

Great Waltham Parish Council

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

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The minutes of the meeting of the Great Waltham Parish Council held on Monday 19th February 2024 at The Pavilion, Great Waltham Recreation Ground, South Street, Great Waltham at 7.30 pm.

23/1739 Chair's Welcome:

Chair Gilbert.

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

23/1740 Apologies

CLr Page.

23/1741 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

CLr Bradley , CLr Jackson, and Palmer – Allotment holders – item 23/1769.

CLr Micklem – 23/1769 – Family interest.

Resolution: Dispensations requested and approved.

23/1742 Public Participation session for any items regardless of its existence on the agenda

6 Members of the public attended the meeting.

2 members of the public to observe proceedings.

1 member of the public to discuss agenda item 23/1769 .

- Request to cancel the service charge on the allotments.
- Request for parity with other users of Council facilities such as play areas.
- Allotment service charge – and associated expenditure for 64 allotment holders. The beneficiaries of the allotments are potentially higher than just the allotment holders.
- Allotments are subsidised due to a lack of plot holders.
- Why are allotments treated differently?

1 member of the public to discuss agenda item 23/1757.

- Concerns raised over the culture of raising issues on Facebook and not speaking directly to the affected party.
- Examples given of intrusive comments.

2 members of the public to discuss agenda item 23/1755.

- A recent resident of the parish highlighted a variety of incidents of crime in his immediate vicinity ranging from arson, auto theft, burglary and criminal damage to a cannabis farm.
- Suggestions on prevention of crime:
 - SmartWater – to mark items. Advertise the use of SmartWater with signs.
 - Proposal to have 6 Automatic Number Plate Recognition (ANPR) devices around the village.
 - Contact Essex Police, Fire and Crime Commissioner – Roger Hirst.
 - Contact the Essex Police Chief Constable.
 - Create a Great Waltham Crime page on social media.
 - Run a petition for the ANPR.

23/1743 Report by County Councillor – (Cllr Mike Steel).

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

- Digigo – Offer of Digigo team to explain the app and train users on its use.
- Army & Navy – the ‘hamburger’ solution is moving forward.
- Ford End Average Speed Camera scheme – ECC Cllr. Cuningham is not willing to overrule Highways officers on policy. South Essex Roads Partnership (SERP) – would be responsible for the maintenance of any ASC unit. Cllr Cunningham has been prompted for his promised letter explaining his decisions and the expected delivery date of the review of the road hierarchy policy .
- Ringtail Green – Validation is undertaken by LHP. This includes formal costings.
- Members led scheme – an additional £12m has been promised to tackle road maintenance across Essex. This is in addition to the £8m. budget for the member led scheme (defects) to cover potholes and footways.

23/1744 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

- Opus retirement homes application has been refused by CCC planning.

23/1745 Confirm the minutes of the ordinary meeting held on 15th January 2024.

Resolution: The minutes were confirmed.

23/1746 Note the minutes of the Finance and General Purposes Committee meeting on 22nd January 2024.

Resolution: The minutes were noted.

23/1747 Note the minutes of the Recreation Committee meeting held on the 29th of January 2024.

Resolution: The minutes were noted.

23/1748 Note the minutes of the Highways and Transport Committee meeting on the 12th of February 2024.

Resolution: The minutes were noted.

23/1749 Local Planning Authority Decisions.

Reference	Address	Status
23/01908/FUL	Firtree Cottage The Village Great Waltham Chelmsford Essex CM3 1AS	Application Refused
23/02018/FUL	Walthambury Farm Bury Lane Great Waltham Chelmsford CM3 1AY	Application Permitted
23/01939/FUL	Sunningdale Margaret Woods Road Great Waltham Chelmsford Essex	Application Refused
23/01771/FUL	14 South Street Great Waltham Chelmsford Essex CM3 1DP	Application Permitted
23/01909/LBC	Firtree Cottage The Village Great Waltham Chelmsford Essex CM3 1AS	Application Permitted

23/1750 Planning Applications.-(All).

1. Reference: 24/00073/FUL

Address: Woodman’s Cottage Main Road Howe Street Chelmsford
Description of works: Conversion of garage to living accommodation ancillary to main dwelling and replacement of garage door with window.

Resolution: The Parish Council has no objections.

2. Reference: 24/00192/FUL

Address: Sunningdale Margaret Woods Road Great Waltham Chelmsford
Description of works: Proposed shed at front of property with hedged screening.

Resolution: The Parish Council has no objections.

3. Reference: 24/00163/FUL

Address: Firtree Cottage The Village Great Waltham Chelmsford
Description of works: Demolish rear ramped entrance and replace with stairs. Changes to fenestration.

