

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 Website: www.greatwaltham.org.uk

Minutes of the Meeting of the Great Waltham Parish Council at the Parish Office, The Old Fire Station, South Street on Monday 20th 2019.

19/030. Election of Chairperson.

Resolution Cllr Steel was elected

19/031. Declaration of Acceptance of Office and Acceptance of the Code of Conduct by Chairperson.

Resolution Cllr Steel signed the paperwork.

19/032. Election of Vice Chairperson

Resolution Cllr Jackson was elected

19/033. All Councilors to sign Acceptance of Office

Resolution: Paperwork was signed.

19/034. Chairman's Welcome

The new members were welcomed to the Parish Council.

Chairman	Steel
Cllr	Palmer, Dunn, Martin, Huggins, McDevitt, Jackson

19/035. Apologies

None recorded.

19/036. Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Palmer 19/055 Trustee of the Village Hall. Dispensation requested and approved.

19/037. Public Participation session

None present at the meeting

19/062 E-mail on a MUGA at FE received. A member of the public is looking to voluntarily raise some funds towards a unit.

19/064 E-mail received on the mini football pitch and suggestions to improve it.

19/038. Report by County Councillor.

Fly tipping raised as a concern with responsibility between City and County now resolved.

The Mast at the end of Cherry Garden Road is being chased through for removal. Highlighted that CIF is now managed by EALC on behalf of ECC

Report by Chelmsford City Councillor

Cllr Steel reported that the 3 elected Cllrs were Cllrs Steel, Knight and Daden and reported that it very early days in his new position and he has some local case work that he is working to resolve for Parishioners. Cllr Knight will concentrate his time in other parts of the ward.

19/039. To review the terms of reference for committees and appointment of Committees, as follows:

- Finance and General Purposes Committee (Chair, Vice Chair plus 4 councilors)

Members appointed:

- Cllr Steel
- Cllr Jackson
- Cllr Dunn
- Cllr Martin
- 2 vacancies

- Recreation Committee (Chair, Vice Chair plus 5 councilors)

Resolution - Reduce the number on the committee to 5.

Resolution Terms of reference to be updated

Members appointed:

- Cllr Steel
- Cllr Jackson
- Cllr Palmer
- Cllr Martin
- Cllr Huggins

- Emergency Planning Sub Committee (Chair, Vice Chair plus 3 councilors representing all areas of the Parish)

Members appointed:

- Cllr Steel
- Cllr Jackson
- Cllr Martin

- Staffing Committee (3 councilors)

Discussed and agreed that the Chairman should not be on the committee to retain an escalation point.

Members appointed:

- Cllr Jackson
- Cllr Palmer
- Vacancy

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

19/040 To carry out reviews as required by the Standing Orders:

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.

Resolution: Review carried out and confirmation that no such arrangements exist

19/041. Appointment of Essex Association of Local Councils representatives (Chair, Clerk plus one Councilor)

Resolution: Cllr Dunn was appointed

19/042. Appointment of representatives to the Chelmsford City Council Planning Forum (one Councilor)

Resolution: Cllr McDevitt was appointed

19/043. Appointment of representative on Great Waltham Village Hall Committee (one Councillor).

Resolution **Cllr Steel was appointed**

19/044. Appointment of a representative on Great Waltham and Ford End Churchyard Committees (one councillor)

Resolution **No longer required**

19/045. Appointment of a representative on Great Waltham Community Network (one councillor)

Resolution **Cllr Huggins was appointed**

19/046. Appointment of representatives for Great Waltham Parish Jubilee Twinning Association (Chair plus one other nominations)

Resolution **Cllr Steel and Cllr Huggins were appointed**

19/047. Inspection of Parish Deeds, Agreements and Other documents.

Resolution **The file was laid on the table for view.**

19/048. Confirmation of the Minutes of the Monthly Meeting held on the 15th April

Resolution: **The Minutes were confirmed.**

19/049 Note the minutes of the Finance and General Purposes Committee on 29th April

Resolution: **The Minutes were noted.**

19/050 Local Planning Authority Decisions

19/00169/FUL	3 - 4 Rose Cottages Broads Green Great Waltham Chelmsford Essex CM3 1DS	Application Refused
19/00387/FUL	Glebelands Lucks Lane Howe Street Chelmsford Essex CM3 1BP	Application Permitted
19/00247/LBC	Barns North of Littley Park Littley Park Lane Great Waltham Chelmsford Essex	Application Permitted

19/051 Planning Applications

01. **Reference: 19/00538/FUL**

Address: Camello Main Road Howe Street Chelmsford

Description of works: Demolition of garage and construction of two storey side and single storey rear extensions.

Resolution: The Parish Council has no objections.

02. **Reference: 19/00285/FUL**

Address: Oak Dean Littley Green Chelmsford Essex

Description of works: Retrospective application - Formation of an access.

