

Great Waltham Parish Council

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Clerk, W J Adshead-Grant.

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Minutes of the Annual General Meeting and the Ordinary monthly meeting of the Great Waltham Parish Council held at the Ford End Village Hall, Great Waltham on Tuesday 26th May 2026 at 7.30 pm.

26/2512 Election of Chair (for the next 12 months).

Resolution: Cllr Gilbert was elected.

26/2513 Acceptance of Office by the new Chair and signature of paperwork.

The paperwork was signed.

26/2514 Election of Vice Chair.

Resolution: Cllr Martin was elected.

26/2515 Chairman's Welcome:

Chair: Gilbert.

Cllrs: Martin, Stephenson, Bradley, McDevitt, Jackson, Steel, Taylor.

26/2516 Apologies.

Cllr Nicholls and Cllr Holland.

26/2517 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

There were no declarations.

26/2518 Public Participation session for any items regardless of its existence on the agenda

No members of the public at the meeting.

26/2519 To review the terms of reference for parish council committees.

Resolution: The Committees' terms of reference were agreed with no changes.

26/2520 Appointment members to the Committees.

- Finance and General Purposes Committee (Chair, Vice Chair plus four councillors).

Cllrs - Jackson, Martin, Gilbert, Holland, Nicholls and Stephenson were elected.

- Recreation Committee (Chair, Vice Chair plus five councillors).

Cllrs – Gilbert, Martin, Stephenson, Jackson, Bradley and Taylor were elected – keeping 1 vacancy on the Committee.

- Staffing Committee (3 councillors).

Cllrs – Taylor and Steel were elected, keeping 1 vacancy on the Committee.

- Highways and Transport Committee (Chair, Vice Chair plus 3 Councillors).

Cllrs – Gilbert, Martin, Stephenson, McDevitt, and Bradley were elected.

- Planning Committee. (All members of the Council are represented on this Committee and are called to full meetings of the Council which include planning matters).

26/2521 Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

Resolution: Noted that currently there are no arrangements required.

26/2522 Appointment of Essex Association of Local Councils representatives (Chair, Clerk plus one Councillor).

Resolution: Cllr Gilbert, Cllr Martin, and the Clerk were appointed.

26/2523 Appointment of representatives to the Chelmsford City Council Planning Forum (one Councillor).

Resolution: Cllr McDevitt was appointed.

26/2524 Appointment of representative on Great Waltham Village Hall Committee (one Councillor).

Resolution: Defer until the next month so that the various roles undertaken by Cllr Nicholls as trustee and Chair can be explored.

26/2525 Appointment of representatives for Great Waltham Parish Jubilee Twinning Association.

Resolution: Cllr Steel was appointed.

26/2526 Appointment of representatives to the Alms House Charity.

Resolution: Defer this item to the next meeting so that the role of the Parish Council representative can be explored and understood.

26/2527 Appointment of Allotment Inspector.

Resolution: Cllr Taylor was appointed.

26/2528 Appoint Internal Auditor.

Resolution: Ann Woods was appointed.

26/2529 Appointment of Routine Playground Inspectors.

Current Appointments (3-year certification) :

- Cllr Stephenson (Trained Nov 24 – Nov 2027).
- Handyman (Re-trained May 25 – May 2028).
- Clerk (Re-trained May 25 – May 2028).

Resolution: All three inspectors were appointed.

26/2530 Review and adoption of the Standing Orders.

Resolution: The Standing Orders were adopted.

26/2531 Review and adoption of the Financial Regulations.

Resolution: The Financial Regulations were adopted.

26/2532 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.

Noted that the new website gtwaltham-pc.gov.uk is under construction.

Resolution: The policy was reviewed.

26/2540 Review of the Council's employment policies and procedures.

- Health & Safety Policy and statement.
- Formal Appraisal Policy and procedure.
- Equal Opportunities Policy.
- Harassment & Disciplinary Policy.
- Disciplinary & Grievance Policy.
- Grievance Procedure for Employees.
- Training & Development Policy.

Resolution: The policies were reviewed.

26/2541 Review the risk register.

Noted the Volunteering Policy is being drafted.
The main mitigation is the insurance policy.

Resolution: The risk register was reviewed.

26/2542 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

No spend under s.137.

26/2543 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Resolution: An F&GP meeting to be held during March / April date to be arranged.

Resolution: The meeting dates were approved.

Resolution: The meetings to be sent out on Outlook.

26/2544 Review and approval of the financial standing order on the bank account.

- £250.00 to Great Waltham Charities – Annual donation for the use of the land at the Great Waltham Recreation Ground.
- Staff salaries set up on standing orders.

Resolution: The standing orders were reviewed and approved.

26/2545 Review and approval of the financial direct debits on the bank account.

- £ Variable SSE – Utilities – Pavilion.
- £ Variable Wave – Utilities – Allotment and Pavilion
- £35.00 Information Commissioner's office (I.C.O.)

Resolution: The direct debits were approved.

26/2546 Report by County Councillor - Cllr Mike Steel.

