

PLEASE NOTE - IF DISABLED ACCESS IS REQUIRED TO ANY MEETING OF THE PARISH COUNCIL THEN PRIOR NOTIFICATION OF ATTENDANCE MUST BE GIVEN TO THE CLERK.

Meetings may be recorded under the openness of Local Government Regulations 2014

Great Waltham Parish Council

Clerk, W J Adshead-Grant, The Parish Office, Great Waltham Village Hall (Hulton Hall) ,
South Street , Great Waltham, Essex CM3 1DF

E Mail: clerk@greatwalthamparishcouncil.co.uk Website: <https://e-voice.org.uk/greatwalthamparish>

Posted: Monday 14th September 2020

You are hereby summonsed to attend the Virtual Meeting of the Great Waltham Parish Council on **TUESDAY** 22nd September 2020 at 7.00pm for transacting the following business.
w j Adshead-Grant, Clerk.

The Public and Press are cordially invited to be present. Members of the public are invited to address the Council at the Public Open Session.

Join Zoom Meeting

<https://us02web.zoom.us/j/3068558948>

Meeting ID: 306 855 8948

One tap mobile

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AGENDA.

20/475 Chairman's Welcome

Chairman:

Councillors:

20/476 Apologies

Cllr Palmer

20/477 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

20/478 Public Participation session

20/479 Report by County Councillor.

20/480 Report by Chelmsford City Councillor

20/481 Confirmation of the Minutes of the Monthly Meeting on 17th August 2020

20/482 Note the Minutes of the Extra Ordinary Recreation Meeting on the 24th August 2020

20/483 Note the Minutes of the Recreation Committee on 7th September 2020

20/484 Local Planning Authority Decisions

20/485 Planning Applications for Discussion

1. Reference: 20/01326/FUL

Address: Waltham bury Farm Pleshey Road Great Waltham Chelmsford

Description of works: Application for demolition of fire damaged building and replacement of redundant agricultural building

Please return your comments to us by 17th September 2020

2. Reference: 20/01221/FUL

Address: Site Adjacent 31 Pleshey Road Ford End Chelmsford

Description of works: Proposed detached dwelling

Please return your comments to us by 29th September 2020

20/486 Clerk's Report

- See attached Report

20/487 Financial Reports - Clerk

• <u>Reserve Account</u>	<u>£ 43,991</u>
○ CIL Monies	£ 15,357
○ Capital works	£ 11,820
○ General Reserve	£ 16,415
○ Allotment Deposits	£ 350
• <u>Current Account</u>	<u>£ 8720</u>
Income	£ 185.97 Allotments £ 1,813.54 VAT refund
<u>Total on Hand</u>	<u>£52,711</u>

20/488 Confirmation of payments:

Payee	Reason for Spend	Spend	Budget Category
GW Village Hall	Rent	£312	Office Rent
Handyman Salary		£444.60	Salary
Clerk Salary	<i>Catch up payment</i>	£705.87	Salary
Payment to Caretaker	Cheque payment for retention	£269.72	Salary
HMRC	<i>PAYE + NI</i>	£689.56	PAYE
Essex Pension Fund	<i>Pension</i>	£445.63	Pension
Clerk's Expenses	<i>Various items</i>	£194.57	WEB & Recreation
Amazon	<i>Basketball hoop nets x 2</i>	£16.98	Recreation Area
Amazon	<i>Gate Latch</i>	£6.75	Recreation Area
Online Playgrounds	<i>New Wooden Post</i>	£120	Recreation Area
Online Playgrounds	<i>New toddler seat</i>	£199.20	Recreation Area
Amazon	<i>Gate Latch</i>	£4.99	Recreation Area
Amazon	<i>Printer Cartridge x 4</i>	£97.73	Office Equipment
SBC	<i>Fence at Great Waltham Play Area</i>	£534.00	Recreation Area
Chelmsford City Council	<i>Wooden Bollards at Broads Green</i>	£126.00	Street Furniture
Chatham Hall estate	<i>½ year Allotment Rent</i>	£350	Allotment Rent
Mr M Howard	<i>Internal Audit</i>	£	Accountancy & Audit

Estimated Total £ 4,517.60

20/489 Monthly Bank reconciliation – Clerk & Chairman F&GP

20/490 To discuss and agree the Council's position in relation to (a) its Allotments Agreement wording and (b) the associated administrative process(es) necessary to ensure its full and timely implementation. – Cllr Gilbert

20/491 Discuss the Chelmsford City Council Informal Community Governance Review – Cllr Steel

20/492 Discuss joining the Rural Services Network – annual membership from the 1st April 2021 is £130 per annum.

