on the Parish website.

* Storage container at Great Waltham Recreation Ground. This was commented on by several neighbours of the Ground. Youths have been observed jumping from the Pavilion to the container, generally causing an anti-social nuisance. Two groups have been challenged by a member of the public, including a group consisted of 7 or 8 youths of early secondary school age. Youths have been observed with scooters and bikes on the Pavilion roof. Concerns were raised about possible health and safety issues and the potential waste of money if any Parish equipment or facilities are damaged and will need to be repaired.

The Chair of the Parish Council read out the following narrative of events and actions:

* Police have been contacted by GWPC when they were alerted to a situation.
* On 17/8/2023 they did not attend (either because of other priorities or as only one call to report).
* On 21/8/2023 – did attend the scene and searched the area but did not apprehend anyone.
* Police advice encourages witnesses to report incidents/crimes when they are in progress (with details of the activity and numbers and descriptions of individuals involved), and to obtain photos provided it is safe to do so. Witnesses reporting incidents can quote reference 507/17-08-2023 or 792/21-08-2023.
* GWPC will continue to report incidents when it becomes aware of situations.
* A post on FB has been made to draw parents’ attention to the issue and the police’s ongoing interest in the matter.
* GWPC will be contacting the community policing team at Chelmsford to get their advice on what further actions we can take and to understand the level of support and action we can expect from the police.
* GWPC has taken or will imminently take action to remove or relocate materials or fixtures which are being or could be used to gain access to the roofs.
* GWPC will be installing ‘Do Not Climb Structures’ warning signs.
* GWPC is investigating the possibilities of installing physical deterrents on the roofs.
* The guidance from our insurance agent is “There are no requirements within the policy or advice we can provide in terms of how to prevent individuals from accessing the roof of the pavilion and containers.  [If you know how they are able to do this they] suggest [we] put preventative measures in place if possible. [Our] Insurance policy simply requires that the Council take all reasonable precautions and following Health and Safety advice from HSE”.
* House in Mashbury Road. Fire damaged. Reported to the City Council as a dangerous building. The indications are this is a private dwelling with the owner (or their agents) having responsibilities for ensuring the site is safe. What action can be taken to avoid any issues for anyone entering this dangerous site? The Parish Council will contact the City Council to obtain any information to better understand the current situation and likely developments.
* Pathways and hedges around the parish are overgrown. Noted especially on the route from the Rose & Crown towards Little Waltham which is a popular walking route. It was noted landowners and/or Essex Highways will have responsibilities to ensure footways remain fit for purpose.

23/1590 Report by County Councillor - Cllr Mike Steel.

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

* Highways and member led scheme – 24 potholes have been highlighted. The next batch can be reported in October.
* Volunteering – website in the report.
* Recycling centre – there is a request for feedback on the vehicle booking pilot.
* Bus services consultation is running until the 5th October. The only affected route in the parish is the Great Dunmow to Chelmsford route run by Lodge Coaches.
* National Grid – an ESO (Electricity Systems Operator) study is being run currently, and a formal consultation and results are expected later in the year.
* Chelmsford Northeast Bypass – funding is very tight due to the high levels of inflation; the project has been split into two phases to make it affordable.
* LHP (Local Highways Panel) – B1008 as a backup is determined by DFT. Despite being a B road it still currently has this designation. This was challenged by Essex County Council. DFT have indicated they will not change their opinion until the Northeast Bypass is in place. Traffic Calming can be installed but only if the ECC cabinet member makes the decision.
* Road Hierarchy and Speed review – the first draft of a new Road Hierarchy is now scheduled to be issued internally in late 2023.
* Essex County Council will consider a 50% funding towards the Average Speed Cameras in Ford End provided the Parish Council has shown it has raised its half.
* Ringtail Green. The LHP ruled out the schemes requested. Quiet Lane status could be allocated to this area as its meets the criteria. However, the LHP decided to spend their resource on other higher priority schemes in the Chelmsford area. The other proposed schemes for Ringtail Green are seen as low priority schemes due to a lack of casualties. (See also item 23/1609 below).

23/1591 Report by Chelmsford City Councillor – Cllr Mike Steel.

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

23/1592 Confirm the minutes of the ordinary meeting of the 17th of July 2023.

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

23/1593 Note the minutes of the F&GP committee of the 31st of July 2023.

***Resolution: The Minutes were noted.***

22/1594 Note the minutes of the Highways & Transport committee of the 24th of July 2023.

