

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 Annual General Meeting and the Ordinary Monthly Meeting of the Great Waltham Parish Council held at the Pavilion, South Street, Great Waltham on Monday 22nd May at 7.30 pm.

24/1831 Election of Chair (for the next 12 months).

Resolution: Cllr Gilbert was elected.

24/1832 Acceptance of Office by the new Chair and signature of paperwork.

Cllr Gilbert signed the acceptance of office.

24/1833 Election of Vice Chair.

Resolution: Cllr Martin was elected.

24/1834 Chairman's Welcome:

Chair: Gilbert.

Cllrs: Martin, Micklem, Steel, McDevitt, Bradley, Palmer, Stephenson, and Jenkins
One Vacancy.

24/1835 Apologies.

Cllr Jackson.

24/1836 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr McDevitt – 24/1878 – Retired from this field (aviation) – non-pecuniary.

Cllr Palmer – 24/1850 – Chair of Great Waltham Village Hall (GWVH).

24/1837 Public Participation session for any items regardless of its existence on the agenda.

1 member of the public made representations in relation to item 24/1874 (Draft Local Plan):

- Consultation ends on the 19th June.
- Reinforce the concerns on the Back Lane site as it has terrible access for vehicles and Woods Road and Pleshey Road are not much better.
- Back Lane is very narrow road and the junctions are poor and narrow.
- Expecting the eventual planning to be more than the 20 houses indicated as developers look to optimise the site to maximise the number of dwellings.
- Flooding issues at Back Lane. One listed property is so low in the ground that the kitchen floods now. Also, the ground is boulder clay so any soak away will not work.
- The development at Back Lane will overlook the existing houses due to the height difference.
- Light into the smaller cottages would be lost due to historic and protected small windows.
- Noted that Ford End School does need more students and the site there has better access and makes more sense for it to be a development as the proposed field by the school is more central to the development of the village.

24/1838 To review the terms of reference for committees and appointment of Committees, as follows:

- Finance and General Purposes Committee (Chair, Vice Chair plus four councillors)
Cllrs Jackson, Martin, Gilbert, Bradley, Micklem and Stephenson.
- Recreation Committee (Chair, Vice Chair plus five councillors)
Cllrs – Gilbert, Martin, Jenkins, Palmer, Jackson, Bradley and Stephenson.
- Staffing Committee (3 councillors)
Cllr Jenkins and Cllr Steel (One Vacancy).
- Highways and Transport Committee (Chair, Vice Chair plus 4 Councillors)
Cllr Gilbert, Cllr Martin, Cllr Palmer, Cllr McDevitt, Cllr Jenkins, and Cllr Bradley.

- Planning Committee (All members of the Council are represented on this Committee and are called to full meetings of the Council which include planning matters).

24/1839 Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

None required.

24/1840 Appointment of Essex Association of Local Councils representatives (Chair, Clerk plus one Councillor).

Resolution: Cllr Gilbert, Cllr Martin, and the Clerk.

24/1841 Appointment of representatives to the Chelmsford City Council Planning Forum (one Councillor).

Resolution: Cllr McDevitt.

24/1842 Appointment of representative on Great Waltham Village Hall Committee (one Councillor).

Resolution: Cllr Micklem.

24/1843 Appointment of a representative on Great Waltham Community Network (one Councillor).

Resolution: Vacant role.

24/1844 Appointment of representatives for Great Waltham Parish Jubilee Twinning Association (Chair plus one other nomination).

Resolution: Cllr Steel.

24/1845 Appointment of representatives to the Alms House Charity.

Resolution: Mr A. Micklem and A. Arnold.

24/1846 Appointment of Allotment Inspector.

Resolution: Cllr Palmer.

24/1847 Appointment of Routine Playground Inspectors.

Resolution: Cllr Palmer (November 2024), the Handyman (April 2025), and the Clerk (April 2025).

24/1848 Review and adoption of the Standing Orders.

Resolution: These were adopted.

24/1849 Review and adoption of the Financial Regulations.

It was noted that a new model has been issued for 2024.

Resolution: Adopt the current version.

Resolution: The latest NALC revised version to be shared with the members.

24/1850 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.