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

- County Elections – Results mean a change in administration.
- Pylons – at the preliminary hearing stage with the Planning Inspectorate.
- LGR - New administration to challenge the Government's choice of the 5 unitary authorities model by instructing lawyers to prepare a pre-action protocol letter.

26/2547 Report by Chelmsford City Councillor.

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

- Community Governance Review – Delayed.
- CCC – Local Plan is now ready to be submitted for independent examination by a government appointed planning inspector. The examination will go on until late 2026 with the expectation that the plan will be adopted.
- Cherry Garden Road Trees – Working with CCC on replanting scheme.

26/2648 Confirmation of the minutes of the Monthly meeting held on 20th April 2026

Item 26/2509 to be changed to:

Suitable Parish owned green areas were discussed and it was reported that the CCC senior parks officer is keen to develop an area similar to the one at Ford End.

Resolution: Form a small working group to consider suitable areas to carry out discussions and consultations ahead of a formal proposal to the council.

Resolution: The minutes were confirmed with the amendment above.

26/2649 Note the Highways & Transport Committee meeting held on 5th May 2026.

Resolution: The minutes were noted.

26/2650 Local Planning Authority Decisions.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
26/00262/FUL	Well House Littley Green Road Great Waltham Chelmsford Essex CM3 1BT	Application Refused
26/00198/FUL	Lucks Cottage Main Road Howe Street Chelmsford CM3 1BG	Application Permitted

26/2651 Planning Applications:

1. Reference: 26/00507/FUL

Address: 31 Cherry Garden Road Great Waltham Chelmsford Essex

Description of works: Proposed loft conversion with rear dormer and four front facing roof lights.

Resolution: The Parish Council has no objections noting that several of these conversions have already passed planning.

2. Reference: 26/00381/FUL

Address: Tokley's Cottage Breeds Road Great Waltham Chelmsford

Description of works: Demolition of existing dwelling. Construction of a new dwelling, single storey cart lodge and new crossover

Resolution: The Parish Council deplores retrospective planning applications. The original dwelling has been demolished. The proposed development is not in keeping with the plot in scale or kind.

26/2652 Finance Report.

- Budget (set Nov 2025) £129,992.04
- Precept £106,592.04

- Received (April 2026) £53,926
- Due (October 2026) £53,926

Current Account; £ 8,838.21.69 0%

Reserve Account; £ 107,242.78 2.25%

Sub Total £116,080.99

General Reserve £ 17,091.50 (Redwood bank) 4.0 %

Interest £285.64 (accruing)

Grand Total £133,064.47

Reserves

- Safety Schemes Reserve £ 10,940
- Allotments deposit £ 800
- Capital Refresh Reserve £ 37,686
- Asset Refresh (Non-Playground) Reserve £ 5,430
- Gt Waltham Playground Refresh Donations £ 1,000
- Gt Waltham Playground Refresh Grants: £ 7,363 Received from Tom Amos.
- Great Waltham Playground Refresh £ 30,000

Invoice to be paid – already approved:

HAGS Great Waltham Playground Phase 1 £27,573.60

Resolution: The accounts were noted.

25/2653 Confirmation of payments:

Payee	Item	Budget heading	Payment
salaries	salaries	salaries	£1,306.73
unity trust bank	bank charges	bank charges	£6.00
HMRC	PAYE	PAYE	£797.68
Essex Pension fund	Pensions	Pensions	£1,108.33
Cleaning Service	Pavilion Cleaning	Pavilion expenses	£60.00
Three Mobile	Broadband	Pavilion expenses	£20.41
Clerk	Monthly Expenses	Expenses	£74.19
Handyman	Monthly Expenses	Expenses	£83.51
JCM	Grounds Maintenance Payment 1/4	Grounds Maintenance	£1,758.60
Amazon	Combination Padlock	Handyman Tools	£22.59
Amazon	Weed Killer	Handyman consumables	£39.05
Community First	Annual Insurance	Insurance	£1,926.88
Community Heartbeat Trust	Annual Support	Defib	£396.00
JCM	pump green cut	Grounds Maintenance	£168.00
RCCE	annual subscription	subscriptions	£63.60
npower	electricity	utilities	£45.32

£ 7,876.89

Resolution: The payments were approved.

25/2654 Monthly Bank Reconciliation.

Resolution: The reconciliations were approved.

25/2655 Update on the Action Tracker – all.

Resolution: The Tracker was reviewed and items updated.

26/2656 Review the Internal Auditors report for FY 2025-2026.

1. The General Reserves at £17,091.50 are lower than the PKF Littlejohn recommended levels of 3-12 months of expenditure.
 - Budget of £111,503.38 for FY 2025/2026 - indicates a monthly budget of £9,291.95. A three-month reserve would be £27,875.85
2. The Precept figure does not agree to the figure published by MHCLG, which is £101635.00. The Parish Council may wish to take this matter up with Chelmsford City Council.
 - £101,613.74 for 2025-2026 precept demand.
 - £101,635.00 declared by CCC – difference of £21.26.
3. The Asset Register for 2025/2026 appears to have been updated but not considered and agreed by the Council.
 - 25/2188 – 20/05/2025 – Asset list approved.
4. The Council does not seem to have a Council owned website, which is a requirement for the positive completion of the AGAR IA Report.
 - Currently using e-voice website. GtWaltham-pc.gov.uk is under construction and will complete in 2026-2027.