Resolution: The Parish Council deplors the use of retrospective applications. The building must remain ancillary to the main building.

03. **Reference: 19/00530/MAT**

Address: Glenmore Broads Green Great Waltham Chelmsford

Description of works: Material amendment to permission reference 14/01887/FUL (Demolition of an existing shed and construction of a detached double garage with office space in the roof) To change the approved garage and office space to living accommodation.

Resolution:

- **The application is for retrospective permanent change of use from garage to living accommodation. It states that it is a material amendment, but should such change of use warrant a full new application.**
- **We are concerned that there does not appear to be comments from Essex Highways which is strange given that conditions were placed by Essex Highways applications either side of Glenmore and that in this case there is dwelling size increase and loss of garage parking facility.**
- **The drawings appeared to be the original drawings showing garage with office above with the only alterations being the replacement of garage doors with patio doors and a window. We have been told that the garage has been built much longer than the drawings show.**
- **There should be a condition that the living accommodation is ancillary to the main building and should not be sold, rented or used as a separate dwelling.**
- **Unclear on the living accommodation scope.**
- **19/00529/MAT and 19/00530/MAT are not associated with each other even though they are on the same dwelling plot and need to factor into any issues around the amount of development to the plot**

04. **Application Number 19/00529/MAT**

Address Glenmore, Hoe Lane, Great Waltham, Chelmsford, CM3 1DS

Proposal

Variation of condition 2 of the planning permission reference 15/01057/FUL (Extensions and alterations) Installation of a dormer window that/ Installation of two Velux windows/ Installation of two flat plate, built-in solar collectors/ Overhang of building over back door to match the garage design/ Step out of rear wall, by 60 mm, to accommodate the lean of the adjoining property.

Resolution:

- **The application is for retrospective changes to the planning permissions as the extensions are much larger than agreed. Our original comment was that there were not any drawings to be able to assess the extent of the changes. We note that these have just been added, and they show extensive changes including completed work that goes outside the originally approved plans.**
- **Other changes such as roof-lights and a dormer window have been added without consideration of the effects on neighbors' privacy.**
- **19/00529/MAT and 19/00530/MAT are not associated with each other even though they are on the same dwelling plot and need to factor into any issues around the amount of development to the plot.**

05. **Reference: 19/00475/FUL**

Address: Little Bakers Cottage Chelmsford Road Great Waltham Chelmsford

Description of works: Single Storey Rear Extension

Resolution: The Parish Council has no objections

06. **Reference: 19/00828/FUL**

Address: New Cottage 5 Larks Lane Great Waltham Chelmsford

Description of works: Single storey rear extension, with first floor balcony and front two storey infill extension. Loft conversion with rear dormer and Juliette balcony to rear.

Resolution: The Parish Council objects. The Balconies are not Juliette balconies. They are full balconies.

19/052. Confirmation of the appointment of M. Howard as Internal Auditor for the year 2019-2020

Resolution Confirmed

19/053. Complaint about the soak-away at Great Waltham Recreation car Park and the difficulty of pushing a stroller across it.

Hard to push a stroller or a wheelchair across the gravel. The Gravel sits on top of the Old matting. Gravel could be raked off.

Resolution: Rake the gravel away from the area without damaging the surface to reveal the old matting underneath.

19/054. To agree to initiate co-option process for the 4 Cllr vacancies – Cllr Steel

Resolution: Advert to be placed on the Notice board and Parish News

Resolution: Appoint a working group to make a recommendation to the Council.

Resolution Chair and Vice Chair to interview candidates and make recommendations for full council consideration

19/055. Report back on negotiations for public car parking at GWVH and determination if GWPC want to proceed with a trial on the basis of their final specified terms and if so, approve agreement letter and sanction temp signage.

Proposal: To enter into a trial of the 9 spaces in the Village hall Car Parking as a free public car park in line with the terms circulated before the meeting.

Resolution: Proposal approved

19/056 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.

Resolution: Nominations to be sent to the Clerk to create a table with estimated costs, possible grant sources and justifications.

19/057. Additional 'Cheque Signatories' to be approved and set arranged with Unity Trust Bank

Resolution: Cllr Palmer and Cllr Dunn

19/058. 'Cheque Signatories' that are no longer Councilors to be removed from the account

Resolution: To be updated

19/059. Update on the Credit Card for the Clerk

Resolution Financial regs to be updated to continue with working practice.

19/060. Update on the pre-payment Card for the Handyman

Resolution Financial regs to be updated to align with working practice.

19/061. Should the Parish Council give notice on the current office in the Old Fire Station?

Resolution Clerk to discuss options with Landlord

Resolution Cllr Steel and Cllr Huggins to negotiate with GWVH for permanent Parish Office in VH coupled with larger meeting space

19/062. 'Discuss the request for a MUGA to be built on Ford End Recreation Ground and the funding or grant funding to support this'.

