

Minutes of the Meeting of the Great Waltham Parish Council held on Monday 21st October 2024 at The Pavilion, Great Waltham at 7.00pm.

24/2002 Chair's Welcome:

Chair: Gilbert.

Cllrs: Martin, Stephenson, McDevitt, Taylor, Jackson, Jenkins, Steel and Bradley.

24/2003 Apologies.

Cllr Palmer and Cllr Micklem.

24/2004 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Planning Applications 24/01363/FUL and 24/01364/LBC – Garnetts Farm (discussed under item 24/2012) – Cllr Bradley (non-pecuniary interest).

24/2005 Public Participation session for any items regardless of its existence on the agenda.

Two members of the public attended to discuss item 24/2019.

- Switching on of the light at Banbury Square is part of the Christingle celebration.
- Thanks were offered for the input of several members of the Council and Community Network in support of the project.
- The proposal for new mains powered LED lights to follow the tree's branches rather than wrap around the tree. This will help to maximise the life of the lights.

24/2006 Report by County Councillor – (Cllr Mike Steel).

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

- NPPF (National Planning Policy Framework) – The motion presented by Cllr. Steel at the ECC meeting on 15/10/2024 included a call for central government to fully fund infrastructure requirements as part of the planning framework.
- Primary healthcare – Cllr. Steel continues to push the local Integrated Care Board to improve how it seeks funding from developers.
- LHP – An agreed lamppost SID (speed indicator device) process is nearing completion.
- VG150 – Essex Highways has indicated it is due to issue the householder with a notice to remove the fence and hedge.
- Speed Survey Ford End – Waiting on invoice being received and paid.

24/2007 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

- The City Council tree giveaway programme for 2024/25 started on 07/10/2024 and ends on 07/11/2024. Details are available on the Love Your Chelmsford website using this link: <https://loveyourchelmsford.co.uk/tree-giveaway/>

24/2008 Confirm the minutes of the ordinary meeting of the Council held on 17th September 2024.

Resolution: The minutes were confirmed.

24/2009 Note the minutes of the Recreation Committee meeting held on 23rd September 2024.

Resolution: The minutes were noted.

24/2010 Note the minutes of the Finance and General Purposes Committee meeting held on 30th September 2024.

Resolution: The minutes were noted.

24/2011 Planning decisions by Chelmsford City Council.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
24/01181/FUL	Red Gables Main Road Howe Street Chelmsford CM3 1BG	Application Permitted
24/01005/FUL	Pittodrie Larks Lane Great Waltham Chelmsford Essex CM3 1AD	Application Permitted
24/01070/FUL	Old Shaws Cottage Littley Green Road Great Waltham Chelmsford Essex CM3 1BX	Application Permitted
24/00748/FUL	Building Northwest Of Well House Farm Littley Green Road Great Waltham Chelmsford Essex	Application Permitted
24/00812/FUL	23 Cherry Garden Road Great Waltham Chelmsford Essex CM3 1DH	Application Permitted

24/2012 Local Planning.

1. Reference: 24/01363/FUL and 24/01364/LBC

Address: Garnetts Farm Mashbury Road Great Waltham Chelmsford
 FUL Description of works: Proposed additional windows.
 LBC Description of works: Proposed additional windows to recently completed single storey extension and new kitchen area within original parlour range.

Resolution: The Parish Council has no objections.

2. Reference: 24/01361/FUL

Address: Rye Cottage Larks Lane Great Waltham Chelmsford
 Description of works: Demolition of existing dwelling. Proposed erection of 2 new residential dwellings, associated landscaping and parking

Resolution: The Parish Council has no objections.

24/2013 Finance Report.-(Clerk).

Current Account: **£ 2,786.93**

Reserve Account: **£100,439.19 (2.75% interest)**

• Budget	£20,000	In Accounts	£20,000	Safety Schemes.
• Budget	£650	In Accounts	£650	Allotment deposits.
• Budget	£31,000	in Accounts	£31,000	Capital Works.
• Budget	£17,826	In Accounts	£17,826	General Reserve
• Budget	£10,000	In Accounts	£10,000	Asset Refresh
• Budget	£947.63	In Accounts	£947.63	Cil.

