

The Minutes of the Meeting of the Great Waltham Parish Council held on Monday 15th December 2025 at The Pavilion, South Street, Great Waltham, CM3 1DF at 7.30pm.

25/2378 Chair's Welcome:

Chair: Gilbert.

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

25/2379 Apologies.

Cllrs Holland, Taylor, and Steel.

25/2380 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Nicholls - 25/2400 – VH Trustee and Secretary.

Cllrs Jackson and Bradley 25/2404 – Allotments.

25/2381 Public Participation session for any items regardless of its existence on the agenda. 5 members of the public attended the meeting.

- 3 Persons – Re: item 25/2407. Great Waltham Horticultural Society is winding up w.e.f. 31st December 2025. In relation to the trading hut on the Brook Mead allotment site, it remains covered by the Society's insurance policy until 31st January 2026 under an RHS scheme with NFU. If required, cover from 1st February may need to be on a different basis. A Society meeting in January is planned to finalise the disposal of items in the hut and to agree any request to GWPC to take over ownership.
- 2 Persons - Raw sewage being discharged onto adjacent land from Pendon Hill Cottage. Does the Parish Council own the land? – Confirmed that the Parish Council does not own the land or have enforcement powers. It is believed the land belongs to the Walthambury Farm. It was suggested that a first step should be to contact Chelmsford City Council's environmental services and/or the apparent landowner.
- Confirmed that a Great Waltham Village Hall parking sign to advertise all available areas will be created in January/February 2026.

25/2382 Report by County Councillor – (Cllr Mike Steel).

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

The report was noted.

25/2383 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

The report was noted.

25/2384 Confirm the minutes of the ordinary meeting of the Council held on 18th November 2025.

Resolution: The Minutes were confirmed.

25/2385 Note the minutes of the Recreation Committee meeting held on 8th December 2025.

Resolution: The Minutes were noted.

25/2386 Update on the decisions of Chelmsford City Council Planning department.

Reference	Address	Status
25/01437/LBC	Green Oaks Brook Hill Great Waltham Dunmow CM6 3PQ	Application Permitted
25/01436/FUL	Green Oaks Brook Hill Great Waltham Dunmow CM6 3PQ	Application Permitted
25/01473/FUL	31 Hatchfields Great Waltham Chelmsford Essex CM3 1AJ	Application Refused
25/01277/FUL	Elm Tree Cottage Mashbury Road Great Waltham Chelmsford Essex CM3 1EL	Application Permitted

25/2387 Local Planning consultations:

1. Reference: Reference: 25/01550/FUL

Address: Butlers Little Green Road Great Waltham Chelmsford
Description of works: Erection of glasshouse

Resolution: The Parish Council no objections.

25/2388 Finance Report.-(Clerk).

Accounts information taken on 09.12.2025 22:04

Current Account;	£ 2,642	(0% interest)
Savings Account;	£ 117,106.62	(2.1% interest)
Redwood Account	£ 17,670.01	(3.75% interest) changes
	<u>18/12/2025.</u>	

- Safety Schemes £ 9760
- Allotments deposit £ 800
- Capital Refresh £ 46,000
- Asset Refresh (non-playground) £ 10,000
- Gt Waltham Playground Refresh: £ 3,131.52 (Donations received)
- Gt Waltham Playground Refresh Grants: (£17,363) Awarded- not issued.
- Gt Waltham Playground Refresh budget: £15,000

Total **£ 137,418.63**

25/2389 Budget Update

	2025-2026	Actual	Balance
Income	£111,503.38	£115,112.68	£3,609.30
Expenditure	£111,503.38	£52,807.39	£60,215.99

Income is above the planned income for FY 25-26

Balance **£63,825.29**

Order Placed for Part 1 of the Playground £72,640 – Not invoiced yet.

Resolution: The Budget was noted.