A 9x9 tarmac court would be £5,500 plus a MUGA unit would be £5,000 at Ford End. The requestor is seeking support to initiate fund raising/grant applications

Resolution Clerk to write to the FE resident in support

19/063. Receive an update on the Howe Street Fence

Proposal to suspend the Financial regulations to accept a single quotation due to the low value.

Resolution; The Proposal was passed

Resolution; The Clerk to get clarification on the quote supplied. Preference is wooden posts concreted in. The authority to proceed has been delegated as long as the order is less than £1200

19/064. Receive and update on the Great Waltham Football Pitch.

Agreed to the minimal cost of £5000. Quotes were received from the Lawn Doctor. Existing Contractor was not interested in the additional services. Estimated cost of £2000 for the three required works – Vertidrain, Weed and Feed and Seed the goals. Discussion on the possibility of having the mini pitch across the senior pitch.

Resolution: The Handyman to Change the nets at the Junior pitch

Resolution Confirmation that the Toilets are available by loaning the key to a nominated person, subject to the organisation ensuring they left in a clean state afterwards.

Resolution Move the junior goal inside of their current position to allow the goal mouths to recover

19/065 Receive and update on the internal Audit (2018-2019) Jan- March

Defer to next meeting. Auditor Meeting Tuesday 21st May

19/066. The Parish Council to take on responsibility for the Fast Hosts invoices at £22.79 per annum (Incl Vat) for the Greatwalthamparishcouncil.co.uk domain name and e-mail facility?

Resolution: Approved. Clerk to Contact current Owner

19/067. As the Parish Council now uses a payroll bureau – Approval to cancel Sage at £7.20 pcm.

Resolution: Approved

19/068 Request to use the Howe Street recreation area on the 7th July for the Big Picnic

19/069 Financial Reports

- **Reserve Account** **£46,977.71**

- S106 Monies £3808.46
- CIL Monies £7542.58 (Includes new Income)
- Election Reserve £1500
- Allotment Reserve £430.68
- Deposit for Changing Rooms £200
- Undesignated Reserve £11,805.90 – Capital Works
- General Reserve £21690.09 (Includes new Income)

• **Current Account** **£17,023.76**

- Income £23,000 – 50% of Precept – 2019-2020
- Income £967.13 – Vat Reclaim – Move to Reserve Account
- Cil Income £981.41 – Move to Reserve Account

19/070 Confirmation of payments:

01.05.19	Office Rent	Weedon	DD	£665.00
02.05.19	Handyman	Salary	BT	£310.05
02.05.19	Pension	Clerks Pension	BT	£292.35
02.05.19	HMRC	PAYE	BT	£390.73
02.05.10	Clerk	Salary	BT	£480.10
02.05.19	BHIB	Annual Insurance	BT	£1,210.68
10.05.19	Felsted Mill Litho	Annual Report Printing	TBP	£230.00
01.06.19	Office Rent	Weedon	DD	£665.00
24.05.19	Handyman	Salary	BT	£604.80
24.05.19	Pension	Clerk Pension	BT	£292.35
24.05.19	HMRC	PAYE	BT	£391.13
24.05.19	Clerk	Salary	BT	£479.70
24.05.19	Clerk	Expenses	see tab - BT	£392.32
24.05.19	EALC	Training	BT	£108.00
24.05.19	EALC	Training	BT	£108.00
24.05.19	MD Landscape	Grounds Maintenance	BT	£377.69

19/071 Monthly Bank Reconciliation (Previous Month)

Resolution: The Reconciliation was reviewed. This shows a difference of £1.00 and was signed.

19/072 Would the Parish Council be willing to take ownership of the Parish Watch domain name and pay annual costs for the domain name and e-mail at a cost of £35 per annum

It was noted that other forms of communications were being used – such as Facebook and Next-door. Parish Watch does use email notification to members, but so does Next door, which Facebook doesn't, but Facebook has an immediate distribution of the message. Unsure on the need to keep Parish watch going

Resolution: Parish Council to take on the domain name for the next 12 months but to seek support (or otherwise) via the Parish news.

19/073 Would the Parish Council be willing to take ownership of the Parish News domain name and pay annual costs for the domain name and e-mail at a cost of £35 per annum.

Resolution: The Parish Council will take on the domain name.

19/074 Discuss and approve any items for the "Parish Council News" section of the Parish News.

Resolved and agreed

- Article on the trial at Village Hall Car Park
- Article on Parish Watch
- Article on filling the 4 spaces on the Parish Council by Co-Option

Meeting Closed 22.25
Will Adshead-Grant PSLCC
Clerk to the Council

DRAFT UNTIL APPROVED