Resolution: The Parish Council has no objections.

23/1751 Finance Report.

Current Account: **£12,443.36**

- Income (VAT) £4,957.36

Reserve Account: **£34,309.15**

- £10,000 Ford End Speed Cameras.
- £750 Allotment deposits.
- £23,000 Capital Works.
- £559.15 Cil.

Total **£46,752.51**

The finance report was noted.

23/1752 Confirmation of payments:

Great Waltham Parish Council

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

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details
1219		£100.20	£100.20	265	01/02/24		M&G Fire Protection (Essex Ltd) - Basic service and replacement of one fire extinguisher
1220		£15.94	£15.94	265	13/02/24		Amazon - fridge magnets
1223		£790.35	£790.35	103	13/02/24		HMRC (PAYE/NI) - Confidential
1224			£544.24		13/02/24		Essex Pension Fund - Pension monthly
	2	£37.72	110				
	3	£415.89	115				
1225		£96.77	£96.77	120	13/02/24		Will Adshead-Grant -
	1	£9.00	120		mileage		
	2	£23.00	120		phones		
	3	£9.32	130		fasthosts		
	4	£13.50	265		keys for pavilion cleaner		
	5	£41.95	210		battery for sid		
1226		£44.80	£44.80	120	13/02/24		Jason Buckley - Handyman -
	1	£37.80	120		mileage		
	2	£7.00	205		brushes		
Sub Total		£1,501.67	£1,501.67				
		£1,486.30	£1,486.30		Confidential		
Total		£2,987.97	£2,987.97				

Resolution: The payments were approved.

23/1753 Monthly Bank Reconciliation- (Clerk / F&GP Chairman).

The bank reconciliation was agreed with zero difference to the cash book.

23/1754 Update on the Action Tracker (circulated with the agenda).

The tracker was reviewed and reported by exception. No items were closed.

23/1755 To receive a presentation from the Chelmsford and Maldon Community Policing Team on current policing priorities and issues in the parish.

A CPT police sergeant made a presentation.

In this area Essex Police have the following teams to cover Chelmsford: C.I.D, local response team, domestic abuse team, 2 x Community Policing Teams.

The CPTs main focus is anti-social behaviour, hate crimes and engagement with communities.

GW parish statistics are collated as part of an area which includes Broomfield Hospital, so on-site incidents there are part of the data.

For the 12 months to January 2024, these reported crime category changes have occurred in the area including GW:

- Crime against the person up 4.1%
- Vehicle crime up 23.1%
- Burglary up 23.1%
- Business burglary down 25%
- Public order offences up 9.4%
- Criminal damage down 13.9%
- Arson down 14.3%
- Robbery up 50%
- Drugs offence, no change

Overall, reported crime is up 3.8% in 12 months. However, for the last 4 weeks the overall figure compared to 2020 is down 31.3%.

(The meeting noted that for a number of categories the absolute number of crimes are low).

The Essex Police plan is available on its website. The philosophy is: Prevent, respond, investigate.

Potential solutions to prevent or delay crimes are:

- Bollards (concreted in)
- Faraday bags (for car keys)
- Do not keep any keys near the dwelling doors
- CCTV can help in some circumstances.

All the above may make crime harder to be undertaken. Agreement to have regular contact with the chair and to attend future meetings potentially on a quarterly basis.

23/1756 To identify locations within the parish for the installation of EV charging points and to agree to complete the ECC questionnaire contained in the EALC bulletin.

The suggested areas that meet the criteria of a cluster of 5 homes without a driveway were proposed as Blossom way and Great Waltham Village Hall.

Resolution: Cllr Jackson will complete the questionnaire on behalf of the Parish Council.

23/1757 Discuss how the council can promote within the community positive and helpful information on social media rather than negative intrusive comments.

It was noted that the Grapevine page on Facebook is not the Parish Council's social media page. Grapevine is a community led page with volunteer administrators.

Resolution: Clerk to remind users via social media that a platform for reporting online issues is available on a CCC and ECC website.

23/1758 Confirm litter pick arrangements for the spring clear up.

Great Waltham, Howe Street, North End and Ford End events to be planned around the weekend of the 16th/17th March.

23/1759 Discuss any feedback about the war memorial and next steps to commission the works required.

It was noted that no comments had been received following the article published in the February issue of Parish News.

Resolution: **Post the Parish News article on social media.**

Resolution: **Attach the article from the Parish News to the bollards at the Great Waltham war memorial (similar to a planning application).**

23/1760 Review the quote to replace the play area gates at Great Waltham Recreation Ground.

