

Minutes of the Meeting of the Great Waltham Parish Council held on Monday 15<sup>th</sup> September 2025 at The Pavilion, Great Waltham at 7.30pm.

25/2295 Chair's Welcome:

Chair: Gilbert.

Cllrs: Nicholls, Jenkins, Bradley, Stephenson, Taylor, Jackson, and Martin.

25/2296 Apologies.

Cllr McDevitt and Cllr Steel.

25/2297 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

- 2312 – Great Waltham VH Signage – Cllr Nicholls –trustee. Agreed dispensation as costs may be discussed.

25/2298 Public Participation session for any items regardless of its existence on the agenda.

6 Members of the public.

- **One member of the public to discuss a Christmas tree at Broad's Green (BG).**
  - o A Christmas tree and activities on the BG village green. The resident notes and supports the current Banbury Square festivities. This is to complement the current festivities there but with a further local venue using the large village green at BG.
  - o Local pub/venue – The Walnut Tree has a large car park. The green would accommodate festive stalls and events to complement the tree.
  - o Health & Safety – Electricity supplies available from a resident, but it would have to be run across the highway – a concern.
  - o The Christmas tree would be installed professionally.
  - o Event management would be put in place.
  - o Insurance – The local community would cover the cost.
  - o 50-60 residents in BG would support the project, but it needs an organising committee.
  - o A more fully worked up residents' project plan to be offered to and discussed at the next Recreation Committee meeting.
- **Four members of the Great Waltham Horticultural Society.**
  - o The Society is struggling to attract new committee members and current officers are standing down after many years of service.
  - o The trading hut on the Brook Mead allotment site is the main asset owned by the Society. However, only 16 different people have used the hut service since March 2025. It is open on a Sunday morning for one hour. Items for sale have to compete with commercial garden centre prices. All profit is rolled back in to the Society.
  - o The Society has tried advertising for new committee members in Facebook, Parish News, and other media to highlight the group but without success.
  - o The Society's Annual Show is its main income stream. However, for 2025 it was noted that entries are down significantly.
  - o The rise in supermarkets branching out into garden supplies and other outlets have made the offerings at the hut seems expensive.
  - o The concern is the future of the hut (either in the event the Society itself is unable to continue or maintaining the hut becomes no longer financially viable).
  - o Ford End gardening club is running and thriving in the Parish. Also, Broomfield gardening club and the Little Waltham gardening club.
  - o The issues raised were discussed under item 25/2311.
- **One person to discuss the trees on Great Waltham recreation ground.**
  - o A request for a reduction in height of the trees at the Hatchfields end of the recreation ground.

- It was stated that by 2pm in the summer light has been lost. In the winter Midday the light is lost.
- The matter will be discussed at the Recreation Committee's next meeting.
- **Speed Watch Ford End**
  - On 3<sup>rd</sup> October an event to be held at Ford End Village Hall in support of community engagement, including a Speed Watch presence to request more volunteers.

25/2299 Report by County Councillor – (Cllr Mike Steel).

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

- **Beaulieu Park station** – Planned to open on 26<sup>th</sup> October with the first train at 07.20.
- **New classroom for Great Waltham School** – Each year now has its own classroom. School capacity increases to 210 pupils.
- **A414 Speed Limits** – Speed limit is reduced. Average Speed cameras will be installed in early 2026.

25/2300 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

- **Community Governance Review** – The consultation will run 22<sup>nd</sup> Sept to 22<sup>nd</sup> Dec 2025 with a focus on unparished areas and their adjoining parishes.

25/2301 Confirm the minutes of the ordinary meeting of the Council held on 19<sup>th</sup> August 2025.

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

25/2302 Update on the decisions of Chelmsford City Council Planning department.

<a href="#">Reference</a>	<a href="#">Address</a>	<a href="#">Status</a>
20/02064/OUT	Strategic Growth Site North Of Woodhouse Lane Broomfield Chelmsford Essex	Application Permitted
21/00881/FUL	Broomfield Hospital Hospital Approach Broomfield Chelmsford CM1 7ET	Agreed in principle subject to S106
23/00365/S73	Land East Of Rye Cottage Larks Lane Great Waltham Chelmsford Essex	Application Permitted

25/2303 Local Planning consultations:

1. Reference: 25/01105/FUL

Address: Site At Bridge House Lucks Lane Howe Street Chelmsford

Description of works: Construction of a detached single storey dwelling. Formation of new vehicular access.

**Resolution:** ***The Parish Council are objecting to this application as we are concerned about the negative impact on the street scene.***

2. Reference: 25/01118/FUL

Address: 6 Ray Mead Great Waltham Chelmsford Essex

Description of works: Proposed single storey front extension.

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

3. Reference: 25/01177/FUL

Address: Malgraves Barn Fanners Green Great Waltham Chelmsford

Description of works: Proposed two storeys rear extension.

