

Great Waltham Parish Council

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Minutes of the Meeting of the Great Waltham Parish Council held at the Parish Office, The Old Fire Station, South Street on Monday 17th June 2019.

19/075. Chairman's Welcome

Chairman Steel
Cllrs Palmer, Huggins, Dunn and Jackson

19/076. Apologies

Cllr McDevitt and Martin

19/077. Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Palmer - 19/089 – Trustee of the Village Hall (Pecuniary),
19/094 to 19/104 Allotment Holder (Non Pecuniary)
19/112 – Trustee of the Village Hall (Pecuniary)
Cllr Jackson – Non Pecuniary 19/094 to 19/104

Dispensation given to Cllr Palmer to discuss 19/089 and 19/112

19/078. Public Participation session

None present

19/079. Report by County Councillor.

The Phone Mast- letter has been received by ECC from Parishioner at Great Waltham to highlight the removal of the mast.

Footways – repairs. Spot defects as the funding is limited.

Mental health and SEN support – additional funding £23 mil to build 2 new schools in Chelmsford with 209 spaces on the St Peters site.

19/080 Report by Chelmsford City Councillor

No report

19/081. Appointment of representatives to the Chelmsford City Council members Council (one Councillor)

Resolution: Cllr Jackson was elected

19/082. Confirmation of the Minutes of the Annual General Meeting held on the 20th May

Resolution: Confirmed

19/083 Discuss any issues raised at the Annual Assembly

Resolution: Defer to the next meeting

19/084 Local Planning Authority Decisions

19/00530/MAT	Glenmore Broads Green Great Waltham Chelmsford Essex CM3 1DS	Application Permitted
19/00475/FUL	Little Bakers Cottage Chelmsford Road Great Waltham Chelmsford CM3 1AB	Application Permitted
19/00529/MAT	Glenmore Hoe Lane Great Waltham Chelmsford CM3 1DS	Application Permitted

19/085 Planning Applications

01. **Reference:** Reference: 19/01001/PIP

Address: Land Adjacent Spread Eagle Church Lane Ford End Chelmsford

Description of works: Permission in Principle for 1 No. 3/4 bed dwelling house

Please return your comments to us by: 27th June 2019

Resolution: No objections. The PC would have preferred housing in line with the housing needs survey of smaller dwelling – 1 or 2 bedroom.

19/086 Receive an update on the meeting with Cllr Bentley, Cabinet Member for Infrastructure, to discuss an Average Speed Camera System for Ford End.
Cllr Bentley was supportive and will fund maintenance and a design. Funding of the infrastructure would have to be supported by the Parish Council and funding partners.

19/087 Clerk's Report
AGAR to be agreed Tuesday with the internal auditor.

19/088 To initiate consideration to maximise use of Section 106, CIL, and Capital Works Provisions (along with potential grant applications) for all potential capital programmes including, but not limited to, MUGA X 2, GW Changing Rooms, FE Speed measures, public car parking, etc

Proposal MUGA at Great Waltham not to go on to the mini pitch

Resolution The Proposal passed unanimously

Proposal Repair the basketball backboard and net – Clerk to get quotes

Resolution The Proposal was approved

Resolution Investigate with the school the interest in equipment for the recreation grounds- Cllr Huggins.

Proposal In Principle proceed with the process of refurbishing the changing rooms.
Confirm the quotes and get grants.

Resolution The Resolution was approved

19/089 Update on negotiations with GWVH in regard of Parish Office, agreement to proceed on negotiated terms, and consideration of giving notice on current office in Old Fire Station – Parish Office sub-committee

Proposal In principle to accept the rent proposal and ongoing cost of utilities but the requirement for GWPC to fund the office decoration needs GWVH to specify expected costs and be subject to further negotiations.

Resolution The proposal was agreed.

Resolution Write to the Landlord to give notice for December 2020

19/090. 'Discuss the request for a MUGA to be built on Ford End Recreation Ground and the funding or grant funding to support this'.

See item 19/088

19/091. Receive an update on the Howe Street Fence.

The Original request of wood into the ground to proceed. The request to concrete in the posts has been overturned.

Resolution: Clerk to contact contractor to proceed on the original quote.

19/092. Receive and update on the Great Waltham Football Pitch.
The Pitch has been Verti-Quake, Feed & Weed and sand and seed the goal post.

Resolution: The work has been carried out. Review effect in one month.

19/093 Receive and update on the internal Audit (2018-2019) Jan- March

Resolution: Defer until available

19/094 Proposal to permit currently unused fenced area at rear of allotment garage (corner) Previously used for chickens, now overgrown and not cultivated due to large sycamore tree for communal compost bins to be erected (made from pallets).

Resolution: Clerk to write to the Landowner to consider communal compost area.

19/095 Proposal to change the issuing of rent invoices. Notification in April is often too late for those wishing to take on a plot and too late for some who don't hand in notice beforehand. Subsequently leads to non-take up as plot is overgrown and overwhelming.

Resolution: Defer to July Meeting

19/096 Proposal to create visible numbering for all plots.

