

Minutes of the Meeting of the Great Waltham Parish Council held on Monday 20th October 2025 at The Pavillion, Great Waltham at 7.30pm.

25/2318 Chair's Welcome:

Chair: Gilbert.

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

25/2319 Apologies.

No apologies.

25/2320 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

There were no declarations.

25/2321 Public Participation session for any items regardless of its existence on the agenda.

- 25/2345 One member of the public to support the Christmas tree initiative at Broad's Green.

25/2322 Report by County Councillor – (Cllr Mike Steel).

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

- Highways – Gritting season. Gritting lorries can be tracked on the ECC website.
- Highways – Now is an ideal time to cut back hedges and trees.
- Highways – Wheelers Hill will close for 3 months for road widening works.
- Pylons – Under examination. Interested parties must register on the Planning Inspectorate website.
- LGR – Higher authorities' local government reorganisation options have been submitted to central government for a decision on which model(s) will be consulted on.
- Music Licence – Wheelers Hill application made to increase licence number from 3,000 to 5,000.
- CIF – Community Initiatives Fund open for bids up to £10,000.
- Health Centre – New centre at Beaulieu to be opened 10<sup>th</sup> November.
- VG150 – Judicial review remains to be heard.
- Grants – GW Village Hall received a locality grant.
- £200 – Donated to the Great Waltham Recreation Ground Playground refurbishment by an anonymous donor.

25/2323 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

- CCC – Revised Local Plan sites to be made public on 29<sup>th</sup> October (to be considered by CCC Policy Board on 6<sup>th</sup> November).
- Tree Give away - CCC supporting tree uptake.

25/2324 Confirm the minutes of the ordinary meeting of the Council held on 15<sup>th</sup> September 2025.

**Resolution:** **The Minutes were confirmed.**

25/2325 Note the minutes of the Recreation Committee held on the 6<sup>th</sup> of October 2025.

**Resolution:** **The Minutes were noted.**

25/2326 Note the minutes of the Highways & Transport Committee held on 13<sup>th</sup> October 2025.

**Resolution: The Minutes were noted.**

25/2327 Update on the decisions of Chelmsford City Council Planning department.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
25/00955/FUL	Oak Dean Littley Green Road Great Waltham Chelmsford Essex CM3 1BU	Application Permitted
25/01014/FUL	Halcyon Main Road Howe Street Chelmsford CM3 1BG	Application Permitted
25/01118/FUL	6 Ray Mead Great Waltham Chelmsford Essex CM3 1AN	Application Permitted
25/01105/FUL	Site At Bridge House Lucks Lane Howe Street Chelmsford Essex	Application Permitted
25/01177/FUL	Malgraves Barn Fanners Green Great Waltham Chelmsford Essex CM3 1FE	Application Permitted

25/2328 Local Planning consultations:

1. Reference: Reference: 25/01277/FUL  
Address: Elm Tree Cottage Mashbury Road Great Waltham Chelmsford  
Description of works: Single storey side extension.

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

2. Reference: 25/00581/S73

Address: Barn South Of Poulter's Farm Ringtail Green Great Waltham Chelmsford  
Description of works: Variation of condition 2 to approved application 25/00581/CUPAQ  
(Determination as to whether the prior approval of the local planning authority is required for the conversion of existing agricultural building into single dwelling on ringtail green)  
Amendments to external materials.

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

25/2329 Finance Report.-(Clerk).  
Accounts information taken on 14.10.2025 20:06

Current Account;	£	559.94	(0% interest)
Savings Account;	£	122,464.62	(2.25% interest)
• Safety Schemes		£ 9,760	
• Allotments deposit		£ 750	
• Capital Refresh		£ 46,000	
• Asset Refresh (non-playground)		£ 10,000	
• Gt Waltham Playground Refresh Donations:		£ 2,203.52	
• Gt Waltham Playground Refresh Grants:		(£17,363) Awarded.	
• Gt Waltham Playground Refresh budget:		£15,000	
Redwood Account	£	17,000	(3.50% interest)
<b><u>35-day notice account.</u></b>			
<b><u>(General Reserve)</u></b>			
Interest accrued – Not Paid	£652.08.		(Nov 25)
<b>Total</b>	<b>£</b>	<b>140,024.56</b>	

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

25/2330                Budget Update

	2025-2026		Actual		Balance	Comments	Comments
Income	£111,503.38		£109,453.28		<b>-£2,050.10</b>	VAT less than Budgeted so far.	Pavilion - £615 less than budget
Expenditure	£111,503.38		£41,748.64		£69,754.74	Reserves for Playground refresh.	No items of major expenditure to date.

