# Great Waltham Parish Council

The Parish Office, Great Waltham Village Hall (Hulton 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 18th September 2023 at 7.30 pm.

23/1624 Chair’s Welcome:

Chair: Gilbert.

Cllrs: Micklem, Palmer, McDevitt, Martin, Stephenson, Jackson, Steel, and Bradley.

23/1625 Apologies

Cllrs Jenkins and Page.

23/1626 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Stephenson 23/1423 – Burmead – The applicant is a next door neighbour.

Cllr Steel 23/1649 – Noted non pecuniary interest.

Cllr Steel 23/1650 – Noted non pecuniary interest. Offered opinion that item cannot be debated as a legal requirement for public consultation and a decision from the DHULC.

23/1627 Public Participation session for any items regardless of its existence on the agenda.

No members of the public present.

23/1628 Report by County Councillor - Cllr Mike Steel.

* The ECC member led pothole scheme. Cllr Steel has reported 24 potholes with 4 in GW – 2 repaired already.
* Ringtail Green – Cllr Steel has passed details of the new self-funding process to the Clerk to be actioned. Request for costs to be made. While LHP retains actions in the process, works are paid for by parish councils rather than LHP.
* PROWs (Public Rights of Way) – Chelmsford City Council have reviewed the cutting and confirmed the weeks of cutting scheduled for the Parish. There is only one cut a year for each footpath. The parish schedule is refreshed each year. Additional cuts can be made by volunteers under the ECC Parish Path Partnership.
* Footways – member led scheme has not started yet. Footways with the most faults will be attended to first.
* RAAC – 220,000 school children affected. 54 schools have been identified as having the issue in Essex. A mix of academies and council run schools. Great Leighs and Broomfield Primary Schools both in the 54.
* Essex waste strategy consultation has been launched.
* GigaClear – Meeting to discuss the roll out of ultra-fast through parts of the parish.Cllr Steel to hold a meeting to understand the impact on the parish of the infrastructure works. Letters to be issued to affected householders by GigaClear.

23/1629 Report by Chelmsford City Councillor – Cllr Mike Steel.

At a recent cabinet meeting the administration decided to impose a public protection order to keep dogs away from children’s play areas at Hylands House and a maximum of 4 dogs per person. This is against the results of the public consultation that was held.

23/1630 Confirm the minutes of the ordinary meeting 22nd August 2023.

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

23/1631 Note the minutes of the Recreation Committee held on 4th September 2023.

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

23/1632 Local Planning Authority Decisions.

|  |  |  |
| --- | --- | --- |
| 23/01050/FUL | Cherry Trees Chelmsford Road Great Waltham Chelmsford Essex CM3 1AF | Application Permitted |
| 23/00898/FUL | Greenways Church Lane Great Waltham Chelmsford Essex CM3 1LH | Application Refused |

23/1633 Planning Applications.

1. **Reference: 23/01141/FUL**

Address: Cranford Lucks Lane Howe Street Chelmsford

Description of works: Installation of Conservatory to back of property.

The application has already been approved despite the Council requesting a delay.

 ***Resolution: No comment.***

1. **Reference: 23/01346/FUL**

Address: The Rose And Crown Chelmsford Road Great Waltham Chelmsford

Description of works: Siting of temporary container/storage unit for food storage

The meeting noted this was a time-limited extension request for an existing temporary arrangement.

***Resolution: No objections.***

1. **Reference: 23/01423/FUL**

Cllr Stephenson declared an interest.

Address: Burmead Main Road Great Waltham Chelmsford

Description of works: Proposed outbuilding and proposed lean-to extension.

***Resolution: The Parish Council notes the potential of windows overlooking the neighbouring property. We believe the proposed building is close to the fence.***

23/1634 Finance Report.

Current Account; **£2,341.22**

Reserve Account; **£21,837.25**

* £10,000 Ford End Speed Cameras
* £700 Allotment deposits
* £11,137.25 Capital Works

**Total £24,178.47.**

23/1635 Confirmation of payments:

 No Payment Gross Heading Invoice Invoice Details Cheque

 Reference

 1091 £2,469.30 255 26/07/23 Quote 18230b Edge IT Systems Ltd - Software system

 1092 £6,000.00 230 26/07/23 CAW Building Services Ltd - Footpath around the

 Ford End recreation ground from carpark to tree grove

 1108 £50.00 215 20/08/23 inv0004 Nik De'Ath - Remove stump from GW playground.