Resolution: Proposal Agreed Cllr Palmer to get flower pots to use as a numbering system.

19/097 Proposal to divide any vacant plots into several smaller plots for starters.

Resolution: Advertise that smaller plots are available on request

19/098 Proposal to Allow small storage for plot holders

Resolution: Item cancelled

19/099 Proposal To create a community decking area just inside gates to encourage allotment get togethers.

Resolution: Request permission from the Landowner

19/100 Proposal to increase the plot rents in Brookmead to cover water usage.

Resolution: Defer to the recreation committee

19/101 Proposal to add small sheds to allotments that could mean guttering and better water conservation

Resolution: Item cancelled

19/102 Proposal to remove some overgrown trees from the border where it meets the bungalows.

Resolution: Clerk to write to CHP and request cut back

19/103 Proposal to install a New notice board and gates at Brook Mead and Bury Lane allotments

Resolution: Defer to July Meeting

19/104 Proposal approach ground workers on new housing development to help create better pathways and make the site accessible and more manageable all year round. Using woodchip to cover grass and border the paths.

Resolution: Defer until works starts at Barrack lane

19/105 Proposal for regular allotment inspections and enforcement of the policy for allotment holders that do not keep their plots cultivated.

Resolution: Cllr Jackson to inspect every 6 months

19/106 Confirmation of the conclusion of the Clerk's Annual Appraisal.

Resolution: Successful conclusion of the annual appraisal. Items that are e-mailed out are to be reviewed for the meeting.

Resolution: Clerk pay rate to increase by one spinal point

19/107 Financial Reports

• <u>Reserve Account</u>	<u>£46,991.99</u>
○ S106 Monies	£3,808.46
○ CIL Monies	£7,542.58
○ Capital Works	£11,820.18
○ Election Reserve	£1,500.00
○ Allotment Reserve	£430.68
○ Deposit for Changing Rooms	£200.00
○ General Reserve	£21,690.09
• <u>Current Account</u>	<u>£13,688.51</u>
○ Income	Allotments - £382.05
○ O/S Income	Allotments - £55.51
• <u>Total On hand</u>	<u>£60,680.50</u>
○ Items to be concluded – SID	- £5000
○ FE VH Toilet	£3000
○ GW Playing Field	£2004

19/108 Confirmation of payments:

01.06.19	Office Rent	Weedon	SO	£665.00
	Vodafone	Broadband&Phone	DD	£29.00
	Sage	Payroll Software	DD	£7.20
	Amazon	Shredder sheets	BT	£15.75
	Amazon	Football Goals Pegs	BT	£13.95
	M D Landscapes	Contract Maintenance	BT	£377.69
	Mrs Steel	Expenses for annual assembly	Cheque	£4.38
	¼ Payment to Caretaker	Playground attendant and Changing rooms	Cheque	£169.92
	Handyman Wages	Monthly wage +Expenses	BT	£446.55
	Clerks Wages	Monthly Wage+Travel	BT	£675.22
	EALC	Cllr Dunn Training	BT	£108
	Amazon	Football Net and Clips	BT	£65.94
	Lawn Doctor	Work on GW Recreation Park	BT	£2004
	HMRC	Tax & NI	BT	£629.44
	Pension	Essex Pension	BT	£394.69
	Amazon	Door Gate	BT	£8.23
	Rospa	Play Safety	BT	£297.00
	JCM Services	Verge cut	BT	£114.00
	Amazon	Gate catch	BT	£4.94
	Amazon	staples	BT	£4.55
	Amazon	A4 paper	BT	£22.98

19/109 Monthly Bank Reconciliation (Previous Month)

Resolution: The Bank Reconciliation was reviewed and signed

19/110 : To consider recent contravention(s) of the existing verge cutting agreement with Highways and what might be done to ensure protection of the verges in future. Also to request that residents have, if possible, forewarning via the PC councillors, of upcoming verge cutting activity in their locality.

Resolution: Defer to next meeting

19/111 Discuss the 75th Celebrations on VE Day 8th May 2020 – should a subcommittee be set up?

Resolution Agreement to set up a Sub committee

19/112 Update on trial of public car parking in GWVH and agreement to fund temporary signs – Car Park sub-committee
The signs have been approved - £54 for temporary signs.

Resolution Approval to purchase £40 blue paint to mark the lines

19/113 To approve the spending of up to £500 of the Thomas Amos fund grant on supplying water to Bury Lane Allotments and to sanction the necessary work.

Resolution: Approved

19/114 To request a TPO for the oak tree outside Oak Lodge, Howe Street.

Resolution: Clerk to request a TPO from Chelmsford City Council.

19/115 To confirm recommendation for co-option to fill the 4 Parish Council vacancies.

Resolution: Clerk to write to the candidates to confirm their roles

19/116 Discuss and approve any items for the “Parish Council News” section of the Parish News.

Resolution: Allotment advert for the vacancies to be drafted by Cllr Palmer.

Meeting Closed 22:04
Will Adshead-Grant PSLCC
Clerk to the Council