**Resolution:**                **The Budget position was noted.**

25/2331                Confirmation of payments-(Clerk) :

Payee	Item	Budget heading	Payment
salaries	salaries	salaries	£1,117.59
unity trust bank	bank charges	bank charges	£ 6.00
HMRC	PAYE	PAYE	£ 777.47
Essex Pension fund	Pensions	Pensions	£1,126.10
Cleaning Service	Pavilion Cleaning	Pavilion expenses	£ 75.00
Three Mobile	Broadband	Pavilion expenses	£ 19.54
Amazon	Sanitary Disposal Unit and bags	Pavillion expenses	£ 38.00
Amazon	Stainless steel wire Kit	Handyman consumables	£ 32.99
Clerk	Expenses	Expenses	£ 61.32
Handyman	Expenses	Expenses	£ 104.08
Cllr Jenkins	Toilet Roll	Pavillion expenses	£ 8.50
Cllr Jenkins	Anti Bac handwash	Pavillion expenses	£ 1.38
Cllr Jenkins	Bleach x 2	Pavillion expenses	£ 1.38
Online Playgrounds	Rope and Connector for gates	Handyman consumables	£ 99.40
Maldon District Council	Community Engagement	Safety Schemes	£ 720.00
Parishioner	Water for Bury Allotments	Allotment Water	£ 150.57
PKF LittleJohn	External Audit 2024-2025	Audit	£ 504.00
SSE energy	Electricity Supply June to Sept	Pavilion Utilities	£ 367.87
			<b>£5,211.19</b>

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

25/2332                Monthly Bank Reconciliations.

**Resolution:**                **Bank reconciliation approved.**

25/2333                Clerks Report.

Handyman.

- Howe Street post and wire fence repaired.
- Potholes in FE and GW car parks patched.
- Wooden fence repaired at GW recreation.
- Bus shelters – vegetation cutbacks. Wood stain to be undertaken.
- Security posts – cleaned, painted, and lubricated.
- FE – seesaw painted.
- Pedestrian gates at playgrounds – ropes installed to replace latches.
- Topsoil installs in Great Waltham Playground – seesaw and bench. Grass seed in hand.

Clerk.

- External Audit completed.
- Allotment Invoices issued.
- Allotment payments received.
- Training course on Beyond the Precept.
- Training course on Short term and Long-term finance.
- EALC – AGM.

25/2334            Update on the Action Tracker (circulated with the agenda) – (All).

- Items were reviewed and updated as required.

25/2335            To agree to adopt the draft IT policy circulated with the agenda (deferred from the previous meeting).

**Resolution:    The IT policy was adopted.**

25/2336            To agree proposed changes to the terms of reference for the Council's committees (see document circulated with the agenda, with copies of current wordings for reference).

**Resolution:    The revised terms of reference documents were adopted.**

25/2337            To agree a revision of the Council's byelaws for its recreation grounds and village greens (see briefing paper circulated with the agenda).

- It was noted that the byelaws have not been updated since 1976.
- A further review of other parish or town councils' byelaws and the different approaches to the information posted on site and enforcement should be undertaken before any final decisions are taken.

**Resolution:    The Parish Council agrees in principle to update the current byelaws.**

**Resolution:    Cllr. Gilbert to complete further review of other councils' practices.**

25/2338            To receive an update on TruCam speed enforcement results and agree the strategy (and any associated costs) to establish further monitoring sites.

