

# Great Waltham Parish Council

Clerk, W J Adshead-Grant, The Parish Office, The Old Fire Station, South Street, Great Waltham, Essex CM3 1DF Telephone 01245 362638.

E Mail: [clerk@greatwalthamparishcouncil.co.uk](mailto:clerk@greatwalthamparishcouncil.co.uk) Website: [www.essex.net/great-waltham-parish.co.uk](http://www.essex.net/great-waltham-parish.co.uk)

**Please Note Our New Address from the 1<sup>st</sup> November 2019 :**  
**Great Waltham Village Hall (Hulton Hall) , South Street , Great Waltham,**  
**CM3 1DF**

---

Minutes of the Meeting of the Great Waltham Parish Council at Ford End Village Hall on Monday 21<sup>st</sup> October 2019 at 7.45pm.

19/228. Chairman's Welcome

Chair Steel

Cllrs Jenkins, Dunn, Palmer, Jackson, Martin, Bloomfield, Huggins and Gilbert

19/229. Apologies

McDevitt and Lockwood

19/230. Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

242 and 248 – Cllr Palmer – Pecuniary Interest – Request for dispensation– denied.

240 Cllr Palmer – Pecuniary interest– Request for a dispensation– approved

240 Cllr Jackson – Pecuniary interest.

19/231. Public Participation session

4 Members of the Public.

The Phone-box in Howe Street was decorated by members of the public last year. The Door closer needs more work or replaced and the door requires to be shaved. A Hertfordshire Parish Council use the book swap but have insurance cover in place in case of accident.

Thanks for the replacement of the Fence at Howe street

240 - Allotments

Provision of the land is that of a Community asset. Out of Parish Allotment holders a concern – should be for the benefit of parishioners. Expectation is that the PC subsidises the allotments. Concern Allotment holders and the rents to raise in line with the costs. Pre-School and School have been offered free allotments so that other allotment holders are subsidizing them. Allotment reserve has been absorbed into the general reserve. Lack of rent of plots is not the landowners concern. Concern that the allotment income should cover the ground rent.

19/232. Report by County Councillor.

No report

19/233 Report by Chelmsford City Councillor

Cllr Steel reported that:

- The Oak Tree at Oak Lodge, Howe Street – the tree is to remain following a debate with CCC, ECC and the insurers – This tree is 350 years old and it would be a shame to see it go.
- Land East of Rye Cottage – ECC Highways recommended refusal due to lack of visibility splays not being secured and other issues but a revised approach is expected.
- LHP budget setting sub-committee meeting 23<sup>rd</sup> October at which the GW and FE items will be considered.

19/234. Confirmation of the Minutes of the Monthly Meeting on 16<sup>th</sup> September 2019

**Resolution: The Minutes were confirmed.**

## 19/235 Local Planning Authority Decisions

19/01475/FUL	The Mission Hall Littley Green Chelmsford Essex CM3 1BU	Application Permitted
19/01391/CUPAPA	Building North West of Well House Farm Littley Green Road Great Waltham Chelmsford Essex	Prior Approval Required - Approved

## 19/236 Planning Applications

01. Reference: Reference: 19/01546/FUL

Address: 1 Chapel Cottages Littley Green Chelmsford Essex

Description of works: Single storey side extension with second floor habitable roof zone over including front and rear gable dormers & new open porch.

**Resolution: No Objections**

02. Reference: 19/01645/FUL

Address: Land South of Firland Woods Road Great Waltham Chelmsford

Description of works: Change of use and conversion of existing domestic outbuilding to a single dwelling.

**Resolution: No objections**

19/237 Clerk's Report– see separate report

To note the Clerk has been an employee for 5 years and is now entitled to additional 2 days holiday from the 1<sup>st</sup> April 2020 – Pro rata.

see separate report

19/238 Report from the Remembrance Sunday parade sub-committee.

First meeting occurred 2nd Sept. This is now a PC event and covered by PC insurers (confirmed in writing). The parade will follow the usual format, starting at Duffries Close and then marching via Hatchfields to the memorial. There will be a short service at the memorial, followed by a service in the Church, then a march past to the legion for reception/buffet. PC volunteer marshals will be in attendance for the road closures (applied for and PC TPL certificate sent). Members of the public are invited to join the parade (at their own risk) and/or the service. 2<sup>nd</sup> meeting 14<sup>th</sup> oct confirmed arrangements. PC to ensure grass at Banbury Square is cut prior to the event.

19/239 Feedback of the October Litter Pick held around the 12<sup>th</sup> October.

Good turn out across the Parish with a lot of rubbish collected.

19/240 Review of the feedback on the decision of the Parish Council to increase the allotment rents to the equivalent of £5.00 per rod from April 2020 for all plot holders.

Cllr Jackson left the meeting for this item.

The allotment income and expenditure assessment showed that the current loss (subsidy) would reduce from around £800 pa to £600 if the rents were increased as proposed.

Feedback was received from 10 allotments holders in relation to the proposed increase and other changes. 8 were positive about the changes, 1 negative and 1 was after the date. 16 did not respond.

