

Great Waltham Parish Council

The Parish Office, The Pavilion, South Street, Great Waltham.

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Minutes of the Meeting of the Great Waltham Parish Council held on Monday 19th August 2024 at The Pavilion, South Street, Great Waltham at 7.00pm.

24/1939 Chair's Welcome:

Chair: Gilbert.

Cllrs: Martin, Micklem, Stephenson, Steel, Jenkins, Jackson, Bradley, McDevitt, and Taylor (Co-option - 24/1941).

24/1940 Apologies.

No apologies.

24/1941 Approve the recommendation to fill the vacant Councillor position.

Mr. Lee Taylor was co-opted on to the Parish Council and signed the declaration of office.

24/1942 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllrs Jackson, Bradley and Micklem – Allotments.

24/1943 Public Participation session for any items regardless of its existence on the agenda.

One member of the public attended to highlight recent highway works at North End. Thanks were given to Cllr Mike Steel for his part in organising the works which involved alleviating the flooding issue at Mill Lane, North End.

24/1944 Report by County Councillor – (Cllr Mike Steel).

The full report is online in the agenda section of the website.

- The free staff parking at Broomfield hospital has been revoked. A new scheme will run a shuttle service from Broomfield Hospital to the Chelmer Park & Ride at a cost of £1.50. The S106 arrangements in relation to the Bloor Homes development will, once the houses have started to be built, cover a 5-year free shuttle service.
- The proposed closure of Maldon Hospital whereby some services may move to either Basildon or Broomfield hospitals could also impact parking capacity at Broomfield. However this is a NHS decision and is nothing to do with Essex County Council.
- Due to the weather additional grass cuts planned around the main roads and additional cut arranged at Ash Tree Corner.
- Essex Transport Consultation runs through to Sunday 22nd September. Responses can be made at <https://consultations.essex.gov.uk/essex-highways/essex-transport-strategy/>.
- Ford End Traffic Count – Waiting on a Purchase Order from the Parish Council.
- Ringtail Green (Quiet Lane) – The provisional cost quoted by Essex Highways team at LHP is £15,500.

24/1945 Report by Chelmsford City Councillor – (Cllr Mike Steel).

The full report is online in the agenda section of the website.

- The proposed integrated retirements homes scheme at Little Waltham has gone to appeal following 11 reasons for objection being cited in the original planning application decision.

24/1946 Confirm the minutes of the ordinary meeting of the Council held on 15th July 2024.

Resolution: *The minutes were confirmed.*

24/1947 Note the minutes of the Recreation Committee meeting held on the 5th of August 2024.

Resolution: *The minutes were noted.*

24/1948 Local Planning.

1. Reference: 24/01070/FUL.

Address: Old Shaw's Cottage Littley Green Road Great Waltham Chelmsford.
Description of works: Single story side extension, enlarge open front porch.

Resolution: The Parish Council has no objections.

2. Reference: 24/01005/FUL.

Address: Pittodrie Larks Lane Great Waltham Chelmsford.

Description of works: Construction of single garage.

Resolution: The Parish Council has no objections.

24/1949 Finance Report.

Current Account: **£ 6,737.18**

Income of note included in above figure:

£ 4,166.83 VAT refund.

£ 1,417.00 VAT refund.

Reserve Account: **£66,000.48**

Earmarked reserves Budget (Actual)

- £20,000 (£15,000) Safety Schemes.
- £650 (£650) Allotment deposits.
- £31,000 (£31,000) Capital Works.
- £17,826 (£8913) General Reserve
- £10,000 (£5000) Asset Refresh (non-playground)
- £5,000 (£5000) War memorial Reserve
- £947.63 (£947.63) Cil.

