

Minutes of the Meeting of the Great Waltham Parish Council held on Monday 19th January 2026 at The Pavilion, South Street, Great Waltham, CM3 1DF at 7.30pm.

25/2411 Chair's Welcome:

Chair: Gilbert.

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

25/2412 Apologies.

Cllr Taylor, Cllr Jackson, and Cllr Jenkins.

25/2413 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Bradley – Planning application.

25/2414 Public Participation session for any items regardless of its existence on the agenda.

One member of the public to report that Mill Road, North End is flooded after the rains. Some works have been undertaken recently to remedy the situation. However, the road continues to flood.

25/2415 Report by County Councillor – (Cllr Mike Steel).

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

- Pylons – The Planning Inspectorate is holding a preliminary meeting on 10th February about the examination process.
- LGR – Currently ECC elections are still scheduled to run in May 2026, followed by new unitary authority elections in 2027. ECC will then be abolished in 2028.
- Chelmer Park and Ride change. Cancelling the Saturday service. The hospital service is continuing.

25/2416 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

25/2417 Confirm the minutes of the ordinary meeting of the Council held on 15th December 2025.

Resolution: **The minutes were confirmed.**

25/2418 Update on the decisions of Chelmsford City Council Planning department.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
25/01241/OUT	Buildings Rear Of Spread-Eagle Church Lane Great Waltham Chelmsford Essex	Application Permitted

25/2419 Local Planning consultations:

1. **Reference: 25/01713/LBC**

Address: Garnetts Farm Mashbury Road Great Waltham Chelmsford

Description of works: Proposed single storey side extension to form private garaging and an enlarged living area to annexe range.

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

2. **Reference: 25/01712/FUL**

Description of works: Proposed single storey side extension to form private garaging and an enlarged living area to annexe range.

25/2420 Finance Report.-(Clerk).
Accounts information taken on 13.01.2026 (20.39)

• Safety Schemes	£ 9760
• Allotments deposit	£ 800
• Capital Refresh	£ 46,000
• Asset Refresh (non-playground)	£ 10,000
• Gt Waltham Playground Refresh Grants:	(£17,363)
	Awarded- not issued.(£10k Requested)

Resolution: *The accounts were noted.*

	2025-2026		Actual – 31/12/25		Balance
Income	£111,503.38		£116,841.90		£5,338.52
Expenditure	£111,503.38		£56,969.82		£54,533.56

Resolution: *The budget position was noted.*

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 - Jan	Pavilion expenses	£ 60.00
Three Mobile	Broadband	Pavilion expenses	£ 19.54
Cllr Jenkins	Pavilion Cleaning - Dec	Pavilion expenses	£ 75.00
Clerk	Expenses	Expenses	£ 149.02
DM Payroll	1/2 Year	Expenses	£ 86.40
JCM Services	Allotment Tree work	General Reserves	£ 684.00
Recoded	Website & Email set up .GOV	General Reserves	£ 1,560.00
Great Waltham VH	Public Car parking Annual Fee	Car Parking	£ 1,200.00
Maldon District Council	Community Engagement Patrols	Safety Schemes	£ 720.00
HAGS	50% Payment Phase 1 Infant area	Great Waltham Playground	£27,573.60

Amazon	Metal Wire for fencing	Handyman consumables	£ 50.12
Dunmow Training	Clerk - Assertion 10	Training	£ 30.00
Dunmow Training	Cllr Holland - Training	Training	£ 108.00
EALC	Data Protection essentials	Training	£ 40.80
JCM Services	FE Car Park fence	Asset Refresh	£ 348.00

£35,888.71

Resolution: The payments were approved.

25/2423 Monthly Bank Reconciliations-(Clerk)
The cash book position on the three accounts was confirmed.

Resolution: The reconciliations were approved.

25/2424 Clerks Report.

Clerk:

- Allotment Tree – Reduction on Friday 16.01
- Great Waltham Bus Shelter Works Starts Thursday 15.01
- Query on Land outside Isabelle Cottages
- Ford End Phone box damaged and made safe.
- Transfer files to the new website provider - Initially 6 years of Agenda , Minutes, and policies.
- Letter received and shared from a resident concerning Ford End additional sites (Local Plan).
- Works on Ford End recreation ground car park fence due to start.

25/2425 Update on the Action Tracker (circulated with the agenda) – (All).
The tracker document was reviewed and updated .

25/2426 To appoint one member to the Finance and General Purposes Committee.

Resolution: Cllr Holland was appointed.

25/2427 To agree that the Council has printed and delivered to each parish household an annual update to summarise its activities during 2025/26.

Resolution: Approved up to £400 for additional pages in the Parish News.

25/2428 To consider the results of and agree to any actions arising from the 2025 Parish Survey (see documents circulated with the agenda).

- The Survey Monkey facility was closed to more feedback on 31st December 2025 after being open for several months.
- The response rate across the Parish was 38, out of 960 households – this is disappointing.
- The results provide pointers on where the Council should look to improve its communications processes, but otherwise the low response rate means the output can only complement, rather than fully inform, the Council's considerations of its activities.

25/2429 To receive an update on developments in relation to the Horticultural Society's trading hut at the Brook Mead allotment site.

No update from GWHS received.

Resolution: Quotes to be pursued by the Clerk on behalf of GWHS for roof removal, demolishing and refurbishment.

Resolution: Clerk to contact GWHS about the ongoing insurance arrangements it will have place while the future of the hut is being settled.

25/2430 Discuss and approve any items to release for publication.-(All)

- **Precis of the minutes.**
- **Advertise the opening event for Phase One of Great Waltham Playground refurbishment project (timing dependant on progress of the equipment installation works).**

Council	Frequency	Committee	Day	date	Month	Year	Location
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	

Meeting closed 20.56.