Cllr Micklem – declared a non-pecuniary interest in the Allotments and Recreation Grounds.

- Great Waltham Village Hall – Hire of Village Hall Parking Spaces.
- Chelmer Housing Partnership – Access and use of free parking spaces in Blossom Way.
- Allotments in Great Waltham – Hire.
- Great Waltham Recreation Ground (Part of) – Donation.
- Howe Street Recreation ground – Hire.

These existing arrangements were noted.

24/1851 Review of representation on or work with external bodies and arrangements for reporting back.

- Chelmsford City Council Governance committee
 - – **Cllr Jackson covered this role last year.**
- NW & SW of Chelmsford Parishes Group
 - – **Cllr McDevitt and Cllr Gilbert.**

24/1852 The Parish Council confirms it meets the eligibility to meet the criteria for the General Power of Competence (“the power to do anything that individuals generally may do” if they do not break other laws. It is a ‘power of first resort;’

this means that when searching for a power to act, the first question you ask is whether you can use GPC”).

- Elected Councillors – The elected Councillors must equal or exceed (3/4).
- Clerk – Must hold the CilCa qualification or an equivalent.

Resolution: **The Parish Council reconfirmed its eligibility.**

24/1853 Review of inventory of land and other assets including buildings and office equipment.

Changes required for 2024:

- Bus Shelter at Apple Trees Corner – remove.
- Great Waltham Container – add to the list.
- Howe Street – change to include the new Multiplay.
- Ford End – add new picnic bench and seat to the list.
- Grit bin – move location to outside GW school.
- North End Defibrillator – remove from list until 2026 (when the Parish Council take responsibility).

24/1854 Confirmation of arrangements for insurance cover in respect of all insurable risks.

Alternative renewal quotations sought and cover comparison completed.

Resolution: **Community First proposed subject to confirmation suitable community events cover provided. From 1st June agreed.**

24/1855 Review of the Council's and/or staff subscriptions to other bodies.

- Essex Association of Local Councils (E.A.L.C.)
- National Association of Local Councils (N.A.L.C.)
- Rural Community Council of Essex (R.C.C.E.)
- Campaign to Protect Rural England (C.P.R.E.)

Resolution: **Reviewed and approved.**

24/1856 Review of the Council's complaints procedure.

Resolution: **Reviewed and approved.**

24/1857 Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.

Resolution: **Reviewed and approved.**

24/1858 Review of the Council's policy for dealing with the press/media.

Resolution: **Reviewed and approved.**

24/1859 Review of the Council's employment policies and procedures.

Resolution: **Reviewed and approved.**

24/1860 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

Resolution: **Reviewed and approved.**

24/1861 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

- **Tuesday 18th June at FE VH at 19.30.**
- Monday 15th July at Pavilion at 19.30.
- Monday 19th August at Pavilion at 19.30.
- **Tuesday 17th September at FE VH at 19.30 (to be confirmed).**
- Monday 21st October at Pavilion at 19.30.
- Monday 18th November at Pavilion at 19.30.
- **Tuesday 17 December at FE VH at 19.30 (to be confirmed).**
- Monday 20th January 2025 at Pavilion at 19.30
- Monday 17th February 2025 at Pavilion at 19.30.
- **Tuesday 18th March 2025 at FE VH at 19.30 (to be confirmed).**
- Tuesday 22nd April 2025 at Pavilion at 19.30.
- Monday 19th May 2025 at the Pavilion at 19.30.

Resolution: The Parish Council and Committee Meetings to change to 7pm start time.

Ordinary Meeting

24/1862 Report by County Councillor - Cllr Mike Steel.

- National Grid Statutory Consultation – Cllr Steel proposed a motion at the 14th May ECC meeting to oppose the current NG proposal. The motion was passed. ECC will now produce their comments based on this motion.

24/1863 Report by Chelmsford City Councillor – Cllr Mike Steel.