Total £ 72,737.66

24/1950 Confirmation of payments – (Clerk) :

Payee	Description	Budget Line	Value
3 Mobile	Wi-Fi	Pavilion	£18.70
Clerk	Expenses	Expenses	£350.79
M H Goals	Goal and sockets - HS		£512.16
M H Goals	Goal and sockets - FE		£754.56
Universal Stone	War memorial refurb	War Memorial Reserve	£5,797.26
Handyman	Expenses	Expenses	£36.90
Essex Pension Fund	Pension	Pensions	£1,076.90
HMRC	PAYE - August	PAYE	£586.34
Salaries	Combined Salaries	salaries	£1,195.37
DM Payroll	6 months	Salaries	£66.00
Cllr Martin	Screws and Hex Torq	Handyman Consumables	£15.01
JCM	Hedge Cut and strim	Grounds Maintenance	£132.00
Cllr Jackson	Allotment Keys & Lock	Allotments costs	£39.25
Cleaning Service	Materials	Pavilion Costs	£4.99
		Total	£10,586.23

Resolution: The payments were approved.

24/1951 Monthly Bank Reconciliation.

Resolution: The bank reconciliation was correct with zero difference to cash book.

24/1952 Update on the Action Tracker (circulated with the agenda).

Several items were closed as they have been actioned. An updated version of the tracker document will be added to the parish website.

24/1953 Clerk's Report.

- War Memorial works – works completed.
- Holiday – 2 weeks.
- Bus Meeting – see documents in agenda pack.

The meeting noted the completion of the war memorial renovation works and the significant improvement this has made. An article on the works will be offered for publication in the next edition of Parish News.

It was noted that the Bus Service Improvement Plans and Enhanced Bus Partnership initiatives may offer parish councils some opportunities when upgrading bus shelters for which they are responsible. It was also noted that there is no decision yet on whether the £2 single fare scheme will be extended beyond 31/12/2024.

24/1954 Approve the Recreation Committee's proposal to purchase and install a composite pad and reposition the seat in the play area at Great Waltham recreation ground.

The bench previously positioned under the trees has been removed from the playground as it had been uprooted from its moorings. The composite pad is £556 (inc. VAT and delivery). Volunteers will be used to install the unit. The unit will be kept clear of the potential revamped area of the playground.

Resolution: The purchase and installation of the composite pad was approved.

24/1955 Approve the Recreation Committee's proposal to install a concrete base for the donated seat towards the Hatchfields pedestrian entrance at Great Waltham recreation ground.

One company quoted £1,291 + VAT for three seat bases – £430 per base + VAT, but has declined to quote for a single base. A second company quoted £850 + VAT for a single base or £1,500 + VAT for two .

Resolution: Defer to the next meeting to seek additional quotes.

24/1956 Approve expenditure of £500 (maximum) for topsoil and grass seed to repair eroded areas at the three recreation grounds as highlighted in the annual playground inspections.

The soil is needed to cover exposed concrete edges in play areas and to fill worn areas of the playgrounds. 3 quotes were obtained for topsoil.

- Oakley Turf Farm – £504 + £12 delivery inc. VAT.
- J Gard – £468 + £25 delivery inc. VAT.
- Silverton – £462.02 (inc. VAT and delivery).

Resolution: The lowest quote from Silverton was approved.

24/1957 Update on the Council's defibrillator project.

Resolution: Defer until next meeting while future Great Waltham defibrillator administration issues are worked through.

24/1958 To discuss and agree whether the Council invests in a no-risk or low-risk (to the principal capital sum) financial product.

The meeting discussed the pros and cons of no-risk and low-risk products. It noted that a requirement for early access to the capital sum under a no-risk product would likely mean the loss of any interest earned, but the capital sum would not be exposed.

Resolution: Invest £17.5k of reserves in no-risk (to the principal capital sum) product.

Resolution: The Council will open an account with Cambridge and Counties under a 95-day notice account which has a projected annual interest yield of 4.55%

24/1959 To agree proposed amendments to the Council's risk register (as circulated with the agenda).

The risk register will stay a dynamic document with potentially frequent updates.

Resolution: The version of the risk register with the proposed amendments was approved.

24/1960 To agree that the Council seeks representation and participates in the newly (re-) formed Association of Local Councils for the Chelmsford district, and in doing so approves the payment of an annual subscription fee (up to £50).

Resolution: **The Parish Council supports its representation at the Association and payment of any annual subscription up to £50.**

24/1961 To agree a written response to a letter from a parishioner to the Council regarding traffic related issues in Ford End.