***Resolution: The Minutes were noted.***

23/1595 Local Planning Authority Decisions.

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| --- | --- | --- |
| [Reference](https://publicaccess.chelmsford.gov.uk/online-applications/registered/trackedApplication.do?action=display&orderBy=caseNo&orderDirection=ascending) | [Address](https://publicaccess.chelmsford.gov.uk/online-applications/registered/trackedApplication.do?action=display&orderBy=address&orderDirection=ascending) | [Status](https://publicaccess.chelmsford.gov.uk/online-applications/registered/trackedApplication.do?action=display&orderBy=status&orderDirection=ascending) |
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| 23/00839/LBC |

 | Littley Park, The Dairy Littley Park Lane Great Waltham Chelmsford Essex CM3 1LB | Application Permitted |
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| 23/00602/FUL |

 | Great Waltham C Of E School South Street Great Waltham Chelmsford Essex CM3 1DF | Application Permitted |
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| 23/00838/FUL |

 | Littley Park, The Dairy Littley Park Lane Great Waltham Chelmsford Essex CM3 1LB | Application Permitted |
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| 23/00933/FUL |

 | Lyndhurst Ringtail Green Great Waltham Chelmsford Essex CM3 1LW | Application Refused |
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| 23/00824/FUL |

 | Old Park Meadow Natural Burial Ground Coppice Lane High Easter Dunmow Essex CM6 3XB | Application Refused |

23/1596 Planning Applications

1. Reference: 23/01167/FUL

Address: Little Cleatop South Street Great Waltham Chelmsford

Description of works: Raise roof to create first floor with dormers and balconies to rear. Single storey front and rear extension

 ***Resolution: The Parish Council has no objections.***

1. Reference: 23/01090/FUL

Address: Chuffs Main Road Howe Street Chelmsford

Description of works: Removal of existing garage. Construction of two storey side extension, single storey rear extension, and first floor rear extension to accommodate an annexe. Construction of front porch.

The meeting noted that the City Council had already permitted this application.

***Resolution: No Comment.***

23/1597 Finance Report.

Current Account. £5,130.56

Reserve Account. £28,837

* £10,000 Ford End Speed Cameras
* £5,000 Ford End Path
* £700 Allotment deposits
* £12,101.66 Capital Works
* £1,035.34 General Reserve

**Total £33,967.81**

23/1598 Confirmation of payments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ExpTno | Cheque | Transaction Details | Cheque Total | Gross |
| 1099 | bacs20230719AM | Cllr Martin - Blocks for the container | 14.3 | £14.30 |
| 1097 | bacs20230721JJ | Cllr Jim Jenkins - Pavilion electrical works | 133.72 | £133.72 |
| 1101 | BACS20230722AM | Cllr Martin - Container keys | 22.5 | £22.50 |
| 1100 | BACS20230724AM | Cllr Martin - Parts for vacuum at Pavilion | 11.99 | £11.99 |
| 1096 | BACS20230727ccc | Chelmsford City Council - Supply of a dog bin | 288 | £288.00 |
| 1098 | BACS20230802JP | Cllr Jo Palmer - Allotments. Fabric and Pegs. | 189.54 | £189.54 |
| 1102 | BACS20230816DMP | DM Payroll Services Ltd - 6 Months payroll administration | 66 | £66.00 |
| 1105 | BACS20230820JP | Cllr Jo Palmer - Allotment | 12.99 | £12.99 |
| 1106 | BACS20230820HMRC | HMRC (PAYE/NI) - August PAYE | 715.94 | £715.94 |
| 1107 | BACS20230820JCM | JCM SERVICES - Invoice 2 of 4 | 1462.5 | £1,462.50 |
| 1108 | BACS20230820ND | Nik De'Ath - Remove stump from GW playground | 50 | £50.00 |
| 1109 | BACS20230820WAG | Will Adshead-Grant - August Expenses | 50.43 | £50.43 |
| 1110 | BACS20230820JB | Jason Buckley - Handyman - August Expenses | 658.26 | £114.42 |
|  |  | Salaries | 1322.26 | £1,322.26 |
| 1112 | bacs20230820epfavc | Essex Pension Fund - august | 37.72 | £37.72 |
| 1113 | bacs20230820epfec | Essex Pension Fund -  | 381.44 | £381.44 |
|  | bacs20230820epfec | Essex Pension Fund -  | 83.12 | £83.12 |
| 1114 | BACS20230820AM | Amazon - memory whiteboard magnets | 217.8 | £8.98 |
| 1115 | bacs20230820am | Amazon - Car park signs - Users use this at their own risk | 217.8 | £32.18 |
| 1116 | bacs20230820am | Amazon - Wireless Mouse for Parish Computer | 217.8 | £13.48 |
| 1117 | Bacs20230820 | Amazon - Ryobi Angle Grinder | 89.99 | £89.99 |
| 1118 | bacs20230820am | Amazon - Ryobi Cordless Power washer | 217.8 | £128.48 |
| 1119 | bacs20230820AM | Amazon - Flap Disc for universal grinder | 217.8 | £20.49 |
| 1120 | bacs20230820AM | Amazon - HAGER 10 Amp circuit breaker | 217.8 | £4.20 |
| 1121 | bacs20230820am | Amazon - Hager 10-amp circuit breaker | 217.8 | £9.99 |
|  |  |  |  | **£5,264.66** |