**Resolution: Increase the rent from £3.75 to £5.00 pa per rod from 1<sup>st</sup> April 2020.**

19/241 Request for an additional Dog Bin to be installed by the Great Waltham School path

It is noted that the general waste bin outside the GW school is being used for dog waste. CCC confirmed that dog waste is collected separately as it needs to be handled differently to ensure that cross contamination of machinery is minimised. Therefore, it was agreed that new dog waste bin should be installed close by.

**Resolution: Request School Approval for location.**

**Resolution: Review if the bins can share the same post**

**Resolution: Approved**

**19/242 Confirmation of the Decision to agree an early exit from the Parish Office on the 31<sup>st</sup> October and any associated costs.**

Cllr Palmer left the meeting and took no part in the agenda item

The PC is able to exit the current office 13 months early because it has found a tenant to take it over. Legal exit fees have to be paid and the office redecorated whether leaving early or Dec 2020

**Resolution: Agree to pay the reduced rate for £1000 (+vat) legal fees**

**Resolution: Agree to pay for the redecoration of the Parish Offices at £880**

19/243 To consider state of verge (opposite Rec Ground entrance), repair and received request that it should not be blocked as a footway, by parked vehicles.

The PC has received complaints about someone (unknown) laying bricks in the “holes” along South Street between the bend and the entrance to Duffries Close towards the school. Someone has done this to make it easier to park on the verge, but this now obstructs the only off-road footway in that area.

**Resolution: Clerk to Request that bricks be removed, holes to be filled and verge reinstated by Essex Highways**

19/244 To consider establishing a working party to review and update the Council’s Action Plan.

**Resolution: A sub-committee to be formed, probably of all Councillors to create an Action Plan.**

19/245 Discuss the Ford end average speed camera survey result.

Consultation complete – 42 of 161 responded. Results to be shared with ECC Highways. Results Article for the Parish News. Load the Results information on the Parish Council Website.

The scheme is currently lodged with the LHP at £150K but this is a significant portion of the £500K budget that covers the whole of Chelmsford.

**Resolution: Approach the LHP for full or partial funding.**

19/246 Discuss the County broadband telecommunications equipment installation in Ford End and North End.

Letters received by parish residents about new telephone poles being installed. Initial High-Level Design (HLD) shows 35 new poles (24 in the Village) in Ford End, 9 in North End and 8 to Ringtail Green. A Low-Level Design (LLD) was being prepared by County Broadband with the promise that it would be sent to Cllrs when completed. Several requests have already been sent.

**Resolution: Remind County Broadband to send LLD**

19/247 Discuss the Great Waltham recreation ground football pitch and the decision of Waltham United to change their home Ground to Melbourne Park.

Team was offered £55 a match but they would have to do the white line marking themselves. Or if the PC could find someone, they would recover the additional cost from the club. The Team now plays at Melbourne Park where they do not have to do line marking. The team also felt that the large subsidy by the Parish Council was not warranted.

**Resolution: Defer to the Recreation committee for recommendations on the future use of the Recreation Ground.**

**19/248 Confirm the Great Waltham Parish Council new office terms and conditions.**

Cllr Palmer left the meeting and took no part in the agenda item

**Resolution: Confirmation of the terms and conditions.**

19/249 Financial Reports - Clerk

Income (included below)

Precept (1/2) £23,000

- **Reserve Account** **£ 42,083.80**
  - S106 Monies £ 1,031.13
  - CIL Monies £ 7,542.58
  - Capital works £ 11,820
  - General Reserve £ 21,690.09
  
- **Current Account** **£ 24,741.32**

Internal transfer £2000 14/09

19/250 Confirmation of payments:

Office Rent	Weedon	SO	£665.00
Vodafone	Office Broadband	DD	£29.00
M D Landscapes	Contract Maintenance	BT	£377.69
Npower	Office Electricity	DD	£20.90
HMRC	PAYE + NI	BT	£504.26
Chelmsford City Council	Bollards	BT	£2160.00
Ford End Village Hall	Grant	BT	£3000
Essex Pension Fund		BT	£340.31
Handyman Wages		BT	£435.75
Clerks Wages		BT	£ 559.27
Amazon	Paint for Parish Office	BT	23.85
Amazon	Paint for Village Hall	BT	19.40
Amazon	Painting Accessories	BT	39.63
Amazon	Painting Accessories	BT	9.98
Amazon	Painting Accessories	BT	17.68
EALC	Training	BT	£120
Clerks Expenses	Assorted	BT	£707.21
Cllr Steel	Expenses	cheque	54.12
Caretaker	¼ Payment	Cheque	£161.56
Chelmsford City Council	Play in the Park	BT	£721.00

**Total** **£9966.61**

**Resolution: The payments were approved.**

19/251 Monthly Bank Reconciliation (Previous Month) – Chairman of FGP

**Resolution: The Chairman of the F&GP agreed and signed the reconciliation.**

19/252 Discuss and approve any items for the “Parish Council News” section of the Parish News.

- Office Move and also thanks to volunteers who decorated the new office in the VH
- Special Constable in Great Waltham Parish advert
- Thanks for the work of the Litter Pick Volunteers.

Meeting Closed 22:00  
Will Adshead-Grant  
Clerk to the Council