 1123 17/09/23 Essex Pension Fund -

 2 £37.72 110

 3 £423.26 115

 1124 £823.14 103 17/09/23 HMRC (PAYE/NI) - September

 1126 £50.43 120 17/09/23 Will Adshead-Grant - Sept Expenses

 1129 £1,462.50 220 17/09/23 inv-1683 JCM SERVICES - Grounds Works contract

 1130 £108.00 220 17/09/23 inv-1618 JCM SERVICES - wasp nest removal Howe Street

 1133 £45.65 255 17/09/23 A2uZ7O18Q12 Amazon - Heavy Squire Vulcan combination locks for

 Q1G GW container

 1134 £28.80 265 17/09/23 A2UZ27O18Q1 Amazon - Addia Superdry mop set with 3 refills.

 2Q1G

 1135 £5.99 265 17/09/23 INV-GB- Amazon - 38mm Pump dispenser for a 5l bottle

 130670421-203

 1136 £7.82 265 17/09/23 INV-GB- Amazon - Domestos bleach 3 x 750ml

 148075251-202

 1137 £5.89 265 17/09/23 INV-GB- Amazon - Elbow Grease Glass Cleaner x 3

 1230767785-20

 1138 £6.11 265 17/09/23 Amazon - Bayliss & Hardy mandarin and grapefruit

 hand soap x 3

 1139 £11.42 265 17/09/23 Amazon - c 9 Catering Heavy Duty Floor Cleaner

 1140 £9.70 265 17/09/23 Amazon - VICLOON EXTENDABLE MICROFIBRE

 duster

 1141 £15.70 265 17/09/23 Amazon - 20 packs of mixed 10 blue and 10 yellow

 microfibre excel magic cleaning cloths.

 1142 £3.16 265 17/09/23 Amazon - ecozone cool cucumber and apple washing.

 up liquid

 1143 £26.97 205 17/09/23 Amazon - 2 x 40 pcs football net clips

 1144 £13.78 265 17/09/23 Amazon - 2 x plastic goal net pegs

Sub Total £11,605.34

 £1,701.36 Confidential

**Total** £13,306.70

***Resolution: The payments were confirmed.***

23/1636 Monthly Bank Reconciliation.

***Resolution: This was approved and signed by the chair of the F&GP***

23/1637 Update on the Action Tracker.

* The open items on the tracker were reviewed, and updated and closed where appropriate.
* An updated tracker will be published with the minutes of each meeting.

23/1638 Clerks Report.

* Pavilion bookings increased with a new regular hirer on Wednesdays and Fridays.
* The new computer software system is in place. The Clerk has been trained on the modules for Finance, Allotments and Playgrounds. The tablet is to be used initially to set up all the playground and allotment assets.

23/1639 To select a contractor to complete works to apply enamel paint the inscriptions on the war memorial at Banbury Square (deferred from previous meeting).

The meeting thanked Cllr. Steel for viewing and providing feedback on the war memorial at Sible Hedingham which has undergone renovation (the memorial there being of a similar stone to our own).

It was agreed for the inscriptions and names to be recut by hand and the enamel to be added. Works to be undertaken in 2024.

***Resolution The Council to make a 100% grant application to the Tom Amos Charity by 1st October.***

***Resolution Clerk to confirm the quotes from the approved supplier for hand cut letters and black enamel.***

23/1640 To consider the mechanism(s) to consult/update parishioners on proposed works on the war memorial at Banbury Square (deferred from previous meeting).

***Resolution: Use Facebook and Parish News to consult with residents on the proposed works, illustrating how the war memorial would look in future.***

23/1641 Update on the proposed Orchard at Bury lane allotments.

Cllr Jackson has discussed with a parishioner the best types of trees and what will be required to maintain them.

***Resolution: Update for the next meeting.***

23/1642 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.

***Resolution: The Item was withdrawn.***

23/1643 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: The Item was withdrawn.***

23/1644 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: The Item was withdrawn.***

23/1645 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: The Item was withdrawn.***

23/1646 For the purposes of consistency and previous good service engage Writtle Forest Consultancy to undertake the tree survey later this year.

Estimated cost around £300.

***Resolution: The Council agreed to add Howe Street to the scope of the survey.***

***Resolution The Council agreed to engage Writtle Forest Consultancy to undertake the tree survey in 2023.***

23/1647 Following recent vandalism events at Great Waltham recreation ground agree to make more use of social media sites to inform residents of the financial impact and encourage better reporting.