25/2390 Confirmation of payments-(Clerk) :

Payee	Item	Budget heading	Payment
salaries	salaries	salaries	£1,274.66
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	£ 50.00
Three Mobile	Broadband	Pavilion expenses	£ 19.54
Clerk	Expenses	Expenses	£ 140.02
Handyman	Expenses	Expenses	£ 45.90
Royal British Legion	2 x Wreaths	Chairs Allowance	£ 50.00
Parishioner	Christmas Tree and Disposal	Chairs Allowance	£ 92.00
JCM	Ford End Car Park Fence repairs	Asset Refresh	£ 290.00
Amazon	business prime membership	Subscriptions	£ 114.00
Amazon	electric hard floor mop	Pavilion expenses	£ 142.06
Amazon	black bin bags	Pavilion expenses	£ 12.74
Essex County Council	ATC at Ford End	Safety Schemes	£ 370.00
EALC	Training Cllr and Clerk Training	Training	£ 771.60
DM Payroll	1/2 Year Payroll Administration	Subscriptions	£ 72.00
			£5,296.44

Resolution: The Payments were approved.

25/2391 Monthly Bank Reconciliations-(Clerk)

Resolution: The Bank reconciliation was reviewed and approved.

25/2392 Clerks Report.

Handyman:

- Leaves!
- Small repairs on playground equipment
- Moving SID
- Move items between containers.

Clerk:

- Open Spaces Society training.
- GDPR training – Assertion 10.
- Chasing quotes for bus shelter, other open area works.

25/2394 Update on the Action Tracker (circulated with the agenda).
The tracker was updated and some items closed.

25/2395 Confirm the donation to the Royal British Legion for the two wreaths.

Resolution: Using the Chair's Allowance a £50 donation was approved.

25/2396 To elect two members to the Finance and General Purposes Committee.

Resolution: Cllr Nicholls was elected.

Resolution: One vacancy to be carried over to the next meeting.

25/2397 To agree the Council's response to the consultation on the proposed revision of Chelmsford City Council's Local Plan (see draft circulated with the agenda).
The Parish Council would like less than the proposed 75 new houses on the site (adjacent to Ford End school), and in its response it identifies the community benefits it would wish to see generated by any development.

Resolution: A final draft will be issued to confirm the changes made and then issued to Chelmsford City Council.

Resolution: Clerk to add the final draft to the website.

- 25/2398 To agree the Council's response to the consultation on the proposals for Local Government Reorganisation in Essex, Southend-on-Sea, and Thurrock (see draft circulated with the agenda).
The consultation response was reviewed and the preference for the 5 Unitary Councils model was selected as it was the option closest to residents and their town/parish councils.
- Resolution:** **The response was approved for submission to the Ministry of Housing, Communities and Local Government.**
- Resolution:** **Clerk to add the final draft to the website.**
- Resolution:** **Cllr Gilbert to copy the draft to CALC.**
- 25/2399 To consider the recommended approach and expenditure associated with moving the Council to a gov.uk domain and new website so that the Council can meet assertion 10 of the AGAR at year end.
- Resolution:** **The Parish Council supported the move to GtWaltham-PC@gov.uk with the associated costs of £1300.**
- Resolution:** **Cllr Stephenson, Nicholls, and Holland to work with the Clerk prepare a guide on the best way of working with the new software.**
- 25/2400 To consider the renewal of the public car parking agreement with Great Waltham Village Hall (for reference, see copy of the current agreement circulated with the agenda).
The meeting noted the history of how the Council has come to make this arrangement with the Village Hall. That a similar agreement does not exist with Ford End Village Hall was noted. The cost per annum to the Council for 2025 was £1,200. The motion as stated was proposed and seconded. A recorded vote was requested.
- | | |
|---------------|----|
| Voted For the | 3. |
| Voted Against | 2. |
| Abstained | 2. |
- Resolution:** **The Council agreed to accept any offer to renew the existing agreement with the Village Hall for another 12 months, subject to the same agreement wording and cost per annum.**
- 25/2401 To approve the quote of £290 to fit 5 fence post repair spurs at Ford End recreation ground car park.
The fence is in danger of falling down. JCM will work to fix the posts.
- Resolution:** **Approved.**
- 25/2402 To agree the Recreation Committee's recommendation to revise the Council's previously approved budget for post replacement and chain refurbishment at the Great Waltham war memorial from £1,700 to a maximum of £2,200.
The chain refurbishment is £750 – this keeps the original chains and fittings . The chain will be shot blasted and powder coated.
- Resolution:** **Approved.**
- Resolution:** **Cllr Martin will arrange collection of the existing chains.**
- 25/2403 To agree the Recreation Committee's recommendation to engage Village Roofing Services to refurbish the Great Waltham Banbury Square bus stop shelter roof at a cost of £3,850 + VAT.
The proposal for the works to include moving to slates from cedar shingles is a sensible long-term approach approved by the Heritage Officer. The structural works are approved.

