

Great Waltham Parish Council

The Parish Office, The Pavilion, South Street, Great Waltham. CM3 1DF.
Clerk, W J Adshead-Grant.

E Mail: clerk@greatwalthamparishcouncil.co.uk

Website: e.voice.org.uk

clerk@gtwaltham-pc.gov.uk

Minutes of the Meeting of the Great Waltham Parish Council held on Monday 16th March 2026 at The Pavilion, South Street, Great Waltham at 7.30pm.

25/2457 Chair's Welcome:

Chair: Gilbert.

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

25/2458 Apologies.

Cllr Taylor.

25/2459 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

There were no declarations of interest.

25/2460 Public Participation session for any items regardless of its existence on the agenda.

Three members of the public attended the meeting.

- One member of the public raised concerns over the volume and speeding of traffic on the B1008. Major concerns were expressed about crossing the B1008 in the area of The Butchers Arms. Some local residents have started to drive across the road rather than risk walking and crossing on foot. Also, to avoid an incident some drivers feel the need to both indicate and apply their foot brakes when looking to turn right in to Black Chapel Lane to try to highlight to drivers coming out of Ford End that they are turning off.
- There have been several incidents in Bennetts Lane when it is being used as a short cut to Felsted. There was an informal request for a speed reduction of the traffic.
- Black Chapel Lane – is a protected lane. At the southern end of the lane is the B1008 and the Black Chapel. There is significant deterioration in the state of the lane, the verges and the overall scene. It is unclear who is responsible for protecting the lane.
- These issues in relation to Black Chapel Lane were reported: at Top Farm temporary metal fencing has been in place for 2 years; a pile of rubble alongside Black Chapel Cottage; railway sleepers and other timber has been left on the verges; in effect a layby/passing place has been created by vehicles driving over the verge; the creation of a field entrance from the highway which seems to have included the felling of trees. Parking at Black Chapel is enough space for an articulated lorry. Temporary posts could be installed to protect the lane's verges to enable it to recover.
- Also, the use of Pump Green, North End for domestic parking was noted.

Clarifications were given during the meeting.

- Protected Lanes are protected as part of a relevant planning application to Chelmsford City Council Planning.
- 18inches / 45cm of the verge is a runoff protection and is Essex Highways responsibility.
- Bennetts Lane (North End) – flooding of the road has eased at the moment.
- Telephone boxes. An offer from a Ford End resident to repaint the red telephone box once it has been repaired was noted.
- Drain at the bottom end of Church Lane – while it is understood an inspection to consider repairs is planned, a suggestion was made by a resident to cut back the verge to make it easier for the lorries and rubbish lorries to turn.
- The blocked drain close to Eagle Cottage on Church Lane has been booked in on the Highways website as a concern.

- No updates have been received on the anaerobic digestion plant (pre-application) proposal or the housing development near Ford End School proposed under the Chelmsford City Council Local Plan.

25/2461 Report by County Councillor – (Cllr Mike Steel).

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

- Local Government Reorganisation – is going ahead. County elections to be held this year.
- Highways – there are 3 ways to report defects.
- Community Governance Review for the Chelmsford non-parished areas – only 600 residents responded. Less than 1% of electorate.

25/2462 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

- Consideration to be given to appealing against the way CCC policy was interpreted in relation to the possible allocation to adjoining parishes of capped CIL funds available from the Little Hollows development in Chignal.

25/2463 Confirm the minutes of the ordinary meeting of the Council held on 17th February 2026.

Resolution: The minutes were confirmed.

25/2464 Update on the decisions of Chelmsford City Council Planning department.

No decision on any of the current planning items

Resolution: Noted.