- The CCC Policy Board will review the National Grid proposal on the Norwich to Tilbury scheme on 11th June.
- Kemi Badenoch visited Great Waltham on Friday 17th to meet with the NW and SW of Chelmsford Parishes Group to discuss the NG proposals. At that meeting it was noted underground cables may be an option but it is not a mature technology.
- Members led defects have been completed. Next batch of work is being gathered for prioritisation.
- School signs at Ford End – one stopped working again. A fix is being pursued.
- Chelmsford Local Plan. Back Lane was unexpected. More houses would make Ford End school a more sustainable facility. 35% of the build in Chelmsford is affordable homes.
- Parking at the Rose and Crown PH is under review.

24/1864 Confirmation of the Minutes of the Monthly meeting held on 22nd April 2024.

Resolution: The Minutes were confirmed.

24/1865 Note the Minutes of the Finance and General Purposes Committee held on 29th April 2024.

Resolution: The Minutes were noted.

24/1866 Local Planning Authority Decisions.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
24/00266/FUL	Corner Cottage Lucks Lane Howe Street Chelmsford Essex CM3 1BP	Application Permitted
24/00417/FUL	Greenways Church Lane Great Waltham Chelmsford Essex CM3 1LH	Application Permitted
24/00400/CUPAQ	Barn North Of Top Farm Black Chapel Lane Great Waltham Dunmow	Application Refused

24/1867 Planning Applications

1. **Reference:** Reference: 24/00544/FUL

Address: Fordhams Littlely Green Road Great Waltham Chelmsford

Description of works: Demolition of existing rear extensions and timber garage.

Construction of two storey rear extension to the existing cottage. Construction of new garage and single storey living accommodation. Associated landscaping and other associated works.

Resolution: The Parish Council has no objections but requests that the garage remains an ancillary building to the main building.

24/1868 Finance Report.

Current Account; **£9,218.37**

Reserve Account; **£74,138.48**

- £15,000 Safety Schemes.
- £700 Allotment deposits.
- £31,000 Capital Works.
- £17,826 General Reserve.
- £10,000 Asset refresh (non-playground).
- £5,000 War memorial reserve.
- £559.15 CIL (Lavender Farm 2nd payment).

Total £83,356.85

Resolution: The Accounts were noted.

24/1869 Confirmation of payments:

Payments	Details	Value
Combined Salaries	May Salaries	£1,204.97
JCM	1/4 Grounds maintenance	£1,530.00
JCM	Tree works	£1,104.00
Great Waltham Village Hall	Pylon Meeting	£48.00
HMRC	PAYE	£586.74
Essex Pension	May pensions	£1,076.89
Clerks Expenses	May expenses	£71.32
Handyman Expenses	May expenses	£69.88

Total **£5,691.80**

Resolution: The payments were approved.

- 24/1870 Review and approval of the financial standing order on the bank account.
- £250.00 to Great Waltham Charities – Annual donation for the use of the land at the Great Waltham Recreation Ground.
 - Staff salaries set up on Standing Orders.

Resolution: The standing orders were approved.

- 24/1871 Review and approval of the financial Direct Debits on the bank account.
- £ Variable SSE – Utilities – Pavilion.
 - £ Variable Wave – Utilities – Allotment and Pavilion
 - £35.00 Information Commissioner's office (I.C.O.)

Resolution: The Direct Debits were approved.

24/1872 Monthly Bank Reconciliation.

Resolution: The Reconciliation was approved with Zero difference .

24/1873 Update on the Action Tracker – all.

The items were reviewed on an exception basis with recommended updates being agreed. The tracker document was updated.

24/1874 To review and comment on the new Chelmsford Local Plan (8th May to 19th June).

- It would reflect the view of residents if the Back Lane (14a) site is opposed.
- There is a potential for 40 houses on the school (14b) site.
- In the City Council's SHELAA document 7 sites in Ford End were originally identified. The other 5 sites were discounted as not suitable or deliverable.
- The delivery dates indicated for sites 14a and 14b are from 2029/2030 onwards.

Resolution: The Parish Council opposes any development in Back Lane (14a) due to the issues raised with the Parish Council by parishioners on flooding, heritage loss, narrow lanes and light loss.