**Total £**

23/1599 Monthly Bank Reconciliation- (Chairman of the F&GP committee).

To be reviewed after the meeting.

23/1600 To receive a presentation from Gigaclear on its proposals for offering full fibre broadband in Great Waltham and Howe Street.– (Andrew Lipski).

The representative was not available, and no presentation was available to the Council.

***Resolution: Circulate any new information received to members. Arrange a future presentation if Giga Clear make this necessary.***

23/1601 Update on the Action Tracker – (all).

The new format action tracker was reviewed and approved.

The meeting reviewed all open items, noted updates and agreed to close a number of items. Details will be included in an updated version of the tracker document posted with the minutes of the meeting on the parish website.

23/1602 Clerks Report.

No report available due to annual leave.

23/1603 Autumn litter pick.

***Resolution: Date agreed on 21st October. Each area will arrange their collection to enable sharing of equipments where required.***

23/1604 To agree the next spine point increase to the clerk's salary following a satisfactory annual appraisal.

Members’ feedback was collated and discussed at the appraisal meeting. A satisfactory rating was achieved. The increase in spinal point is backdated to 1st April in line with the Clerk’s contract of employment.

***Resolution: This was noted and approved.***

23/1605 To select a contractor to complete works to apply enamel paint the inscriptions on the war memorial at Banbury Square (deferred from previous meeting).

Members of the Parish Council to view the memorial at Sible Hedingham as an example of the works possible on the war memorial. The photographic evidence available is that the works completed there would seem to be suitable here.

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

23/1606 To consider the mechanism(s) to consult/update parishioners on proposed works on the war memorial at Banbury Square (deferred from previous meeting).

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

23/1607 Proposal for SID pole at Church End on approach the Village.

* This location is the descent into the village on Main Road travelling from Howe Street.
* The Parish Council has 7 poles in the Parish funded by the Local Highways Panel (LHP), but LHP has no budget for additional ones.
* Speed Watch volunteers do not currently have the authority to monitor from this new position.
* The City Council ‘lamppost’ scheme for housing speed indication devices (SID) has not yet been built into a process to roll out for use.

***Resolution: To ask the Great Waltham Speed Watch group to investigate a new site in the area.***

23/1608 Ask that cones are put in place by The Rose every weekend to deter vehicles from blocking paths.

The Parish Council wants to support the business but needs to take on board the concerns of the residents when using the footways.

***Resolution: Cllr Palmer to discuss with the landlord and consider options.***

23/1609 Given that the Ringtail Green Quiet Lane (and other suggestions), failed to be supported by the Chelmsford LHP committee due to more pressing priorities, it is proposed that GWPC submit and fully fund the schemes via the Direct Works process (noting that the LHP will not add any funding).

* The meeting noted that the road at Ringtail Green meets the technical specifications for a Quiet Lane, but that LHP members have considered the request and have decided to spend the funding on what are seen as higher priority areas.
* It was also noted that other previously submitted schemes for Ringtail Green and the immediate areas are unlikely to obtain favourable considerable without evidence of a significant deterioration in the issues which have been identified.
* The meeting acknowledged the prioritisation/funding pressures which exist for higher authorities’ decision-makers.
* It was noted that a direct process is available that the Parish Council pays for the work, but it still follows the LHP process. Works will be undertaken by Ringway Jacobs.
* A proposal (per the agenda item) was made and seconded.
* An amendment (as shown in the resolution below) was made and seconded:
* A named vote was called:

Abstain : Cllr McDevitt

Support amendment: Cllrs Gilbert, Steel, Page, Jenkins, Palmer, Stephenson, Martin and Bradley

* The amendment was carried.