Total £103,226.12

Resolution: The Accounts were noted.

24/2014 Confirmation of payments-(Clerk)

Item	Budget heading	Payment
Pkf Littlejohn - external audit	audit	£378.00
SSE - electricity	pavilion	£154.66
Wave - allotment water - Brookmead	allotments	£72.58
Wave - pavilion water	pavilion	£56.25
Cllr Palmer- pegs for plots	allotments	£44.00
Combined Salaries	Salaries	£1,144.97
Clerk Expenses	Expenses	£65.37

HMRC - PAYE	PAYE	£586.74
Essex Pension Fund - Staff pensions	Pension	£1,076.89
Handyman Expenses	Expenses	£75.00
Cleaning services	pavilion	£50.00
Jcm services- quarterly payment	grounds maintenance	£1,530.00
Amazon - volunteer team - first aid kit	general reserve	£8.81
Amazon - volunteer team - 6 traffic cones	general reserve	£38.99
Amazon - volunteer team- 2 x men at work signs	general reserve	£119.98
Amazon - ink cartridge	stationary	£36.50
Amazon - cover screw caps assorted sizes	handyman consumables	£9.88
Amazon - small sandbags	handyman consumables	£20.40
Amazon - hex head covers	handyman consumables	£7.97
Amazon - double sided tape	handyman consumables	£6.99
Amazon - padlocks for grit bin	handyman consumables	£50.94
Amazon - plastic pegs for goal nets	handyman consumables	£26.97
Amazon - wooden pegs for grounds works	handyman consumables	£24.97
Amazon - plastic clips for goal nets	handyman consumables	£21.98
Advantedge - asset manager - inspect edge	IT	£63.72
Ealc - Playground Inspector Training	Training	£480.00
Amazon - Pole Saw	Handyman Tools	£133.99
Advantedge - Threshold updates on products	IT	£174.00
Amazon - Roundup	handyman consumables	£51.95
Amazon - Glyphosate	handyman consumables	£40.99
Essex County Council - FE Road Traffic Count	Safety Schemes	£368.20
Amazon - High Vis - Volunteers	general reserve	£178.50
Community Heartbeat Trust - Defib Spares	general reserve	£189.00
Amazon - broom - volunteers	general reserve	£19.99
Survey Monkey - Survey Annual Subscription	subscription	£372.00
Nik De'ath - Allotment clearing	Allotment Expenses	£60.00
Advantedge - IT - Asset manager software	IT	£377.34
Total		£8,118.52

Resolution: The payments were approved.

24/2015 Monthly Bank Reconciliation.

Resolution: The reconciliation was approved and countersigned.

24/2016 Update on the Action Tracker (circulated with the agenda).
Items were reviewed and several items were updated and closed.

24/2017 Clerk's Report.

- Remembrance Sunday.
 - The road closure has been granted.
 - Road signs to be arranged for delivery.
- Allotments.
 - Invoices issued for 2025-2026.
 - Several new plottolders joining this year.

- Budget 25-26.
 - Working ahead of the November meeting.
 - New system can run simulations.

24/2018 Discuss the External Auditors report – Clerk.

Section 1, Assertion 5 has been incorrectly completed, the smaller authority did not approve a risk assessment in the year. This is consistent with the Internal Auditor's response to Internal Control Objective C.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR. Old unpaid BACs receipts as at the year-end have been incorrectly included as income and as reconciling items in the bank reconciliation. The figures in Section 2, Boxes 3, 7 and 8 should read £12,667, £38,887, and £38,887 respectively.

Resolution: The report was noted.

24/2019 To consider costs for purchase and installation of Banbury Square oak tree lights and determine GWPC contribution.

- The meeting noted the briefing note circulated prior to the meeting.
- Agreed previously (meeting 15th Jan 2024) to investigate the new lights.
- Several quotes received for new mains powered lights. 24 strings of lights to be installed and to remain on the tree.
- A tree surgeon has kindly offered to install the lights free of charge using a cherry picker.
- The proposed purchase cost is £836.71 (incl VAT).
- Switch on will be at the 8th December event.

Resolution: The Parish Council will purchase the new lights at the proposed purchase cost and note them on its asset register.

24/2020 Approve the quote to install a concrete base for the donated seat at Great Waltham recreation ground.