Resolution: **A response was agreed and will be issued to the resident by the Council.**

24/1962 To agree proposed amendments to the Council's Recreation Strategy 2023-2027 policy document (as circulated with the agenda).

Resolution: **The amendments were agreed.**

24/1963 To further inform the Council of the Great Waltham Recreation Ground Play Area Working Group's progress to date and to discuss and agree the next steps.

Six meetings have been held with potential suppliers to create an idea of possible lay out in the space. These meetings indicated a rough budget to inform the funding stream prior to tender. The Working Group has also meet twice with a grant fund raising expert. A consultation to be held with local school pupils to gather information and feedback on a potential design.

24/1964 To agree the Recreation Committee's recommendation that the Council commissions the services of Chameleon Consultancy and Training Ltd when making grant funding applications in relation to the project for the replacement of equipment in the play area at Great Waltham Recreation Ground (see briefing paper).

Resolution: **The Council approved the recommendation.**

24/1965 To agree the Recreation Committee's recommendation to the Council that the total fees payable to Chameleon Consultancy and Training Ltd. for the purpose of securing grant funding for improvements to the Great Waltham Recreation Ground Play Area should be no more than £9,600 (£160,000 @ 6%), unless otherwise agreed by the Council under a future resolution (see briefing paper).

Resolution: **The Parish Council supports this recommendation but to pay no more than 3% on commission of service.**

Resolution: **The Parish Council approved this recommendation.**

24/1966 To agree the purchase of a bund for the salt bags stored in the Ford End container with a budget of £300. And relocate the salt to Great Waltham.

Resolution: **The Council approved the purchase a lockable salt grit bin to be placed in the area of the Pavilion at Great Waltham, at a cost of up to £300.**

24/1967 Discuss how to dispose of the smaller blue hard backed chairs that were donated to the Parish Council around 10 years ago.

Resolution: **The 20 chairs to be offered on social media and the Parish News for a month and if no interest they are to be disposed of.**

24/1968 Discuss an end of season clearance at both allotment sites due to the increased demand for plots created by to recent changes to hiring conditions.

The Council noted the potential difficulties in attracting hirers of vacant plots unless they are in a reasonably good cultivatable condition.

Resolution: **Approval to spend up to £500 to clear the vacant plots and the general area using outside contractor.**

24/1969 Discuss the decommissioning of the Great Waltham play train ahead of any planned updates to the Great Waltham Recreation Ground Play area.

Resolution: **The Parish Council resolved to decommission the train due to concerns about its deteriorating state.**

Resolution: **The train to be inspected daily until it is dismantled.**

Resolution: **The train to be dismantled this week if possible (19th - 23rd August).**

24/1970 Discuss and approve the policy update for 2024 on Disciplinary & Grievance Policy.

Resolution: **There were no proposed changes.**

24/1971 Discuss and approve the policy update for 2024 on Equal opportunities Policy.

Resolution: **There were no proposed changes.**

24/1972 Discuss and approve the policy update for 2024 on Grievance Procedure for Employees.

Resolution: **There were no proposed changes.**

24/1973 Discuss and approve the policy update for 2024 on Harassment & Discrimination Policy.

Resolution: **There were no proposed changes other than to update the address of the Parish Council.**

24/1974 Discuss and approve the policy update for 2024 on Health & Safety Policy and Statement.

Resolution: **There were no proposed changes.**

24/1975 Discuss and approve any items for publication. – (All)

- The précis of the minutes.
- The old office chairs to be offered for donation.
- The war memorial update.
- Decommissioning of the train at Great Waltham Children's Playground.
- Play in the Park update.
- Request for a volunteer to open and close the gate at Ford End Recreation Ground.

Meeting closed 21:17

Next Meetings:

- Tuesday 17th September Monthly Meeting at Ford End VH at 7pm.
- Monday 23rd September Recreation Committee at 7pm at the Pavilion.
- Monday 30th September Finance and General Purposes Committee at 7pm at the Pavilion.
- Monday 21st October Monthly Meeting at Pavilion at 7pm.
- Tuesday 28th 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.