

Under the 2014 -The Openness of Local Government Bodies Regulations - the meeting will be recorded for the accuracy of the minutes by the Clerk. The recording will be destroyed once the minutes have been confirmed.

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.

Great Waltham Parish Council

The Parish Office, Great Waltham Village Hall (Houlton Hall), South Street, Great Waltham
Clerk, W J Adshead-Grant.

E Mail: clerk@greatwalthamparishcouncil.co.uk Website: e.voice.org.uk

Posted: 16th May 2023

You are hereby summonsed to attend the Annual General Meeting of the Great Waltham Parish Council at the Pavilion, South Street, Great Waltham on Monday 22nd May at 7.30 pm 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.

All members are required to sign and submit a members register of interest within 28 days.

AGENDA.

23/1472 Election of Chair (for the next 12 months).

23/1473 Acceptance of Office by the new Chair and signature of paperwork.

23/1474 Election of Vice Chair.

23/1475 Chairman's Welcome:

Chair:

Cllrs:

23/1476 Apologies

23/1477 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept.

23/1478 Public Participation session for any items regardless of its existence on the agenda

Public Question Time. Members of the public are invited to address the Council, give their views, and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chair). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chair. Members of the public should address their representation through the Chair of the meeting.

23/1479 To review the terms of reference for committees and appointment of Committees, as follows:

- Finance and General Purposes Committee (Chair, Vice Chair plus four councillors)
- Recreation Committee (Chair, Vice Chair plus seven councillors)
- Staffing Committee (3 councillors)

- Highways and Transport Committee (Chair, Vice Chair plus 3 Councillors & Parish Council Transport Representative)
- Planning Committee (All members of the Council are represented on this Committee and are called to full meetings of the Council which are dedicated to planning).

- 23/1480 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.
- 23/1481 Appointment of Essex Association of Local Councils representatives (Chair, Clerk plus one Councillor).
- 23/1482 Appointment of representatives to the Chelmsford City Council Planning Forum (one Councillor).
- 23/1483 Appointment of representative on Great Waltham Village Hall Committee (one Councillor).
- 23/1484 Appointment of a representative on Great Waltham Community Network (one Councillor).
- 23/1485 Appointment of representatives for Great Waltham Parish Jubilee Twinning Association (Chair plus one other nomination).
- 23/1486 Appointment of representative to the Alms House Charity.
- 23/1487 Appointment of Allotment Inspector.
- 23/1488 Appointment of Routine Playground Inspector.
- 23/1489 Review and adoption of the Standing Orders
- 23/1490 Review and adoption of the Financial Regulations
- 23/1491 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.
- Great Waltham Village Hall – Hire of Blue Room.
 - Great Waltham Village Hall – Hire of Village Hall Parking Spaces.
 - Chelmer Housing Partnership – Access and use of free parking spaces in Blossom Way.
 - Allotments in Great Waltham – Hire.
 - Great Waltham Recreation Ground (Part of) – Donation.
 - Howe Street Recreation ground – Hire.
- 23/1492 Review of representation on or work with external bodies and arrangements for reporting back.
- 23/1493 Consider if the Council has become eligible to exercise the general power of competence.
- Elected Councillors – The elected Councillors must equal or exceed (3/4) = 8
 - Clerk – Must hold the CilCa qualification or an equivalent.
- 23/1494 Review of inventory of land and other assets including buildings and office equipment.
- 23/1495 Confirmation of arrangements for insurance cover in respect of all insurable risks.
- 23/1496 Review of the Council's and/or staff subscriptions to other bodies.
- Essex Association of Local Councils (E.A.L.C.)
 - National Association of Local Councils (N.A.L.C.)
 - Rural Community Council of Essex (R.C.C.E.)
 - Campaign to Protect Rural England (C.P.R.E.)
- 23/1497 Review of the Council's complaints procedure.

- 23/1498 Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.
- 23/1499 Review of the Council's policy for dealing with the press/media.
- 23/1500 Review of the Council's employment policies and procedures.
- 23/1501 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- 23/1502 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- 23/1503 Report by County Councillor - Cllr Mike Steel.
- 23/1504 Report by Chelmsford City Councillor – Cllr Mike Steel.
- 23/1505 Note the minutes of the Highways and Transport Committee meeting held on 17th April 2023.
- 23/1506 Confirmation of the minutes of the monthly meeting held on 24th April 2023.

23/1507 Local Planning Authority Decisions.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
23/00434/LBC	Lucks Cottage Main Road Howe Street Chelmsford Essex CM3 1BG	Application Permitted
23/00372/LBC	Barn At Garnetts Farm Mashbury Road Great Waltham Chelmsford Essex	Application Permitted
21/01327/S73	Barn At Garnetts Farm Mashbury Road Great Waltham Chelmsford Essex	Application Permitted

23/1508 Planning Applications

1. Reference: 23/00740/FUL

Address: Land Between Little Dene And Bridge Cottage Main Road Little Waltham Chelmsford

Description of works: Surfacing of an Agricultural Access Track

2. Reference: 23/00659/FUL

Address: Recreation Ground South Street Great Waltham Chelmsford

Description of works: Siting of a storage container adjacent to the pavilion

3. Reference: 23/00576/FUL

Address: Garnetts Farm Mashbury Road Great Waltham Chelmsford

Description of works: Proposed single storey detached garden building.