***Resolution: Given that the Ringtail Green Quiet Lane (and other suggestions), failed to be supported by the Chelmsford LHP committee due to more pressing priorities, it is proposed that Great Waltham Parish Council will submit an enquiry for the costs associated with a direct works application via the Direct Works process (noting that the LHP will not add any funding).***

23/1610 British Legion and Up Up and Away preschool could hire the Pavilion in the recreational ground again this December to do another Carol By Candlelight event.

***Resolution: The Parish Council supports the use free of charge. Clerk to highlight to hirer on PRS (Performing Rights Society) requirements as the Council does not have a licence.***

23/1611 Update on the proposed Orchard at Bury lane allotments –(Cllr Jackson).

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

23/1612 To agree the recommendation of the Highways and Transport Committee to further lobby all relevant authorities and agencies for traffic calming and maintenance works as they affect the footways alongside the B1008 in Ford End and the road through Ringtail Green.

Given the resolution made under item 23/1609, it was decided to defer items 23/1612 to 23/1614 inclusive and 23/1616.

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

23/1613 To agree the recommendation of the Highways and Transport Committee to lobby for the reconsideration of all previously contemplated schemes road improvement schemes at Ringtail Green (that is, Quiet Lane status for the lane, ‘SLOW’ road markings at either side of the bend, and advisory road signs at either side of the bend, e.g., maximum speed and chevrons).

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

23/1614 To agree the recommendation of the Highways and Transport Committee to request a meeting with Essex Highways to discuss the interpretation of Automatic Traffic Count data and to seek its expertise on the range of traffic calming measures available for the road through Ringtail Green.

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

23/1615 To agree the recommendation of the Highways and Transport Committee to seek clarification of how works previously undertaken by the Highways Rangers will be carried out in future.

Cllr Steel confirmed that all works should be reported on the Essex County Council **‘Tell us’** system.

23/1616 To agree the recommendation of the Highways and Transport Committee to establish and communicate the mechanisms available for individual residents and businesses in the parish to complain about the loss of amenity (state of the footways alongside the B1008) and the hazards imposed because of increased pedestrian traffic on the road through Ringtail Green. And in addition, to draft a template wording which complainants could consider using.

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

23/1617 To consider and agree changes to the Clerk’s performance appraisal and objectives setting process.

To align the Council with other parish councils, and given the close working relationship between them, it was proposed that the Chair manages the Clerk’s appraisal and objective setting processes, rather than the Staffing Committee, and with the Committee as the monitoring/grievance body.

***Resolution: Changes to the Staffing Committee terms of reference and any other affected policies to be drafted and added to the next agenda.***

23/1618 To consider and agree making funds available for banners objecting to proposals made by National Grid under its *The Great Grid Upgrade Norwich to Tilbury* project.

It was noted that any banners that are placed near the highway may need planning permission. A recent case was highlighted where a member of the public was fined.

The Council’s response to National Grid’s informal consultation has completed.

***Resolution: Item closed as no proposal was put forward.***

23/1619 To consider and agree making funds available to progress the business case required to make any loan application in respect of the scheme to install average speed cameras at Ford End.

***Resolution: A budget of up to £250 was approved.***

23/1620 How the PC should respond to the Stansted Noise Action consultation.

Consultation closes on 28th August. Stansted is the 3rd or 4th busiest airport in UK. It has a single runway.

Ford End and Littley Green could be affected by any changes.

***Resolution: Cllr Stepehson will draft a response to be shared with the Council.***

23/1621 Consider and agree the proposed Pavilion cleaning schedule.

No change in labour cost. An increase for the cost of cleaning materials cost of £50 was proposed.

***Resolution: The Council approved this change and approved the expenditure.***

23/1622 Discuss the location of the 2024 annual assembly.

The Council’s 2024 schedule currently shows the Annual Assembly at Great Waltham Village Hall on Tuesday 7th May at 8.00pm. There is some doubt over whether the venue will be available.

***Resolution: Cllr Palmer to work with GWVH to confirm a new date, if required.***

23/1623 Discuss and approve any items for the “Parish Council News” section of the Parish News.

* Autumn litter pick.
* Precis of the minutes.
* Hedgecut the rules.
* Defib training. 7-9pm.
* Letters of thanks to Tim Bown and Henry Micklem.

Next Meeting:

Monday 4th September, Great Waltham Parish Council Recreation Committee @ 7.30pm

22.21 Meeting closed.