

Great Waltham Parish Council

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Minutes of the Meeting of the Great Waltham Parish Council at Ford End Village Hall on Monday 15th April 2019.

19/001. Chairman's Welcome

Chair Cllr Steel

Cllrs McDevitt, Jackson, Bell, Martin, Micklem, Huggins, Jenkins

Great Waltham has an uncontested election and Cllr Steel thanked all the Councillors for their voluntary service and wished those stepping down in May some well-earned rest.

19/002. Apologies for Absence

Cllrs Johnson and Burton

19/003. Declarations of interests (existence and nature) about items on the agenda.

No declarations

19/004. To consider any dispensations required to transact the business on the agenda.

None requested

19/005. Public Participation session.

One member of the public.

19/006. Reports from Councillors – for any other items

(a) Report by County Councillor.

The Footbridge is down at Absol Farm / Felsted and has not been repaired. A new route has been created.

Meeting on the 23rd May with ECC Highways Cabinet Member and FERTC to discuss average speed cameras.

Whilst the 40mph had been installed at Ford End, the 20mph work had stalled and only one of the posts had been installed– progress on the work to be investigated by the Councillor

Query raised with the Councillor about the addition of a build-out at the Barnston roundabout, contradicts Highways ascertain that FE could not have build outs because it was on a PR1 – to be investigated by the Councillor.

NE bypass from Boreham to the Great Leighs by pass is being reviewed by Highways.

(b) Report by Chelmsford City Councillor - Nothing to report ahead of the 2019 Election.

19/007. Confirmation of the Minutes of the Monthly Meeting on 18th March 2019

Resolution: The Minutes were confirmed.

19/008. Note the minutes of the recreation committee meeting on the 8th April 2019

Resolution: The Minutes were noted.

19/009. Note the decisions of the Local Planning Authority:

19/00140/FUL	Well House Farm Littley Green Road Howe Street Chelmsford Essex CM3 1BT	Application Permitted
19/00088/FUL	Barn at Warner's Farm Main Road Howe Street Chelmsford	Application Permitted
18/01935/FUL	Oak Dean Littley Green Chelmsford Essex CM3 1BU	Application Refused

19/00216/FUL	Well House Farm Littley Green Road Howe Street Chelmsford Essex CM3 1BT	Application Permitted
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19/010. To note the Clerk's report
 Audit 2019 – in hand with the internal auditor
 Website – additional information being loaded up.
 Annual Report - administration on invitations being sent out

19/011. Discuss the replacement of the fence in Howe Street Recreation area.
 Recommend the use of metal fence posts for maximum life.

Resolution: Cllr Bell to get three quotes.

19/012. Should the Clerk be issued with a Credit card for Parish Council Expenses with a £500 limit?
 Agreed that the Parish Clerk will investigate options with an aim of identifying a card that has a limit of £500 per month and report back to the next meeting.

Resolution: The Clerk to Investigate.

Post Meeting: Unity Corporate Multi pay card being investigated - £50 set up and £3 per month fee.

19/013. Should the Handyman be issued with a pre payed credit card for expenses?
 Agreed that a card should be investigated and that the balance should be kept at £100.

Resolution: The Clerk to investigate and report back at next meeting

Post Meeting: Cashplus card with a £100 limit being reviewed.

19/014. Setting up ICO direct debit.

Resolution: Approved.

19/015. Proposal to replace sections of the Howe Street playing ground fence that have rotted away – Post and wire fence.
 See item 19/011

19/016. Does the Parish Council wish to renew its membership of the EALC - £381.14 and the NALC - £123.09? – The Clerk
 After a review of the benefits of the EALC (Local Training and support) and NALC (Lobbying and templates) it was agreed to renew.

Resolution: The Parish Council will renew its membership.

19/017. To reflect on the biannual parish litter pick with reference to frequency and publicity.
 During the debate it was agreed that the nomination of a coordinator in each Village or hamlet would make the process better. Ford End currently do not have a nominated person. Additional Publicity from the coordinator should improve attendance.

Resolution: Clerk to ensure that the item is on the agenda in January and August to enable publicity.

19/018. To agree repairs to Howe Street 'phone box and its use as a book swap place.
 Agreed to trail the book swop for a year. It is not expected to cost the parish Council anything as the residents wish to set it up.

Resolution: Handyman to repair / replace the broken hinge.

Resolution: Allow phone box to be used as a book swap.

19/019. To confirm and sign the Annual Governance Statement which forms section 12 of the Annual Return for Local Councils, Internal Drainage Boards and other smaller authorities in England for the year ended 31st March 2019.

Resolution: The Annual Governance Statement was approved and signed.