A quote from JCM was reviewed for £820 for 2 metal gates and £1,600 for 2 wooden gates. The financial regulations were waived due to a need to get the gates replaced in a short timescale.

Resolution: **Install metal gates due to the reduction in maintenance, longer planned long life and lower cost.**

Resolution: **Clerk to appoint JCM to undertake the gate work as soon as possible.**

23/1761 Review the extent of work required and the quote for tree works following the recent tree survey.

The new survey highlighted a variety of works. These works are a mix of contracted out work and volunteer works.

A quote from JCM for £920 (net) was approved as the tree works include the felling of a dead tree. Financial regulations suspended to accept a single quote due to the urgency of the tree works.

Resolution: **Clerk to instruct JCM to undertake the works as quoted.**

23/1762 Consider the Recreation Committee's proposal to purchase a second tablet for allotment and play area inspections and reporting.

The quote from AdvantEdge is for £353.80 (excluding VAT) for a tablet, licence, software and rugged case.

Resolution: **The purchase was approved and the Clerk will place an order.**

23/1763 Consider the Recreation Committee's proposal to investigate the provision of Wi-Fi at the Pavilion.

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

Resolution: **Cllr Micklem to investigate the costs of set up.**

23/1764 Consider the Recreation Committee's proposal to purchase and install a hand dryer in the Pavilion toilet.

The cost of £158.28 for a unit and electrical parts was approved. Volunteer labour will install the unit.

Resolution: **The Parish Council approved the request.**

23/1765 Consider the request to install a memorial seat in Great Waltham Recreation Ground.

The meeting noted the generous offer from a parishioner to donate a memorial seat at the Ground.

Resolution: **A recycled plastic seat would be appropriate and could be placed near the play area.**

Resolution: **A hard surface to be installed for the bench.**

Resolution: Cllr Palmer to coordinate with the parishioner.

23/1766 Consider replacing the vandalised seat in Great Waltham Recreation Ground with a new donated seat.

The meeting noted the conditional offer to donate a seat to the Council from a commercial organisation.

Resolution: The Council agreed to accept the offer.

Resolution: Move the old bench by the hedge to Howe Street Recreation Ground.

Resolution: Install the new bench in the same location.

23/1767 Consider the Recreation Committee's proposal to purchase two new adult football goals (one each at Howe Street and Ford End Recreation Grounds) and to refurbish the two adult football goals at Great Waltham Recreation Ground.

Resolution: Approval to purchase a set of new goals at £1,448 for goals and spend £720 for installation of sockets. Total: £2,168 (incl. VAT) – 1 x Ford End and 1 x Howe Street.

Resolution: Approval to refurbish 2 adult goals at Great Waltham. Shot blast and paint at a cost of £480, with socket install of £720 = £1,200 (incl. VAT)

23/1768 Confirm the Council's previous decision to purchase and locate a Defibrillator and Cabinet at Broad's Green.

Resolution: Approval to spend £3,102 (incl. VAT) with The Community Heartbeat Solutions for Broad's Green and install in the telephone box.

23/1769 To discuss and agree any actions in relation to matters raised by a member of the public concerning the Council's provision of allotment gardens, and in particular the incorporation of a service charge in its allotment hiring fee. (See briefing paper issued with the agenda).

The meeting was advised by the Clerk that on this occasion, to avoid the possibility of any breach of Standing Orders, the suggested action proposals cited in the briefing paper circulated with the agenda for members to consider making following any discussion should not be made at the meeting because they had not been specifically included as motions on the agenda. The Clerk further advised that such proposals could be added as individual motions to any future meeting.

Resolution: An extraordinary meeting was called to discuss the briefing document.

23/1770 To agree that the Council prints an annual report to summarise its activities during 2023/24.

The report would be submitted for inclusion as an article in Parish News. Based on a previous year's expenditure an expected cost of around £300.

Resolution: Agreement in principle to spend up to £400.

23/1771 Discuss and approve any items for publication.-(All).

- Summary of this meeting.
- Litter Pick.
- Social media information.
- War memorial information

Meeting closed 22:11
Will Adshead-Grant.
Clerk to the Council.

Next Meeting:

2024	
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 Committee @ 7.30pm
Monday 29th April	Great Waltham Parish Council Finance and General Purposes Committee @ 7.30pm
Tuesday 7th May	Annual Assembly of the Parish Gt Waltham Village Hall @ 8.00pm
Monday 20th May	Great Waltham Parish Council AGM and Monthly Meetings @ 7.30pm
Tuesday 16th June	Great Waltham Parish Council Monthly Meeting at 7.30pm at FE Village Hall