

Minutes of the Meeting of the Great Waltham Parish Council held on Monday 15th June 2026 at The Pavilion, South Street, Great Waltham at 7.30pm.

26/2665 Chair's Welcome:

Chair: Gilbert.

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

26/2666 Apologies.

None required.

26/2667 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Cllr Nicholls 26/2683 – Village Hall Trustee.

26/2668 Public Participation session for any items regardless of its existence on the agenda.

No members of the public attended.

26/2669 Report by County Councillor – (Cllr Mike Steel).

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

- Speed Strategy – Update from new administration's cabinet member awaited.
- Potholes – Members Highways initiative has been stopped. The new administration has declared a 'pothole emergency' which implemented a quick response initiative for members to identify three roads for works in their area.
- Highways Village Entrance Sign – Extremely frustrating trying to get an answer since the election.

26/2670 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

- The Chelmsford Local Plan is to be sent to a government appointed Planning Inspector for review.

26/2671 Confirm the minutes of the AGM and ordinary meetings of the Council held on 26th May 2026.

Resolution: *The minutes were confirmed.*

26/2672 Update on the decisions of Chelmsford City Council Planning department.

There are no decisions at the time of the agenda.

26/2673 Local Planning consultations:

1. **Reference: 26/00616/FUL**

Address: 2 Stud Cottages Little Green Road Great Waltham Chelmsford
Description of works: Detached annexe.

Resolution: *The Parish Council requests that the annexe is ancillary to the main dwelling.*

2. **Reference: 26/00469/FUL**

Address: Thatches Main Road Howe Street Chelmsford
Description of works: Installation of solar PV panels on detached garage.

Resolution: *The Parish Council supports this application.*

3. **Reference: 26/00634/FUL**

Address: Black Chapel Black Chapel Lane Great Waltham Dunmow
 Description of works: Retrospective application for the extension of an existing private parking area with associated operational development and engineering works.

Resolution: **The Parish Council objects to this application as the Black Chapel is a listed property, and the lane is a protected lane. The area is a non-designated heritage asset. The grass verge should be reinstated. The Parish Council would recommend a different surface is installed that supports vehicles and the grass verge grows through.**

26/2674 Finance Report – End of year .
 Accounts information taken on 08-06-2026

Current Account: £ 1,354.12 (0% interest).
Savings Account: £ 107,242.78 (1.95% interest).
Redwood Account £ 17,091.50 (3.75% interest) .
 Accrued Interest (not paid and not included above) £333.28

Earmarked Reserves:

- Safety Schemes Reserve £ 9040
- Allotments deposit £ 850
- Capital Refresh Reserve £ 46,000
- Asset Refresh (Non-Playground) Reserve £ 5,430
- Gt Waltham Playground Refresh Donations £1,100
- Gt Waltham Playground Refresh Grants: £7,363

Sub-Total £ **125,688.40**

Payment to Hags.- Approved – minor details to be resolved £ 25,753.01 (Includes VAT).

Total £ **99,935.39**

Resolution: **The finances were noted.**

26/2675 Budget Update 2026 – 2027.
 Budget £129,992.04

Precept 2026/2027 - £106,592.04
 - £53,296 due 30th October 2026.

Resolution: **The budget update was noted.**

26/2676 Confirmation of payments :

Payee	Item	Budget heading	Payment
salaries	salaries	salaries	£1,306.73
unity trust bank	bank charges	bank charges	£7.00
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	£68.59
Handyman	Monthly Expenses	Expenses	TBC
JCM	Tree Works	Tree works	£1,092.00

Council wise	Internal Audit Fee 2025-2026	Audit	£174.00
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Resolution: The payments were approved.

26/2677 Monthly Bank Reconciliations.

Resolution: The bank reconciliation was noted.

26/2678 Clerks Report.

Handyman:

- Paint / Stain Howe Street bus shelter , Ford End bus shelter.
- Fill potholes in Ford End recreation car park.
- Lubricate and check over the security bollards at recreation grounds.
- Paint / stain the Howe Street bench.
- Cut back the overgrowth / brambles at Howe Street recreation ground – left hand side.

Clerk:

- Release 2025-2026 package for external audit.
- Allotment queries.
- Private hirers at the pavilion.
- Various admin tasks.
- Update Advantagedge .

26/2679 Update on the Action Tracker (circulated with the agenda).

Resolution: Various items were closed as completed.

26/2680 To agree that the Council will lead on November Remembrance Sunday events and form a committee including the Royal British Legion, church, and other local organisations.

The remembrance parade and church service at Great Waltham will be on Sunday 8th November 10.00-12.00.

Resolution: The Parish Council will lead on the events and form the organising committee.

Resolution: The Clerk to apply for a road closure for the Great Waltham event.

26/2681 To agree the Council's representatives at the Remembrance Sunday events at Great Waltham and Ford End.

Resolution: On behalf of ECC and CCC Steel will lay a wreath at Great Waltham.

Resolution: On behalf of Great Waltham Parish Council at Great Waltham Cllr Gilbert will lay a wreath.

Resolution: On behalf of Great Waltham Parish Council at Ford End Cllr Stephenson will lay a wreath.

26/2682 To agree that the Council will donate to the Royal British Legion for two wreaths.

Resolution: The Parish Council approves a £60 donation towards the Royal British Legion.

Resolution: Cllr Gilbert will order two wreaths from the RBL as part of the Great Waltham organising committee's work.

26/2683 To discuss and agree the Council's nominated representatives on parish-based charities.

- North End Charities – (213179).
 - The three representative trustees required on behalf of the Parish Council.
 - S. Slater. – Existing representative trustee.
 - A. Rectern. – Existing representative trustee.
 - C.Depree. – New Appointment.
- Parish of Great Waltham Alms houses Charity – (1053188).
 - Two representative trustees required on behalf of the Parish Council...

- A.Arnold appointed 2025.
- V.Hodges appointed 2026.
- Great Waltham Charity – (209874).
 - Two representative trustees must be from the Parish Council.
- Great Waltham Village Hall – (301320).
 - One representative member must be from the Parish Council.
 - Cllr Nicholls elected to be the representative member.

Resolution: **Clerk to make contact with the charities and seek additional information to conclude to the Parish Council's satisfaction the position with all four organisations.**

26/2684 Discuss the request for some form of signage in South Street, Great Waltham to reduce vehicle speed.
Difficulty getting any information from the ECC Highways department under the new administration. Consideration for the use of the Speed Indicator Device(SID) pole for signage.

Resolution: **Cllr Steel to investigate.**

26/2685 Discuss and approve any items to release for publication.- (All)

- Precis of the monthly minutes
- Allotment advert

	Frequency	Meeting	Day	date	Month	Year	
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	Ford End
GWPC	Monthly	AGM + Monthly	Tuesday	25th	May	2027	
Bank Holiday			Monday	31st	May	2027	
GWPC	Monthly	Monthly	Monday	14th	June	2027	

Meeting closed 21.02