

# Great Waltham Parish Council

The Parish Office, The Pavilion, South Street, Great Waltham. CM3 1DF.

Clerk, W J Adshead-Grant.

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Minutes of the Meeting of the Great Waltham Parish Council held on Tuesday 19<sup>th</sup> August 2025 at Ford End Village Hall at 7.30pm.

25/2270 Chair's Welcome:

Chair: Gilbert.

CLRs: Jenkins, McDevitt, Stephenson, Martin, Steel, Bradley and Nicholls.

25/2271 Apologies.

CLRs Jackson and Taylor.

25/2272 Approve the recommendation to fill the Parish Council Vacancy (by Co-Option).

Mark Nicholls.

**Resolution:** **Cllr Nicholls was approved.**

25/2273 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

There were no declarations.

25/2274 Public Participation session for any items regardless of its existence on the agenda.

There were no members of the public present.

25/2275 Report by County Councillor – (Cllr Mike Steel).

The full report will be online in the agenda section of the website.

- Members Highways Initiatives – items completed:
  - Great Waltham South Street adjacent to Duffries Close – where the parents park.
  - Great Waltham South Street/Duffries Close junction kerbs.
  - Edney Common broken sign.
  - Edney Common broken pole.
  - Ford End pavement.
  - Ford End sunken drains.
  - Great Waltham Barrack Lane manhole cover.
- Pylons. Norwich to Tilbury.
  - Several meetings planned with various pressure groups.
- Incinerator at Rivenhall.
  - The industrial unit is to reduce landfill. However, enforcement action is being considered because some elements of the approved application have yet to be completed.
- Chelmsford Racecourse Entertainment License.
  - Under review due to the traffic issues during the last music events.
- LGR – ECC's 3 unitary councils proposal.
  - Due to vote next month followed by submission to the Central Government for a decision.
  - The status and powers of 'neighbourhood committees' has yet to be clarified.

25/2276 Report by Chelmsford City Councillor – (Cllr Mike Steel).

The full report will be online in the agenda section of the website.

- The finalisation of the s106 agreement in relation to the Bloor Homes development at Little Waltham/Broomfield was noted.

25/2277 Confirm the minutes of the ordinary meetings of the Council held on 21<sup>st</sup> July 2025.

**Resolution:** **The minutes were confirmed.**

25/2278 Note the minutes of the Recreation Committee held on 28.07.2025.

**Resolution: The minutes were noted.**

25/2279 Note the minutes of the Highways and Transport committee held on 29.07.2025.

**Resolution: The minutes were noted.**

25/2280 Local Planning consultations:

1. Reference: 25/00955/FUL.

Address: Oak Dean Little Green Road Great Waltham Chelmsford.

Description of works: Proposed garden building for generator.

**Resolution: The Parish Council has no objections.**

2. Reference: 25/01014/FUL.

Address: Halcyon Main Road Howe Street Chelmsford.

Description of works: Formation of access.

**Resolution: The Parish Council has no objections.**

25/2281 Finance Report.-(Clerk).

Accounts information taken on.

Current Account: £ **1,771.20** (0% interest)

Savings Account: £ **84,000.97** (2.25% interest)

- Safety Schemes £ 20,000
- Allotments deposit £ 750
- Capital Refresh £ 31,000
- Asset Refresh (non-playground) £ 10,000
- Gt Waltham Playground Refresh: £ 1,780.45

Redwood Account £ **17,000** (3.75% interest)

**35-day notice account.**

**(General Reserve)**

Interest accrued – Not Paid £522.48 (Nov 25)

**Total** £ **102,772**

**25/2282 Budget Update**

The budget report was reviewed.

Noted Income is as expected with 2<sup>nd</sup> payment of the precept due in October.

Noted expenditure is ahead of budget on webservices, hall hire and safety schemes.

All other areas are on track.