Resolution: The internal auditor's concerns were noted. The Parish Council will resolve the items through the year.

26/2657 To confirm and sign the Annual Governance Statement which forms part of the Annual Return for Local Councils, Internal Drainage Boards, and other smaller authorities in England for the year ended 31st March 2026.

Resolution: The Annual Governance Statement was confirmed and signed.

26/2658 To adopt the Annual Accounts for the year ended 31st March 2026 and to sign the Annual Return.

Resolution: The Annual Accounts were confirmed and signed.

26/2659 Discuss funding the replacement of place name street signs. (Cllr. Gilbert)

- The name street signs on Lark's Lane, Ash Tree Corner, Broad's Green, and North End have been highlighted as needing to be replaced/repared.
- These assets are all owned by Essex Highways and are monitored by them. They sit very close to the highway. Essex Highways has no plans to replace them at the moment.
- It was suggested that the design costs are at least £2,100 per sign for Highways to check and design a new sign. This does not cover the cost of making and installing each sign. The item needs investigation as there is no dedicated Parish Council budget to replace the signs.

Resolution: Clerk to contact ECC for costings.

26/2660 To note and consider the Council's quarterly 2025/26 action plan update report (see document circulated with the agenda).

Resolution: Noted and considered.

26/2661 To agree the Council's 2026/27 action plan (see draft document circulated with the agenda).

Resolution: Agreed.

26/2662 To review the results of the red telephone kiosks survey and agree next steps (see document circulated with the agenda).

- Volunteers have come forward through the process.
- There are unbudgeted costs and parts needed to bring the 3 unused telephone boxes into a good state of repair.

- A variety of suggestions for new uses were put forward – defibrillator, library, art display, tourist information point, seed swap, fresh produce drop-off, or, if nothing can be accommodated, still leave in situ as a point of interest.

Resolution: As recommended in the briefing paper, defer the next steps to the Recreation Committee.

26/2663 Discuss the Cherry tree removal from Cherry Garden Road Great Waltham and a replacement planting programme in partnership with Chelmsford City Council.

- 5 diseased cherry trees were cut down by Chelmsford City Council (CCC) in Cherry Garden Road after a letter drop informing the residents of the problem. CCC has responsibility for the trees on their greens.
- The trees had a fungus weakened them and presented an increased risk to the public if limbs or the main tree failed.
- A discussion has been held with CCC to replace the trees with new trees towards the end of the calendar year and to plant additional trees.

25/2664 Discuss and approve any items to release for publication.

- Précis of the minutes.
- Pavement parking.
- Telephone survey.

Next Meetings:

Frequency		Meeting	Day	date	Month	Year	
GWPC	Monthly	Monthly	Monday	15th	June	2026	
GWPC	Bi-Monthly	Recreation	Monday	22nd	June	2026	
GWPC	Quarterly	F&GP	Monday	6th	July	2026	
GWPC	Monthly	Monthly	Monday	20th	July	2026	
GWPC	Quarterly	H&TC	Monday	27th	July	2026	
GWPC	Monthly	Monthly	Tuesday	18th	August	2026	Ford End
Bank Holiday			Monday	31st	August	2026	
GWPC	Bi-Monthly	Recreation	Monday	7th	September	2026	
GWPC	Monthly	Monthly	Monday	21st	September	2026	
GWPC	Quarterly	F&GP	Monday	12th	October	2026	
GWPC	Monthly	Monthly	Monday	19th	October	2026	
GWPC	Quarterly	H&TC	Monday	26th	October	2026	
GWPC	Monthly	Monthly	Tuesday	17th	November	2026	Ford End
GWPC	Bi-Monthly	Recreation	Monday	23rd	November	2026	
GWPC	Monthly	Monthly	Monday	14th	December	2026	
GWPC	Monthly	Monthly	Monday	18th	January	2027	
GWPC	Quarterly	F&GP	Monday	25th	January	2027	
GWPC	Bi-Monthly	Recreation	Monday	1st	February	2027	
GWPC	Quarterly	H&TC	Monday	8th	February	2027	
GWPC	Monthly	Monthly	Tuesday	16th	February	2027	Ford End
GWPC	Monthly	Monthly	Monday	15th	March	2027	
GWPC	Annual Assembly	Annual Assembly	Tuesday	23rd	March	2027	Ford End
Bank Holiday			Monday	29th	March	2027	
GWPC	Bi-Monthly	Recreation	Monday	12th	April	2027	
GWPC	Monthly	Monthly	Monday	19th	April	2027	
Bank Holiday			Monday	3rd	May	2027	
GWPC	Quarterly	H&TC	Tuesday	4th	May	2027	

GWPC	Monthly	AGM + Monthly	Tuesday	25th	May	2027	Ford End
Bank Holiday			Monday	31st	May	2027	
GWPC	Monthly	Monthly	Monday	14th	June	2027	

Meeting closed 21:45
W. Adshead-Grant