19/020. To adopt the Annual Accounts for the year ended 31st March 2019 and to sign the Annual Return for the year ended 31st March 2019.

Resolution: The Accounts were reviewed and approved and signed.

19/021. To consider request from organisers of GW Summer Festival, to put a banner on Banbury Square grass area.

Concerns raised over the appropriateness of putting advertising near the War memorial. Suggestions raised to place the banner at the main road to bring in new visitors or other visible areas.

Resolution: Clerk to write to the organisers and refuse the request.

19/022. Update on GWVH parking offer and agree next actions.

Proposal to run a free trial until December to be confirmed in writing. 9 spaces to be made available 08.30 to 17.30.

Resolution: Cllr Steel to discuss with the GWVH committee and confirm all details in offer.

19/023. Update on renovation of GW football pitch and agree next actions.

There was a long discussion covering all aspects of the report from the FA and the maintenance regime from the Lawn Doctor. At one end of the plan was a spend on £12,207 in year one which would then fall by 40% in subsequent years. At the lower end of the options was a spend of £4,542 in year one which would then drop by 40% in year two. Options were also reviewed for doing as much work as possible with volunteer labour and day hire of equipment.

Proposal: to achieve the minimum standard Verti-drain to be actioned on the whole recreation ground, Sand and Seed the goal mouths and weed and feed the whole playing surface.

Voted – 6 for and 2 abstained

Resolution: The proposal passed.

Resolution: Cllr Martin and the Clerk to arrange estimates as required and arrange the services. Confirmation and approval can be via e-mail.

19/024. To confirm Annual Assembly arrangements.

Resolution: Invitation to be sent out including the MP, the Doctors surgery and all Parish organisations.

19/025. Agreement to advertise Council member vacancies for co-option and interview process.

Nothing can be advertised until after the elections on the 2nd May with the earliest date being the 7th May due to the bank holiday.

Resolution: Defer until the next Meeting on 20th May 2019

19/026. Discuss the provision of a MUGA at Great Waltham Recreation Ground.

An estimate of £15,000 to £20,000 for a 10m x 15m court if placed on part of the Junior Football pitch. Discussion over the location.

Resolution: A full quotation to be sought and brought back to the Council.

19/027. Review and confirm the monthly Bank reconciliation.

Due to the accounting software being switched off on the 31st March this will be actioned monthly in arrears manually.

19/028. Discuss and approve any items for the "Parish Council News" section of the Parish News.

An item on the new houses and how to apply to CHP.

19/029. Approval of payments:

W. Adshead-Grant	Clerks salary- March	£477.32	Current account	Paid
J. Buckley	Handyman Salary- March	£467.69	Current account	Paid
HMRC	PAYE and NI - March	£394.90	Current account	Paid
Essex Pension Fund	Pension Contributions - March	£284.15	Current account	Paid
M D Landscapes	Grounds Maintenance	£377.69	Current account	
Wave	Allotment Water	-£62.61	Current account	
Wave	Changing Room Water	28.78	Current account	
W. Adshead-Grant	Mileage	£9.45	Clerks expenses	
W. Adshead-Grant	Telephone	£15.00	Clerks Expenses	
Ebay	Chainsaw Chain	£11.75	Clerks Expenses	
Ebay	Pruning Saw	£16.88	Clerks Expenses	
X2 Connect	Telephone Painting Kit	£244.90	Clerks expenses	
BHIB	Insurance	£1210.68	Current Account	
Wave	Parish office Sewerage	£485.52	Current Account	
Aurora Security Ltd	Alarm Service	£113.70	Current Account	
Great Waltham British Legion Club	Grant Payment to British Legion	£1137	Current Account	
EALC	EALC and NALC affiliation Fees	£504.23	Current Account	
Ms Sarah Dickie	Long reach litter picker Grant	£42.24	Current Account	
SSE Swalec	Office electrics	£84.75	Current Account	Direct Debit
EALC	Allotment Course	£132.00	Current Account	
EALC	Playground inspection Course	£192.00	Current Account	
ICO	Data Protection Fee	£40	Current account	Direct Debit
Sage	Payroll software	£7.20	Current Account	Direct Debit
Vodafone	Telephone	£29.00	Current Account	Direct Debit
n. power	Electrics changing Room	£125.43	Current Account	Direct Debit
Unity Trust bank	Banking Fees	£18.00	Current Account	Direct debit
Chatham Hall Estate	Xero Accounting Software	£35.40	Current Account	
INCOME				
Unity Trust Bank	Bank Interest	£44.63	Deposit Account	Direct Credit

Meeting Closed 22.12
Will Adshead-Grant PSLCC
Clerk to the Council