25/2465 Local Planning consultations:

1. Reference: 26/00164/REM

Address: Strategic Growth Site North Of Woodhouse Lane Broomfield Chelmsford

Description of works: Application for reserved matters relating to 20/02064/OUT (Outline application for residential development for up to 512 dwellings including affordable housing and custom build homes (Use Class C3), Local Centre (Use Classes E, F.1, and F.2), formal and informal open space, and associated infrastructure. All matters reserved except for primary access) for all matters (appearance, landscaping, layout, and scale) related to the primary access road.

Resolution: The Parish Council has no comment.

2. Reference: 26/00199/LBC

Address: Lucks Cottage Main Road Howe Street Chelmsford

Description of works: Demolition of existing garages/outbuildings and construction of new garage/building.

Resolution: The Parish Council has no objections.

3. Reference: 26/00198/FUL

Address: Lucks Cottage Main Road Howe Street Chelmsford

Description of works: Demolition of existing garages/outbuildings and construction of new garage/outbuilding.

Resolution: The Parish Council has no objections.

4. Reference: 26/00229/FUL

Address: Bards Hall Mashbury Road Great Waltham Chelmsford

Payee	Item	Budget heading	Payment
salaries	salaries	salaries	£1,274.66
unity trust bank	bank charges	bank charges	£6.00
HMRC	PAYE - March	PAYE	£777.47
Essex Pension fund	Pensions	Pensions	£1,126.10
Cleaning Service	Pavilion Cleaning - March	Pavilion expenses	£60.00
Three Mobile	Broadband	Pavilion expenses	£19.54
Clerk	Expenses	Expenses	£61.02
Amazon	Wire fencing	handyman Consumables	£60.00
Handyman	Expenses	Expenses	TBC
Amazon	7 IN 3 USB 3.0 Multi Card Reader Adapter. Memory Card Reader	Stationery	£13.50
Amazon	HP 62XL High Yield Black Original Ink Cartridge	Stationery	£48.25
Amazon	Hexeal High Strength White Vinegar 20L - 4 x 5L Bottles of 20% Strong Cleaning Vinegar	handyman Consumables	£25.98
Amazon	Spear and Jackson - 5L Spray and Leave Ready to Use formula with Long Hose Trigger Spray	handyman Consumables	£12.99
Amazon	Elixir Gardens 360 g/l Glyphosate Commercial Industrial Strength Weed Killer Treats up to 3332 sq.m	handyman Consumables	£39.19
Amazon	Boston Seeds Fast Growing Grass Seed - Hard Wearing Grass Seeds in Various Weights.	handyman Consumables	£22.30
Amazon	Fab Little Bag Sanitary Disposal Bags - Refill Pack of 200 Bags for Dispenser	Pavilion expenses	£23.33
Amazon	EZ Street Asphalt Permanent Pothole Repair 22kg Bag x 4 bags Ready to Use	handyman Consumables	£123.96
Essex County Council	Legal fees for VG150	Professional fees	£1,395.72
Airblast	Chains at the war memorial	Asset Refresh	£900.00
			£5,990.01

The Essex County Council payment has been placed into query so that a detailed breakdown can be reviewed.

Resolution: All the other payments are approved.

25/2469 Monthly Bank Reconciliations-(Clerk)

Resolution: The reconciliations were approved.

25/2470 Clerks Report.

Handyman:

- War Memorial Chains installed.
- Playground equipment repaints in hand.
- Fence repairs undertaken.
- General repairs.
- SID movements.

Clerk:

- Annual Assembly preparation.
- Annual Accounts preparation.
- Audit booked Wednesday 15th April 2026
- New Website.
- Deliver and Collect memorial chains.
- Updating asset system with new equipment (dispose of old).
- Investigate GWHS demolition.
- Land registry preparation.
- Red Telephone Kiosk survey.
- Gt Waltham Playground refresh support.

25/2471 Update on the Action Tracker (circulated with the agenda) – (All).

Various items were updated and closed when completed.

25/2472 Review and approve the proposed Volunteering policy.

Resolution: The draft to be reviewed and policy edited with a view to further consideration and approval at a future meeting.