Resolution: **The Parish Council supports the development south of the school (14b) if benefits for the community of Ford End are better traffic control and safety on the road.**

Resolution: **Cllr Steel and Cllr Gilbert will draft a response for it to be submitted to Chelmsford City Council.**

24/1875 Discuss and agree the Council's written response to the statutory consultation issued by National Grid in relation to its proposals to upgrade the transmission network between the existing substations at Norwich Main in Norfolk, Bramford in Suffolk, and Tilbury in Essex.

- Cllr Micklem declared an interest– Family – Pecuniary interest.
- It was agreed that the Council's response should note reflect that:
 - It is based on NG proposals and parishioner feedback at various events.
 - The Council is disappointed NG has made minimal changes to its proposals in the non-statutory consultations.
 - Opposition to the proposals remains for a variety of reasons, many ones stated previously and which have still not been properly addressed.
 - NG has failed to properly consider both the short- and long-term harms created by the proposals.
 - In particular, the visual and noise blight created by pylons, loss of amenity value, loss of productive agricultural land, impact on property prices, and the financial and inconvenience impacts of disruption during construction have all been inadequately factored into the proposals.
 - There has been over-reliance by NG on National Policy Statement EN-5 in relation to the Government's position 'that overhead lines should be the strong starting presumption for electricity networks developments in general'.
 - The Council opposes the construction of pylons for transmission lines anywhere in its parish, or indeed elsewhere else under these proposals.
 - The Council's preference remains an offshore route, but failing that any overland route should be effected using an HVDC underground solution.
 - NG has failed to thoroughly examine alternative solutions and essentially has chosen to reverse-engineer a scheme based on a premeditated decision to use pylons come what may.
 - NG has failed to consider the full overall costs in the proposals; for instance, to reflect issues such as full and fair compensation to home and business owners. These additional costs make HVDC a viable alternative.
 - Any overland route will require a compensation scheme of some description and that this should be based on full and fair recompense to all home and business owners, rather than a less-targeted 'community benefits' solution.
 - NG seems to have chosen to make the case for a scheme where the wishes of local people and consumers and the permanent harms to the countryside have been ignored to enable it to satisfy its own financial objectives, such as maintaining its profit margins and shareholder value

Resolution: **Cllr Gilbert will create a draft response and will share with the Parish Council prior to submission.**

24/1876 Discuss and agree the Recreation Committee's policy proposal for commemorative and memorial seat donations.

Resolution: **The Policy was approved and adopted.**

24/1877 Discuss the provision and options for Wi-Fi for the Pavilion. Several options were supplied in a briefing note for discussion. Due to cost and short cancellation timeline the '3' network was preferred.

Resolution: **Network 3 mobile Wi-Fi approved.**

Resolution: **Clerk to arrange installation of Wi-Fi.**

24/1878 Discuss the Stansted Night Flights Consultation and the submission.

- Manchester Airport Group are proposing three options for change to the current restrictions. Night flights have always been allowed (23.30 to 06.00).
- After discussion it was agreed that option 3 (keeping the status quo for three years from 2025) is the preferred solution and that the response to the consultation should also include comments making the points that:
 - In general night flights should not be allowed.

- Night time should be between 23:00 and 07:00, as the current 6.5 hours is below the recommended NHS sleep period for adults.
- If some night flights are deemed essential, the noise quota limit should be reduced as planes become quieter.
- It is understood that night flights maybe necessary for emergencies.
- Dispensation from policy should only be allowed because of exceptional circumstances

Resolution: The Parish Council prefers option 3

Resolution: Cllr Stephenson to work with the Clerk to submit the Council's response by the due date noting the Council's preference and including the additional comments.

24/1879 Discuss the items raised at the Annual assembly 2024:

1. Antisocial behaviour – Has any advice been received from the police on how to tackle this ?
 - Police visited on Saturday 18th May but there was very low attendance from the public.
2. Can we change the Pylon meeting from the 30th of May due to half term?
 - Unable to change due to the availability of the venue.
3. Draft Chelmsford Local Plan – what are the Parish Council thoughts?
 - Answered in item 24/1874.
4. The proposed removal of the cap on night flights from Stansted airport will create noise over Ford End – what are the Parish Councils thoughts ?
 - Answered in item 24/1878.
5. Can the North End and Great Waltham Charities be advertised for eligibility and where to apply ?
 - It was felt that this is the remit of the Charities themselves rather than the Parish Council, although assistance in providing information on the parish website can be provided.
6. Parking on the pavement near the Rose & Crown – what can be done to prevent this?
 - Cllr Steel is working on a project to improve this.