Three quotes were obtained and ranged from £1,100 down to £479 (plus VAT).

Resolution: The Parish Council approved the quote for £479 (plus VAT).

Resolution: The Parish Council delegated the decision on the precise location of the bench to the Recreation Committee.

24/2021 Approve the Recreation Committee's recommendation to instal a third football goal socket at Ford End and Howe Street Recreation Grounds at a cost of £275 + VAT.

Resolution: The Parish Council approved the spend.

24/2022 To Debate and agree the GWPC contribution to further work for the landscape study part of the NW Parishes response to the DCO (planning application) for pylons.

- Members recalled that the Council previously indicated its objection to the placement of pylons anywhere in the parish.
[In its response to National Grid's statutory consultation the Council stated: "[Its] position is that the placement of overhead pylons anywhere in its parish is entirely unacceptable and will continue to be strongly opposed. This includes not only the route cited in the statutory consultation, but also any other future alternative route(s) which may come to be proposed. Be in no doubt, National Grid pylons will be equally unwelcome anywhere in the parish and its proposals to impose them on the community will always encounter the same level of opposition"].
- An initial report was commissioned, completed and used by the Parishes Group in its submission to National Grid's statutory consultation. The proposed new report would be used to support the Group's response to the next phase of consultation, and any lobbying that can be done. The three pieces of further work for the next phase are:
 1. Review of remaining Section F as set out in table 2 in the Scoping Report.
 2. Valued Landscape Assessment of Chelmer Valley.
The cost to the Parish Council for items 1 & 2 would be £586.30
 3. General assessment of landscape effects of alternative alignments.
The cost to the Parish Council for item 3 would be £694.97

The total cost for 1, 2 and 3 would be £1,281.27.

- Members discussed the value of the third element given the Council's stated position of opposition to pylons anywhere on the parish.
- Members noted the costs may alter depending on the number of parishes which contribute to the report.

Resolution: The Parish Council agrees to the full contribution of £1,281.27.

24/2023 Does the Parish Council wish to enter this year's Community Network Christmas tree decorating event on the theme of 'Disney'?

- £20 entry fee for the event was noted.

Resolution: The Parish Council will join the event, the payment of the entry fee was approved and Cllr Bradley will lead on the event.

24/2024 To consider and agree changes to the Council's Media Relations Policy (see proposed revised version circulated prior to the meeting).

The proposed revised section (s.3.2) was noted:

"While press releases and statements will be discussed at Council meetings and individual councillors can be authorised to make such statements as agreed at the meeting, because the Council is mindful that the immediacy of social media especially can make this process too slow-moving, creating reputational issues for the Council, the Parish Clerk, Chair and Vice-Chair (and other councillors authorised by the Chair on a given issue) have authority to make public statements without prior agreement at a meeting, but must update the next meeting with full details of the statement or intervention made".

Resolution: The change to the policy as recorded above was approved.

24/2025 To agree to adopt the revised NALC model Financial Regulations with bespoke limits where required (per the draft circulated prior to the meeting).

Resolution: The revised Financial Regulations 2024 were adopted.

24/2026 Review and adopt the Playground Safety Inspections Policy.

Resolution: The revised policy was reviewed and adopted.

24/2027 Review and adopt the Code of Practice for Handling Vexatious Complaints.

Resolution: The revised policy was reviewed and adopted.

24/2028 Review and adopt the Pavilion Wi-Fi User Policy.

The meeting identified the need to ensure that all Pavilion users should be made aware of the requirements of the policy.

Resolution: The new policy was reviewed and adopted.

Resolution: A hardcopy to be available on the whiteboard in the Pavilion.

Resolution: Any necessary cross-referencing of the new policy with Pavilion hiring documents to be completed as part of the current documentation review.

24/2029 Discuss and approve any items to release for publication.

- VG150 – An article to request submission of further statements showing current and past use of the village green.
- Notes from the meetings.

Meeting Closed 21.40.

W.Adshead-Grant.

Clerk to the Council.

Next Meetings:

Annual Assembly at Ford End to be confirmed.

- ~~Tuesday 28th October~~ ~~Recreation Committee at 7pm at the Pavilion.~~ Cancelled
- 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.