

Great Waltham Parish Council

The Parish Office, The Pavilion, South Street, Great Waltham
Clerk, W J Adshead-Grant.

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Minutes of the meeting of Great Waltham Parish Council held at The Pavilion, South Street, Great Waltham on Monday 20th November 2023 at 7.30 pm.

23/1680 Chair's Welcome:

Chair: Gilbert.

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

23/1681 Apologies

Cllrs Steel, Jenkins and Page.

23/1682 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

- Cllr Stephenson – Next door neighbour of planning application (item 23/1689). Request for dispensation was approved.
- Cllr Palmer, Jackson and Bradley – Allotments (items 23/1694 and 23/1700).

23/1683 Public Participation session for any items regardless of its existence on the agenda

Cllr Mike Eldred, Vice-Chair EALC presented the Parish Council with the Local Council Award Scheme (LCAS) at Foundation level.

The LCAS award was presented to the Chair with thanks for both members' hard work and that of the Parish Clerk.

One member of the public attended to observe the discussion on item 23/1699.

23/1684 Report by County Councillor - Cllr Mike Steel.

Cllr Steel e-mailed his apologies and was not present due to other commitments. The full report will be made available online in the agenda section of the website.

23/1685 Report by Chelmsford City Councillor – Cllr Mike Steel.

Cllr Steel e-mailed his apologies and was not present due to other commitments. The full report will be made available online in the agenda section of the website.

23/1686 Confirm the minutes of the ordinary meeting held on 16th October 2023.

Resolution: The minutes were confirmed.

23/1687 Note the minutes of the Recreation Committee meeting held on the 6th November 2023.

Resolution: The minutes were noted.

23/1688 Local Planning Authority Decisions.

Reference	Address	Status
23/01423/FUL	Burmead Main Road Great Waltham Chelmsford Essex CM3 1LL	Application Permitted
23/01447/FUL	Garnetts Farm Mashbury Road Great Waltham Chelmsford Essex CM3 1EG	Application Permitted

23/01448/LBC	Garnetts Farm Mashbury Road Great Waltham Chelmsford Essex CM3 1EG	Application Permitted
23/01346/FUL	The Rose And Crown Chelmsford Road Great Waltham Chelmsford Essex CM3 1AG	Application Permitted

23/1689 Planning Applications.

1. Reference:

Reference: 23/01627/FUL

Address: Burmead Main Road Great Waltham Chelmsford

Description of works: Raise roof to create first floor. Single storey rear extension, two storey front extension. Dormers to front and rear. Proposed detached garage.

Resolution: The Parish Council has no objection to this planning application.

23/1690 Finance Report.

Current Account; **£25,660.34**

Reserve Account; **£29,259.60**

- £10,000 Ford End Speed Cameras
- £700 Allotment deposits
- £23,000 Capital Works

Total **54,919.94**

23/1691 Confirmation of payments:

Expenditure transactions - payments approval list Start of year 01/04/23

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Approval no 1
1131		£228.00	£228.00	125	17/09/23		Essex Association of Local Council - Councillor 1 and 2 sessions - Cllr Bradley	
1171		£37.72	£37.72	110	18/11/23		Essex Pension Fund - pension	
1169		£32.40	£32.40	255	21/11/23		Cllr Martin - Rebar from the metal store for the allotments	
1172		£388.55	£388.55	115	21/11/23		Essex Pension Fund - pension	
1173		£5.55	£5.55	265	21/11/23		Amazon - black bags for bins	
1174		£8.50	£8.50	265	21/11/23		Amazon - toilet paper x 24 rolls	
1175		£19.90	£19.90	265	21/11/23		Amazon - air freshner pack	
1176		£200.00	£200.00	155	21/11/23		Up Up and Away - Overpayment of sub lease payments	
1177		£209.00	£209.00	205	21/11/23		Fenland Lesiure T/A Online Playgrounds - Park bench foundation anchor	
1178		£1,462.50	£1,462.50	220	21/11/23		JCM SERVICES - 1/4 grouns contract payment	
1179		£110.40	£110.40	220	21/11/23		JCM SERVICES - allotment hedge cut	
1180		£733.60	£733.60	103	21/11/23		HMRC (PAYE/NI) - combined tax and national insurance	
1183		£419.93	£419.93		21/11/23		Will Adshead-Grant - expenses	
	1	£372.00	255				survey monkey	
	2	£8.75	120				postage stamps	
	3	£7.18	130				fasthost e-mail	
	4	£32.00	120				phone , mobile, mileage	
1184		£24.17	£24.17	235	21/11/23		Roy Trickett - Bury Lane Water Bill	
Sub Total		£3,880.22	£3,880.22					
		£1,419.77	£1,419.77				Confidential	
Total		£5,299.99	£5,299.99					

23/1692 Monthly Bank Reconciliation.