- TruCam's monitoring activities have been on the B1008 at Ford End.
- 60 enforcement actions have been taken.
- All the traffic monitored has been travelling from Great Dunmow to Chelmsford only, due to the proximity of the beginning of the 30mph area in the opposite direction.
- Additional sites are being investigated.

**Resolution:    A validation session agreed at another site in Ford End.**

**Resolution:    Clerk to write to the TruCam team to arrange validation session.**

25/2339            To agree to the recommendation of the Highways & Transport Committee to request further traffic count data for the B1008 at Ford End.

- To understand any changes in traffic volumes/types since the last ATC (Automatic Traffic Count) in November 2024 a new ATC would be needed.

**Resolution:    The Parish Council will purchase a new automatic traffic count in Ford End.**

**Resolution:    The Parish Council to request the 2024 traffic count from the permanent network counter unit sited at the B1008/B1417 junction.**

25/2340            To receive an update on the Great Waltham Recreation Ground play area project, and to agree to the Recreation Committee's recommendation to proceed to a phased implementation strategy.

- Recently two donations were received :
  - From an anonymous donor.                      £200.
  - W.C Halls & Son, Walthambury Farm       £750.
 Both contributions have been gratefully received.
- Two funding bids awaiting decisions:
-

- Active Essex £10,000.
  - Stansted Airport Flagship Award £50,000.
- Two confirmed grants:
  - Tom Amos trust £7,363.
  - Rural England Prosperity Fund £10,000 (to be utilised by March 2026).
- Several local businesses have been contacted for support. This is still at an early stage of engagement.
- A Charitable Incorporated Organisation (CIO) set up has been discussed by the working group, but currently its viability is dependent on the outcome of the two pending bids.
- The meeting was asked to agree to phasing the project so that the toddlers' area is completed first using the existing funds awarded (and available Council reserves), with the junior area upgrade to follow. A revised Phase 1 quote from the equipment installer has been obtained.

**Resolution: The Council agreed to phase the project to enable it to proceed.**

25/2341 To agree to open a new Redwood Bank investment product for 12 months to hold the General Reserve.

- The 35-day notice account is at 3.85% .The 95-day notice account is 4.20%

**Resolution: The Parish Council agreed to open a new product with Redwood Bank.**

**Resolution: The Parish Council supports the longer term 95-day notice account.**

25/2342 To receive an update of the meeting on 15/10/2025 of the Chelmsford Association of Local Councils.

- CALC meeting held with presentation from the CCC Chief Executive on the City Council's preferred model for local government reorganisation (LGR) in Greater Essex.
- The impact of LGR, if any, on parish and town council is currently unclear.
- CCC supports the 5 unitary authority model.
- The presentation suggested that under any new model parish councils may have to consider their role in providing (and funding) some services currently undertaken by higher authorities.
- The issue of Thurrock's debt has not been settled yet.
- EALC held an online presentation of ECC's preferred 3 unitary authority model at its AGM on 26<sup>th</sup> October.
- Central Government are currently reviewing the submissions made and will look to consult further in November.

25/2343 To support the Recreation Committee's recommendation not to hold a Play in the Park event in 2026 using the funds instead to contribute towards the Great Waltham play area project.

- The cost of the PitP events has steadily increased over the years.
- At this August's event there were 96 attendees in the morning and 26 attendees in the afternoon. These numbers were down on previous years, perhaps for the reasons noted below.
- Due to age and numbers, the paid for inflatables were not all in use with some being switched off for periods of time.
- When attending parents were approached to support the playground refresh and it was noted that many lived outside of the parish.
- There were several other PitP events on during the week in Chelmsford and high temperatures on the day were forecast.
- This year the one-day event cost £1,200.
- It was noted that the age profile was different to previous years and more focused on the younger ones.

**Resolution: The Council supports the Recreation Committee's recommendation to not hold an event in 2026.**

25/2344 To support the Recreation Committee's proposal to engage the services of Writtle Forest Consultancy to conduct the next tree condition survey.

- The last survey was undertaken in the winter of 2023.