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

4. Reference: 25/01241/OUT

Address: Buildings Rear Of Spread-Eagle Church Lane Great Waltham Chelmsford  
Description of works: Outline application for the erection of a detached dwelling and garage  
in lieu of existing class B8 use associated storage buildings and surfaces to Be Demolished.  
All matters reserved. (Renewal of 18/01508/OUT)

**Resolution:**      **The Parish Council supports this application.**

25/2304      Finance Report.-(Clerk).  
Accounts information taken on 09.09.2025 20:26

Current Account;	£	<b>3,246.99</b>	<b>(0% interest)</b>
Savings Account;	£	<b>77,000.24</b>	<b>(2.25% interest)</b>
<ul style="list-style-type: none"> <li>Safety Schemes      £ 9760</li> <li>Allotments deposit      £ 750</li> <li>Capital Refresh      £ 31,000</li> <li>Asset Refresh (non-playground)      £ 10,000</li> <li>Gt Waltham Playground Refresh:      £ 1,961.07</li> </ul>			
Redwood Account	£	<b>17,000</b>	<b>(3.75% interest)</b>
<b><u>35-day notice account.</u></b>			
<b><u>(General Reserve)</u></b>			
Interest accrued – Not Paid	£594.09		(Nov 25)
<b>Total</b>	<b>£</b>	<b>97,247.23</b>	

**Resolution:**      **The accounts were noted.**

25/2305      Budget Update  
Precept £50,807 due End of October.

	<b>2025-2026</b>	<b>Actual</b>	<b>Balance</b>
<b>Income</b>	£111,503.38	£57,913.40	£53,589.98
<b>Expenditure</b>	£111,503.38	£34,875.06	£76,628.32

Balance	£23,038.34	Aug-25
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**Resolution:**      **The Budget was noted.**

25/2306      Confirmation of payments :

**Sep-25**

<b>Payee</b>	<b>Item</b>	<b>Budget heading</b>	<b>Payment</b>
salaries	salaries	salaries	£1,274.66
unity trust bank	bank charges	bank charges	£ 6.00
HMRC	PAYE	PAYE	£ 927.64
Essex Pension fund	Pensions	Pensions	£1,126.10
Cleaning Service	Pavilion Cleaning	Pavilion expenses	£ 50.00
Three Mobile	Broadband	Pavilion expenses	£ 18.70
Chelmsford City Council	play in the park x 2 sessions	holiday activities	£1,048.00
Amazon	weed killer	Handyman consumables	£ 39.94
Amazon	moss killer	Handyman consumables	£ 27.98
Clerk	Expenses	Expenses	£ 87.89
Tarset Farms	Allotment Rent 1/2 Year	Allotments	£ 400.00
JCM	Cut back and mulch at Pendon hill	grounds maintenance	£ 360.00

JCM	1/4 Payment for service	grounds maintenance	£1,750.50
			<b>£7,117.41</b>

**Resolution:**    **The payments were approved.**

25/2307            Monthly Bank Reconciliations-(Clerk).

**Resolution:**    **The Bank reconciliations were noted and passed with zero differences.**

252308            Clerks Report

- Allotment prep.
- VG150.
- Bollards for War memorial.
- Aldi correspondence.
- GWVH.
- GWHS.
- Remembrance Sunday preparation.
- (2 weeks leave last month)

25/2309            Update on the Action Tracker (circulated with the agenda).

- Various items were reviewed and update or closed.

25/2310            Confirm the date of the annual budget meeting – 27<sup>th</sup> October.

**Resolution:**    **The meeting date was confirmed.**

25/2311            Discuss the information from the Great Waltham Horticultural Society and its potential closure at the end of the year and the impact on the Brook Mead allotments.

- Both parish allotments sites are held under lease by the Parish Council (PC). The trading hut was installed in the 1970s with a loan from the PC which was repaid by Great Waltham Horticultural Society.
- There is an agreement between the Society and PC.
- The Society runs with accounts, stock checks, and audits all in the background.
- The annual show is the largest event held by the Society.
- It was noted that the roof of the hut contains asbestos.
- The following potentially relevant paragraphs from the agreement between the PC and the Society were noted:

*11. The Society will be wholly responsible for any and all future costs incurred in relation to the maintenance and upkeep, alteration, or demolition of the structure of the hut. In addition, unless agreed otherwise by the Council and Society at a future date, any such costs incurred because the Society is being wound up and will no longer exist will be the responsibility of the Society as part of its winding up arrangements.*

*12. In the event of the Society ceasing to exist, it is agreed that the Council will have the options to either assume sole ownership and use of the hut or require it to be demolished in accordance with the provisions of paragraph 11, above.*

- Some finance is likely to be available from the Society to offset some of the costs to either repair or demolish the hut.
- To renovate the hut would be approximately £5,000 but there may be exceptional costs because of the asbestos roof.
- The Society's financial year ends on 31<sup>st</sup> December.
- The Society is not a registered charity.
- The PC would discuss any proposed change of use and/or works at the allotment site with its landlord.