* It was noted that it would cost £195.42 to replace the two damaged shutter canopies on the Pavilion.
* A bench seat was damaged and a rubbish bin has been pulled out of the ground at the site.
* The meeting noted the costs of effecting repairs are ultimately funded from parishioners’ Council Tax payments.

***Resolution: The Clerk to report incidents on Facebook so that residents are aware of acts of vandalism against communal property.***

***Resolution: A Facebook post to be made after any incidents, including a description/photo of the damage and where it took place. The post reads:  “[Details of incident]. Every act of vandalism has a cost, either to fund a replacement or for the cost of labour to repair which is paid for from the council tax we all pay. 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”.***

23/1648 Report on the Ford End recreation ground path and bench installation.

* The new path and seat have been well received by the residents with a lot of positive comments posted on Facebook.
* The Parish Council records its thanks to Essex Association of Local Councils (EALC) for the grant covering the full cost of the path and the Essex County Council (ECC) Locality Fund which through Cllr Mike Steel funded the full cost of the seat.

23/1649 To provide an update on the Ford End Average Speed Camera scheme, and in particular to confirm the Council has received an offer of an interest-free loan, this being relevant to previous resolution 23/1523 (where the Council agreed to seek “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”.

* The meeting noted and discussed the offer from a parishioner of an interest free loan (to be repaid over five years) for its half-share of the costs needed to enable ECC to consider match funding the scheme.
* The meeting also discussed the process which would need to be followed for the Parish Council to be able take on a loan.

***Resolution: The Clerk to seek EALC confirmation that approval for a loan (from any source) requires approval from the Department of Levelling Up Housing and Communities (DLUHC).***

***Resolution: If DLUHC approval is required the Clerk to continue with the process.***

23/1650 To consider whether, given the updated position, to conduct a consultation of parishioners on the Ford End Average Speed Camera scheme.

* EALC confirmed it would be good practice to have a consultation on the project. A discussion on the method and thresholds was held without any decision.
* Proposal: A consultation of parishioners on the Ford End Average Speed cameras to be undertaken even if non mandatory under the DLUHC approval process.

Proposed – Cllr McDevitt; Seconded – Cllr Jackson.

**A named vote was called.**

Cllr Martin – Against. Cllr Stephenson – Abstain. Cllr Micklem - Against.

Cllr Jackson – For. Cllr McDevitt – For. Cllr Bradley – For.

Cllr Palmer – For. Cllr Steel – For. Cllr Gilbert – Against.

***Resolution: A consultation of parishioners on the Ford End Average Speed cameras to be undertaken even if non mandatory under the DLUHC process.***

***Resolution: Draft of the consultation to be shared with the Council.***

***Resolution: Anonymous replies will not be accepted as name and address is required for quality control (proof of residency).***

***Resolution: Consultation responses to be accepted using email, post and SurveyMonkey, with the consultation form to be made available in Parish News and advertised on Facebook.***

23/1651 To discuss and agree the Council's involvement in any 80th anniversary of D-Day commemorative events (see document circulated with the agenda).

 The item was discussed, and the Parish Council felt that it is better placed to support any committee or event organiser in the parish.

***Resolution: Contact the Royal British Legion and consider any grant applications or other forms of support.***

23/1652 To agree the proposed amendments to Standing Orders and the Staffing Committee’s Terms of Reference necessary following the Council’s previous resolution (23/1617) to change the Clerk’s performance appraisal and objectives setting process.  (See draft documents circulated with the agenda).

***Resolution: The proposal was agreed.***

23/1653 Proposal that the Traffic Committee considers promoting and facilitating the PC and residents join the ECC funded Parish Paths Partnership.

[Public Rights of Way - Volunteering | Essex County Council (essexhighways.org)](https://www.essexhighways.org/volunteering).

Paths are cut once a year. To increase the cuts volunteers need to be trained up and then funding may granted. There is a headland scheme in action where farmers get paid to cut.

***Resolution: The Highways and Transport Committee to discuss in conjunction with its already open action addressing this issue.***

23/1654 Discuss and approve any items for the “Parish Council News” section of the Parish News.

* Vandalism.
* Ford End recreation footpath.
* Consultation.
* October litter pick.
* Allotments.

Meeting Closed: 21:53

Will Adshead-Grant.

Clerk to the Council.

Next Meetings:

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| **MEETING DATES 2023** |  |
| **Date** | **Meeting of:** |
| 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**\*\* Budget Meeting\*\*** |
| Monday 16th October | Great Waltham Parish Council Monthly Meeting at 7.30pm |
| Monday 6th November | Great Waltham Parish Council Recreation @ 7.30pm  |