20/493 To determine the Parish Council's response to requests to maintain areas that are not owned by it, but lack of maintenance has an adverse effect on residents. And to establish a policy for establishing ownership, whether the PC wants to take it on, and liability with any such actions. - Cllr Steel

20/494 Review the terms of reference of the Recreation committee: with Reference Item 4. Proposal to Increase the membership of the Committee from 7 to 8

20/495 Review the terms of reference of the Recreation committee Reference Item. Proposal to allocate the Committee delegated spending powers within a limit of in any Financial year subject to adherence to the financial regulations.

20/496 Review the terms of reference of the Recreation committee. The Budget allocated to the Recreation Committee is to be administered within the full Council Budget.

20/497 Review the Current Budget to allocate spend areas to be allocated to the Recreation Committee to achieve a £10,000 budget this financial year – Cllr Steel

20/498 Review and amend the Financial regulations – The Clerk

20/499 To consider previous agreement to allow non-parish residents to take allotments and amend to allow those that fit the definition of having a bona fide interest in the parish – Cllr Martin

20/500 To consider request from GWVH committee, for GWPC to appoint a representative trustee - Cllr Steel.

20/501 To discuss and agree whether further analysis is required to fully understand the adequacy and allocation of the Council's 'handyman' resource. – Cllr Gilbert

20/502 Review of CGR parking and agreement on how we consult/engage with residents – Cllr Bloomfield

20/503 Consider if Great Waltham Parish Would benefit from an additional table tennis table offered Free from Chelmsford City Council- The Clerk

20/504 Feedback on the Clerks Annual Appraisal covering 2019-2020 – Cllr's Jackson & Palmer

20/505 To confirm that the Clerk received a Satisfactory rating at his 2020 Appraisal. The Clerk moves from Spinal Point 15 to Spinal Point 16 – an increase of 54p per hour – including the April 2020 cost of living increase. – Cllr's Jackson & Palmer

20/506 Discuss the Internal Audit report and any recommendations – The Clerk

20/507 Concerns raised over the misuse of footpath 88 by Cyclists and Horse riders – The Clerk

20/508 Review the decision to go ahead with the Village and Hamlet litter Pick on the 17th and 18th October in light of the new restriction of meeting of a maximum of 6 people from the 14th September.

20/509 Ford End Recreation Ground Woodland Planting Project, Outcome of ECC Locality Fund Award. Cllr Martin

20/510 Proposal from the Recreation Committee to undertake the following Recreation Ground Repairs and Replacements - Cllr Martin

This financial year from Current Funds:

- Great Waltham
 1. Replace the junior goals
 2. Repair play area fence along the field side including the replacement of rotten posts, missing rails, damaged wire mesh.
 3. Repair gates including the fitting and or adjustment of catches as necessary
 4. Replace the wooden rungs on the Tower Ladder
 5. Repair base around Tower
- Howe Street
 1. Replace the swing seats
- Ford End
 1. Repair/replace the damaged fence behind the goal and in the corner of the play area and repair the car park fence

Plan to replace the following equipment:

- 2021
 1. Ford End Multi-play
 2. Howe Street Multi-play
 3. Howe Street Bench
- 2022
 1. Great Waltham Train
- 2023
 1. Great Waltham Tower

20/511 Discuss and approve the new allotment agreement proposed by the landlord – Cllr Martin

20/512 To consider making an induction file for new councillors. (councillor Jackson)

20/513 Ford End Village Hall Requests a Grant to purchase a monthly Zoom license at a cost of £11.99 for one Month to enable the AGM to be held online

20/514 Clarify the regulations / byelaws governing public rights of way and how can we increase public awareness of them -Cllr McDevitt

20/515 Discuss and approve any items for media broadcast by the Parish Council – Cllr Steel

Next Monthly Meeting **Monday 19th October 2020** @ 7PM - Online