24/1880 Discuss and approve any items to release for publication.

- Precis of the meeting
- Likely Co-Option for GWPC vacancy.
- Pleshey Parish Magazine invite to the Pylon meeting (reproduction of article printed in GW Parish News)..
- Police unit on site for the 18th May 'drop in' session.

24/1881 Proposal to close the meeting to the Press and Public at this point as the following agenda item will include a discussion on prospective contract and potential tenders.

Resolution: The resolution was agreed to close the meeting to allow a discussion on potential contracts and tenders.

24/1882 To inform the Council of the Great Waltham Play Area Working Group's progress to date and to discuss and agree the next steps.
Members noted and discussed the confidential briefing note.

Resolution: The Council acknowledges that the wooden play equipment items at Great Waltham Recreation Ground are approaching the end of their serviceable lifespan.

Resolution: The Council confirms its intention to continue to provide a children's play area at Great Waltham with similar function (and where appropriate improved) play equipment.

Resolution: The Council acknowledges the working group's indicative design for this project and agrees it should be used as the basis for user consultation, fund sourcing and specifying the public tender design requirements.

Resolution: The Council agrees the preferred method of funding the project will be grants supplemented by other fund-raising options.

Resolution: The Council agrees the desired timescale for the project is as soon as reasonably practicable.

Meeting Closed: 22.06
Will Adshead-Grant

Next Meetings:

2025 Annual Assembly at Ford End to be confirmed.

- Monday 3rd June Recreation Committee at 7pm at the Pavilion.
- Tuesday 18th June Monthly Meeting at Ford End VH at 7pm.
- Monday 24th June Highways & Transport Committee at 7pm at the Pavilion.
- Monday 1st July Finance and General Purposes Committee at 7pm at the Pavilion.
- Monday 15th July Monthly Meeting at Pavilion at 7pm.
- Monday 5th August Highways & Transport Committee at 7pm at the Pavilion.
- Monday 19th August Monthly Meeting at Pavilion at 7pm.
- **Monday 26th August Bank Holiday**
- Monday 16th September Recreation Committee at 7pm at the Pavilion.
- Tuesday 17th September Monthly Meeting at Ford End VH at 7pm.
- Monday 30th September Finance and General Purposes Committee at 7pm at the Pavilion.
- Monday 21st October Monthly Meeting at Pavilion at 7pm.
- Tuesday 22nd October Recreation Committee at 7pm at the Pavilion.
- Monday 4th November Finance and General Purposes Committee at 7pm at the Pavilion. ****Budget****
- Monday 18th November Monthly Meeting at the Pavilion at 7pm.
- Monday 25th November Highways & Transport Committee at 7pm at the Pavilion.
- Monday 2nd December Recreation Committee at 7pm at the Pavilion.
- Tuesday 17th December Monthly Meeting at Ford End VH at 7pm.

2025

- Monday 20th January 2025 Monthly Meeting at Pavilion at 7pm.
- Monday 3rd February 2025 Recreation Committee at 7pm at the Pavilion.
- Monday 17th February 2025 Monthly Meeting at Pavilion at 7pm.
- Monday 25th February 2025 Highways & Transport Committee at 7pm at the Pavilion.
- Tuesday 18th March 2025 Monthly Meeting at FE VH at 7pm.
- Monday 24th March 2025 Finance and General Purposes Committee at 7pm at the Pavilion.
- Tuesday 6th April 2025 Recreation Committee at 7pm at the Pavilion.
- **Monday 21st April 2025 Bank Holiday.**
- Tuesday 22nd April 2025 Monthly Meeting at Pavilion at 7pm.
- **Monday 5th May 2025 Bank Holiday.**
- Tuesday 6th May 2025 Highways & Transport Committee at 7pm at the Pavilion.
- Monday 19th May 2025 AGM & Monthly Meetings at Ford End VH at 7pm.
- **Monday 26th May 2025 Bank Holiday.**