Resolution: **This was approved with zero difference between cash book and bank account.**

23/1693 Update on the Action Tracker (circulated with the agenda) – all.

The meeting discussed all open items. An updated tracker will be online with the minutes.

23/1694 Clerk's Report

- The report was received by the meeting.
- Members noted that allotment hiring fees must be paid in advance in full.

23/1695 Agree the Recreation Committee's proposal to purchase additional notice boards, a ceiling projector mount, and a clock for the Pavilion.

- Members debated the rationale for acquiring the new equipment (which included acknowledgement of requests from existing hirers and a desire to make the facility as attractive for new ones).
- The motion was approved by a majority vote.

Resolution: **The Parish Council approved the purchase of additional noticeboards , a ceiling projector mount, and a clock.**

23/1696 Agree the Recreation Committee's proposal to employ a cleaner for the Pavilion.

- The meeting noted that increased hires of the Pavilion mean that a resource beyond that available as part of the Clerk's role and by volunteers is required.
- The process to employ the cleaner will be undertaken by the Staffing Committee.

Resolution: **The Parish Council agrees to engage a contracted service.**

23/1697 To agree an additional Council representative for the Parish of Great Waltham Alms house Charity.

Resolution: **Angela Arnold was agreed as an additional representative on behalf of the Council.**

23/1698 To receive an update on Opus 'Information Event for a proposed new Retirement Village' in Little Waltham.

The applicant company (Opus) has not yet had its planning application validated by Chelmsford City Council. Once the application is available for review a decision on whether to ask the applicant to present to the Council at a future meeting will be made.

Resolution: **The Parish Council will wait for the planning application to be received.**

23/1699 To receive an update and agree the Council's position on parking issues at Broad's Green.

- Correspondence has been received from both parties directly involved.
- No other residents of Broad's Green have contacted the Parish Council in this respect.
- The Council acknowledges that parking close to junctions (ostensibly in contravention of Highway Code rules) is a feature around the green.
- It was felt that a request to introduce white lines would not be an effective solution.
- The Council is not aware of any accidents or incidents at the specific junction in question.
- Members understand there are existing remedies available for any obstruction caused by parked vehicles, as overseen by the relevant enforcement authorities.

Resolution: **The Council will not take any further action.**

Resolution: **The Parish Council to write to both residents accordingly.**

23/1700 To approve the revised wording of the agreement between the Council and Great Waltham Horticultural Society in relation to the Society's hut at the Brook Mead allotment site.

Resolution: The amended document was adopted.

23/1701 Discuss either repair/replacement of the outer gate at GWRG or consider removing the outer gate.

Members noted the continued need to prevent unauthorised access to the recreation ground.

Resolution: The gatepost to be replaced.

Resolution: The quote received from JCM is acceptable at £372.

23/1702 Discuss and approve any items for the "Parish Council News" section of the Parish News and any other media outlets.

These items will be submitted with a request for inclusion in the next issue of Parish News:

- Allotment item – Cllr. Palmer
- Precis of the minutes – Cllr Gilbert
- LCAS accreditation – Cllr Gilbert
- Cleaner role at the Pavilion – Staffing Committee

Next Meetings:

2023	
Date	Meeting of :
Tuesday 12th December	Great Waltham Parish Council Monthly Meeting at 7.30PM at FE Village Hall
2024	
Monday 15th January	Great Waltham Parish Council Monthly Meeting at 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 at 7.30pm
Tuesday 19th March	Great Waltham Parish Council Monthly Meeting at 7.30PM at FE Village Hall
Monday 15th April	Great Waltham Parish Council Highways & Transport Committee @ 7.30PM
Monday 22nd April	Great Waltham Parish Council Monthly Meeting at 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
Tuesday 7th May	Annual Assembly of the Parish Gt Waltham Village Hall @ 8pm
Monday 20th May	Great Waltham Parish Council AGM and Monthly Meeting @ 7.30PM
Tuesday 16th June	Great Waltham Parish Council Monthly Meeting at 7.30PM at FE Village Hall