25/2473 To consider inserting an article in the parish press ref vehicles parking on the pavements in the parish.

Resolution: Defer this to the next meeting of the Highways & Transport Committee.

25/2474 To agree the principles to be adopted in relation to the build of the Council's new website and its future involvement in the management of the current e-voice website (see briefing note circulated prior to the meeting).

Resolution: Agreed.

25/2475 To agree the Council's approach in relation to updating parish byelaws (see briefing paper circulated with the agenda).

There is the potential to introduce a different set of byelaws to be created to cover village greens and recreation grounds.

Resolution: Cllr. Gilbert/Clerk to contact the Open Spaces Society to arrange a discussion with them on the proposed changes.

25/2476 To agree the next spine point increase to the Clerk's salary following a recommended satisfactory annual performance appraisal.

Resolution: The Parish Council awards the next spinal point from 1st April 2026.

25/2477 Approve locally arranged volunteer Spring litter picks throughout the Parish.

Resolution: The Parish Council approves locally arranged litter picks, subject to any appropriate event-specific risk assessment.

25/2478 Arrangements for the Annual assembly.

Confirmation of the arrangements and the social media campaign to highlight the event were noted.

25/2479 Discuss the Assertion 10 – Website and E-mail confirmation for 2025-2026.

Resolution: The Parish Council will fully switch to the 'gov.uk' e-mails from 31st March 2026.

Resolution: While its new website is under construction the Parish Council will continue using the e-voice website for the audits this year.

25/2480 Discuss the 'Love your Chelmsford' workday by the Street clean team.-(Clerk).

Resolution: The Parish Council will request a road sweep in Ford End along the full length of Church Lane.

Resolution: The Parish Council will request that a pressure wash of the benches at Ford End on the land at the junction of Pleshey Road and Woods Road.

25/2481 Note and review damage to Black chapel Lane in North End and consider palliatives, including bylaw adoption.

Refer to the evidence circulated by Councilor McDevitt to members prior to the meeting.

Black Chapel Lane is likely a Saxon or medieval lane. The lane has a protected status and any proposed building works need to be cognizant of this as part of planning applications. The appearance of the lane has steadily changed, with the verges especially being eroded by motor vehicles. Also, the parking surface by the Black Chapel has been changed (from the agreed works undertaken in 2015/16). A resident has reported these various issues to the relevant authorities.

Resolution: Cllr McDevitt to undertake additional research on landowners of the areas of concern in the evidence report.

Resolution: Refer the item to the Highways & Transport Committee.

25/2482 Discuss and approve any items to release for publication.- (All)

- Essex Safer Speeds Strategy consultation to be highlighted.
- Allotments advert.
- Precis of the minutes.

- CCC and Ford End School planting of wildflowers in the Ford End recreation ground tree site will appear in the April edition of Parish News.

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".

25/2483 Proposal to close the meeting to discuss the clerks terms and conditions.

Resolution: Approved to close the meeting.

25/2484 To agree the Staffing Committee's recommendation(s) in relation to a requested amendment to the Parish Clerk's terms and conditions of employment. (Staffing Committee).

Resolution: Agreed that a home working allowance payment should be made to the Parish Clerk to offset the impact of relevant tax changes effective in the new tax year.

Resolution: The allowance of £1.50 per week was approved.

Meeting closed: 21:50
W.Adshead-Grant
Clerk to the Council.

Council	Frequency	Committee	Day	date	Month	Year	Location
GWPC	Annual Assembly	Annual Assembly	Tuesday	24th	March	2026	GWVH
	Bank Holiday		Monday	6th	April	2026	
GWPC	Bi-Monthly	Recreation	Monday	13th	April	2026	Ford End
GWPC	Monthly		Monday	20th	April	2026	
GWPC	Quarterly	F&GP	Monday	27 th	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	
GWPC	Monthly		Monday	15th	June	2026	