25/2283 Confirmation of payments-(Clerk) :

Payee	Item	Budget heading	Payment
salaries	salaries	salaries	£2,775.00
unity trust bank	bank charges	bank charges	£ 6.00
HMRC	PAYE	PAYE	£ 739.83
Essex Pension fund	Pensions	Pensions	£1,187.25
Cleaning Service	Pavilion	Pavilion expenses	£ 75.00
Three Mobile	Broadband	Pavilion expenses	£ 18.70
Clerk	Expenses	Expenses	£ 233.64
Handyman	Expenses	Expenses	£ 35.37
online playgrounds	nut covers	handyman consumables	£ 11.40
parishioner	A3 leaflets for playground project	Gt waltham playground refresh	£ 54.40

Cllr martin	trade point - paint	asset refresh	£ 28.00
Cllr martin	Wickes-paint	asset refresh	£ 56.00
Cllr martin	Screwfix- paint sprayer	handyman - equipment	£ 155.98
Cllr martin	Screwfix-mortar repair	asset refresh	£ 5.69
Cllr martin	B&Q - paint	asset refresh	£ 38.30
amazon	Metal Tube inserts	handyman consumables	£ 10.99
Broomfield Parish Council	report on Norwich to tilbury alignment report	professional fees	£1,280.89
dm payroll	1/2-year cost	professional fees	£ 86.40
Dunmow skips	skips 4 brook mead clear up	allotments general	£ 308.40
miss a c wood	internal audit 2024-2025	audit	£ 140.00
Cleaning Service	Toilets Rolls	Pavilion expenses	£ 3.99
<b>Total</b>			<b>£7,251.23</b>

25/2284 Monthly Bank Reconciliations - (Clerk).

25/2285 Update on the Action Tracker (circulated with the agenda) – (All).  
Updates were received on a number of previously agreed actions.

25/2286 To retrospectively agree payment for the cost (£257.00 net of VAT) of the 8-yard skip hire used for the clearance of rubbish from the Brook Mead allotment site.

**Resolution: The payment was approved.**

25/2287 To agree to adopt the draft IT policy circulated with the agenda.

**Resolution: Consideration of the draft was deferred for additional review.**

25/2288 To note and consider the Council's 2025/26 action plan update report (see document circulated with the agenda).

To note that some of the actions have been completed.

Specific Project :

3. The outer walls of the Pavilion have been painted.

Ongoing Activities:

2. Brook Mead Allotments. Clearance event held in early August.
12. Remembrance Sunday event. Deputy Lieutenant is available. The road closure request actioned and authorised.
16. The Parish Council has joined and attended meetings of Chelmsford Association of Local Councils.
20. Summer holiday activities. Play in the Park event completed on 13<sup>th</sup> August.

Noted that specific actions for councillors still to be allocated.

**Resolution: Next update November meeting.**

25/2289 Approve the Highways & Transport Committee's recommendation to contact Aldi's UK's senior manager with overall responsibility for its transport operations to seek a response on vehicles using the B1008, given the continued absence of a reply from the company's local transport manager.

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

25/2290 Agree to arrange Portable Appliance Testing (PAT) for electrical equipment owned by the Council.

Pat testing is best practice but not statutory requirement.

Cllr Jenkins has secured the use of a Pat testing machine. The Clerk has secured quotes for the work.

**Resolution: Cllr Jenkins volunteered to test the equipment – the Council accepted this.**

**Resolution: All electrical items to be tested.**

25/2291      Agree the quote for tree works at Brook Mead allotment site.

This relates to the tree on the property known as 'Pennyfeathers.' There is no TPO. It is at the edge of the conservation area. The tree officer has confirmed that the overhanging branches can be trimmed back. The quote for the works recognises the need to ensure removal of branches does not unbalance the tree.

**Resolution:**      **The quote from JCM was approved.**

25/2292      Discuss and approve any items to release for publication.

- Precip of the minutes.
- Social media of the 20 mph SurveyMonkey consultation.
- Play area update.
- Vacancy on the Parish Council.

The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies".

25/2293      Proposal to close the meeting to discuss a legal position.-(The Clerk).

**Resolution:**      **The meeting was closed.**

25/2294      To consider the next steps on VG150 following the failed adverse possession claim.

**Resolution:**      **VG150 to be voluntary registered with Land Registry.**

**Resolution:**      **In terms of how in future the Council debates issues related to VG150, it will no longer be regarded as a legal matter.**

Meeting closed 21.05.

Will Adshead-Grant