**Resolution:**    **Defer the item to the Recreation Committee for a review following a site visit to inspect the fabric of the hut. The Committee to get quotes for refurbishment or demolition.**

**Resolution:** **Clerk to add an appeal for Society committee members to the PC's allotment holder invoices which will be issued this month.**

25/2312 Discuss the information from Great Waltham Village Hall reference signage and parking options in the Village.

- Discussion around benefits of Blossom way parking with no time or day restrictions.
- Noted that no signage can be used to highlight the parking without CHP approval.
- A Google map was discussed showing the routes to Blossom Way. The format to be discussed with the Great Waltham Village Hall.

**Resolution:** **Cllr Gilbert to issue draft artwork to the Clerk to pass on to the Village Hall for consideration.**

25/2313 To agree the wording of the parish survey document circulated with the agenda.

- This would be the first general survey of parishioners for some considerable time.
- It is intended to focus on issues and concerns over which the Council has immediate agency.
- The findings will be considered as part of the Council's 2026/27 budget setting discussions.

**Resolution:** **Issue the survey using the online SurveyMonkey functionality for 6 weeks.**

25/2314 To agree to adopt the draft IT policy circulated with the agenda (deferred from the previous meeting).

**Resolution:** **Defer to next month.**

25/2315 To agree the process and costs associated with introducing the boundary line demarcation fencing on VG150.

- Bird beak fencing – the same design as seen at Blossom Way.
- Initially the line of the fence should be pegged out and discussed with residents.
- The fence will not impinge on areas with highway rights (approx. 5m at either end).

**Resolution:** **Approval to spend up to £1,000 on low level fencing at VG150.**

**Resolution:** **Clerk to write to the resident to highlight the aspiration to agree the location of the fence line which will be installed to demarcate the boundary between the land of the village green and that of the near neighbour.**

25/2316 To receive an interim update on the 20mph speed survey and agree to any actions.

- The interim survey results were reviewed.. They show strong support across the Parish for 20mph speed limits in residential areas.

**Resolution:** **Clerk to repost the survey on social media and for it to run until the end of the month.**

**Resolution:** **Given the initial findings, once the survey has been completed (assuming the final results show similar results) the data to be shared with both SERP for its information and use, and also with the ECC cabinet member for Highways to highlight the views of parishioners.**

25/2317 Discuss and approve any items to release for publication.

- Precip of the minutes.
- Remembrance Sunday article.
- Speedwatch – (Not Parish Council) – but supported by the Parish Council.
- Allotment Vacancies.

Meeting closed: 21.40.

Will Adshead-Grant.

Clerk to the Council.

Council	Frequency	Committee	Day	date	Month	Year	Location
GWPC	Bi-Monthly	Recreation	Monday	6th	October	2025	
GWPC	Quarterly	H&TC	Monday	13th	October	2025	

GWPC	Monthly		Monday	20th	October	2025	
GWPC	Quarterly	F&GP	Monday	27th	October	2025	
<b>GWPC</b>	Monthly		<b>Tuesday</b>	<b>18th</b>	<b>November</b>	<b>2025</b>	<b>Ford End</b>
GWPC	Bi-Monthly	Recreation	Monday	8th	December	2025	
GWPC	Monthly		Monday	15th	December	2025	
GWPC	Monthly		Monday	19th	January	2026	
GWPC	Quarterly	F&GP	Monday	26th	January	2026	
GWPC	Bi-Monthly	Recreation	Monday	2nd	February	2026	
GWPC	Quarterly	H&TC	Monday	9th	February	2026	
<b>GWPC</b>	Monthly		<b>Tuesday</b>	<b>17th</b>	<b>February</b>	<b>2026</b>	<b>Ford End</b>
GWPC	Quarterly	F&GP	Monday	23rd	February	2026	
GWPC	Monthly		Tuesday	17th	March	2026	
GWPC	Annual Assembly	Annual Assembly	Tuesday	24th	March	2026	<b>GWVH</b>
Bank Holiday			Monday	6th	April	2026	
GWPC	Bi-Monthly	Recreation	Monday	13th	April	2026	
GWPC	Monthly		Monday	20th	April	2026	
Bank Holiday			Monday	4th	May	2026	
GWPC	Quarterly	H&TC	Tuesday	5th	May	2026	
Bank Holiday			Monday	25th	May	2026	
<b>GWPC</b>	Monthly	AGM	<b>Tuesday</b>	<b>26th</b>	<b>May</b>	<b>2026</b>	<b>Ford End</b>
GWPC	Monthly		Monday	15th	June	2026	