Resolution: **Approved.**

25/2404 To agree the Recreation Committee's recommendation to approve a budget of up to £110 for new allotment plot markers at the Bury Lane and Brook Mead allotment sites.

Resolution: **Approved.**

25/2405 To agree the Recreation Committee's recommendation to approve a budget of £82 for an annual subscription to the Open Spaces Society and two relevant publications.

Resolution: **Approved.**

25/2406 To agree the Recreation Committee's recommendation to replace two dog waste bins located in Great Waltham village at a total cost of £600 + VAT including installation.

Resolution: **The expenditure was approved.**

25/2407 To receive an update on the outcome of Great Waltham Horticultural Society's recent extraordinary general meeting as it affects the future of the trading hut at the Brook Mead allotment site, and to agree the Council's next steps.

- The matter was discussed at the Recreation Committee meeting on the 8th December 2025.
- The hut has been in place for several years, and in 2023 the Council entered into a written agreement with GWHS to document the situation of the hut being on land rented by the Council. The agreement contains provisions pertaining to what would happen should the Society cease to exist.
- Collection of the Society's membership fees will cease on 31st December. The Society intends to wind up from 31st December, although its current insurance arrangements are in place until 31st January 2026.
- The Society will meet in January to dispose of the assets. It is understood there may be discussions with the Community Network to look at disposal of the various items.
- The finances of the Society are limited for dealing with the demolition of the refurbishment of the building.
- It was noted that the Council's landlord is comfortable with the concrete pad remaining and has no requirement for the building.
- If the superstructure were to remain in place it is likely the up-and-over door and window will need to be replaced, with a general external refurbishment of gutters and soffits. The roof is constructed of asbestos sheets but is sound.
- The Society has around £3,000 which could be allocated to the hut works (renovation or demolition).
- To date, the Council has not identified a clear rationale for maintaining the hut for its own purposes were it to be offered and accepted ownership.
- To better understand the costs associated with renovation or demolition, quotes would be needed.
- The Council will look to work with the Society as best it can to accommodate the timescales and constraints imposed by its winding-up decision.

Resolution: **The Parish Council to assist the Society by getting a quote on its behalf for removing the asbestos roof.**

Resolution: **The Parish Council to assist the Society by getting a quote on its behalf for removing the whole structure and leaving the concrete pad.**

Resolution: **The Parish Council to assist the Society by getting quotes on its behalf for refurbishing the structure with new doors and window.**

- 25/2408 To agree the Recreation Committee's recommendation to register all green spaces owned by the Council under the Commons Act 2006, Section 15(8) voluntary application to register land process as village greens.
Three work streams were discussed.
1. To register existing greens that the Parish Council owns as Village Greens.
2. To register greens that the Parish Council maintains.
3. To investigate green areas owned by others.
- Resolution:** **Clerk to prepare the data for review at the February meeting of the Recreation Committee. No action to be taken in relation to a given site until all potential consequences have been investigated.**

25/2409 Change the meeting on Tuesday 17th March to Monday 16th March.- (The Clerk).

Resolution: **Approved.**

25/2410 Discuss and approve any items to release for publication.-(All)

- Precis of the Minutes
- Great Waltham Play area update.
- Allotments advert.
- Parish Survey reminder on Facebook.

Meeting closed 21:39
Will Adshead-Grant
Clerk to the Council.

Council	Frequency	Committee	Day	date	Month	Year	Location
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	
GWPC	Monthly		Tuesday	17th	February	2026	Ford End
GWPC	Quarterly	F&GP	Monday	23rd	February	2026	
GWPC	Monthly		Monday	16th	March	2026	
GWPC	Annual Assembly	Annual Assembly	Tuesday	24th	March	2026	GWVH
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	Monthly	AGM	Tuesday	26th	May	2026	Ford End
GWPC	Monthly		Monday	15th	June	2026	