- JCM has been asked for an opinion on how we can meet the request of some parishioners to reduce the height or clear some trees at the Hatchfields end of Great Waltham Recreation Ground to allow light through to the gardens behind.

**Resolution:** **The Parish Council approves the Recreation Committee's proposal to engage the services of Writtle Forest Consultancy to conduct the next tree condition survey.**

25/2345 To approve the Recreations Committee's recommendation to support a Christmas Tree event this year on the green at Broad's Green.

- Suggested cost of the temporary tree is £75. Its removal will cost £25.
- There will be a cost for lights.
- Cllr Jenkins will undertake an event risk assessment.
- 
- Cllr Taylor is on the organising committee for the event.

**Resolution:** **The Clerk to confirm the Council's existing public liability insurance will cover the event due to its involvement in the event.**

**Resolution:** **The Parish Council supports the event and will join the organising committee.**

**Resolution:** **The Parish Council will donate several strings of battery lights with the batteries.**

25/2346 To support the Recreation Committee's proposal to replace the existing posts around the war memorial at Banbury Square with new oak posts and refurbished chains.

**Resolution:** **Suspend Financial Regulations to accept the single quote obtained.**

**Resolution:** **The Parish Council accept the quote from JCM for the work.**

**Resolution:** **The Clerk has a delegated budget of £1700 to complete the works.**

25/2347 Discuss moving the Parish Council from the current '@greatwalthamparishcouncil.co.uk' to a .gov.uk e-mail and website for staff and councillors.

**Resolution:** **The Parish Council approves the move to a .gov.uk domain with e-mail and website (if required).**

**Resolution:** **The Clerk to have a delegated budget of £500 to arrange the move within this financial year.**

25/2348 Note the conclusion of the 2024-2025 external auditors report and the findings.

- On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGARS is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
- Other matters not affecting our opinion which we draw to the attention of the authority: We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2025/26 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2025/26 and ensure that it makes proper provision for the exercise of public rights during 2026/27.

**Resolution:** **The external auditors report was noted.**

25/2349 Discuss the 2<sup>nd</sup> phase of the Pavilion sewage pipework to run out to the road. Quote previously supplied (item on the tracker).

**Resolution:** **Clerk to investigate whether additional quotes are available. The quotes will be free of charge only.**

**Resolution:** **Clerk to request the Landlord's input on possible drainage repair suppliers.**

25/2350 Discuss entry into the Great Waltham Community Network event – The Annual Christmas Tree event in Great Waltham Village Church.

**Resolution:** **The Council agreed to enter the competition and pay the £25 entry fee.**

**Resolution:** **Cllr Bradley to lead on the event with a lumberjack theme.**

**Resolution:** **Clerk to arrange the paperwork and payment.**

25/2351 To approve autumn litter picks in the parish.-(Cllr Martin).

**Resolution:** **The Council approved the litter picks by the volunteer litter picking groups.**

25/2352 Discuss the memorial bench request for Broads Green in line with our policy.

- There is currently no seating on the green at Broad's Green.
- Discussion to consult with the residents of Broad's Green.

**Resolution:** **The Parish Council will undertake a letter drop in Broad's Green to obtain feedback on the proposal from local residents.**

25/2353 Discuss and approve any items to release for publication.

- Survey on the parish
- Litter picks
- Signpost to the 20MPH survey results
- Allotments promotion.

Council	Frequency	Committee	Day	date	Month	Year	Location
GWPC	Quarterly	F&GP	Monday	27th	October	2025	Ford End
<b>GWPC</b>	Monthly		<b>Tuesday</b>	<b>18th</b>	<b>November</b>	<b>2025</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	Ford End
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>	
GWPC	Quarterly	F&GP	Monday	23rd	February	2026	
GWPC	Monthly		Tuesday	17th	March	2026	GWWH
GWPC	Annual Assembly	Annual Assembly	Tuesday	24th	March	2026	
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	

**GWPC**  
GWPC

Monthly  
Monthly

AGM

**Tuesday** **26th**  
Monday 15th

**May**  
June

**2026**  
2026

**Ford**  
**End**