23/1509 Finance Report

Current Account; **£21,707.09**

Reserve Account; **£56,745.33**

- £10,000 Ford End Speed Cameras
- £5,000 Ford End Path
- £700 Allotment deposits
- £32,500 Capital Works
- £8,545.33 General Reserve

Total **£78,452.42**

- 23/1510 Approval to purchase the Handyman additional Ryobi One batteries as he only has a 1.5 AH and 5 AH restricting use of non-fossil fuel driven equipment. (Lawnmower, hedge cutter, bush cutter) at £51.99 (includes VAT) for two. – The Clerk.
- 23/1511 Approval to purchase a multi charger for the Handyman in the Ryobi One range at £89.18 (includes VAT).- The Clerk.
- 23/1512 Approval to purchase a strimmer for the handyman at a cost of £74.49 (includes VAT) – The Clerk.
- 23/1513 Approval to purchase a replacement hedge cutter as the Stihl has failed. A Ryobi battery unit is £109.95 (incl vat).

23/1514 Confirmation of payments:

Item	Budget heading	Payment
NALC / EALC Affiliation fees	Subscriptions	£550.24
Clerk Expenses- Banbury Square	Expenses	£74.55
Essex Pension Fund	Employee Contribution	£83.12
Essex Pension Fund	Employee Additional Contribution	£37.72
Essex Pension Fund	Employer Contribution	£381.44
Combined Salaries	Salaries	£1,372.06
Handyman Expenses	Expenses	£114.73
Clerk Expenses	Expenses	£123.66
HMRC	PAYE	£715.54
CLLR MARTIN	General Reserve	£8.00
JCM - GRASS CUTTING	Grounds Maintenance	£1,462.50
WAVE- BROOKMEAD	Water	£35.70
WAVE= PAVILLION	Utilities	£27.76

Total **£4987.02**

- 23/1515 Review and approval of the financial standing order on the bank account.
 £316.09 To Great Waltham Village Hall – Monthly for the use of the Blue Room - until October 2023.
 £250.00 To Great Waltham Charities – Annual donation for the use of the land at the Great Waltham Recreation Ground.
- 23/1516 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.)
- 23/1517 Discuss and approve setting up standing orders for staff salaries (Clerk and Handyman).
- 23/1518 Nominate additional signatories to the bank account (Currently three).
- 23/1519 Monthly Bank Reconciliation.
- 23/1520 To agree actions and activities in relation to co-option of councillors for the new council. (Cllr. Gilbert)
- 23/1521 Review new information in relation to the previous resolution to purchase a whiteboard for the pavilion – Cllr Martin.
- 23/1522 To agree allocation of due policy document reviews (see review schedule circulated with the agenda of the meeting – Cllr Gilbert.

- 23/1523 To agree that the Council seeks to secure a loan to fund one-half of the costs to install an average speed camera system on the B1008 through Ford End village (see briefing note circulates with the agenda of the meeting). – Cllr Martin.
- 23/1524 Update on the Action Tracker – all.
- 23/1525 To agree use of Blossom Way car parking spaces adjacent to Scout hut, for Scout breakfast 8am to 11am Sunday 11th June, subject to CHP having no objections – Cllr Steel.
- 23/1526 To consider grant request from Waltham’s Scout Group for work for upgraded electrics whilst HQ ceiling is not in position – Cllr Steel.
- 23/1527 Discuss and approve any items for the “Parish Council News” section of the Parish News.

Next Meetings:

**MEETING
DATES
2023**

Date	Meeting of :
Wednesday 31st May	Great Waltham Parish Council Recreation @ 7.30pm
Monday 5th June	Great Waltham Annual Assembly of the Parish @ 8PM
Monday 19th June	Great Waltham Parish Council Monthly Meeting @ 7.30PM
Wednesday 12th July	Great Waltham Parish Council Recreation @ 7.30pm
Monday 17th July	Great Waltham Parish Council Monthly Meeting @ 7.30PM
Monday 24th July	Great Waltham Parish Council Highways & Transport Committee @ 7.30PM
Monday 31st July	Great Waltham Parish Council Finance and General Purposes @ 7.30pm
Monday 21st August	Great Waltham Parish Council Monthly Meeting @ 7.30PM
Monday 4th September	Great Waltham Parish Council Recreation @ 7.30pm
Monday 18th September	Great Waltham Parish Council Monthly Meeting @ 7.30PM
Monday 25th September	Great Waltham Parish Council Highways & Transport Committee @ 7.30PM
Monday 9th October	Great Waltham Parish Council Finance and General Purposes @ 7.30PM ** Budget Meeting**
Monday 16th October	Great Waltham Parish Council Monthly Meeting @ 7.30PM
Monday 6th November	Great Waltham Parish Council Recreation @ 7.30pm
Monday 20th November	Great Waltham Parish Council Monthly Meeting @ 7.30PM
Monday 11th December	Great Waltham Parish Council Monthly Meeting @ 7.30PM
2024	
Monday 15th January	Great Waltham Parish Council Monthly Meeting @ 7.30pm
Monday 22nd January	Great Waltham Parish Council Finance and General Purposes @ 7.30pm

Monday 29th January	Great Waltham Parish Council Recreation @ 7.30pm
Monday 12th February	Great Waltham Parish Council Highways & Transport Committee @ 7.30PM
Monday 19th February	Great Waltham Parish Council Monthly Meeting @ 7.30pm
Monday 18th March	Great Waltham Parish Council Monthly Meeting @ 7.30pm
Monday 15th April	Great Waltham Parish Council Highways & Transport Committee @ 7.30PM
Monday 22nd April	Great Waltham Parish Council Monthly Meeting @ 7.30PM
Wednesday 24th April	Great Waltham Parish Council Recreation @ 7.30pm
Monday 29th April	Great Waltham Parish Council Finance and General Purposes @ 7.30pm
Monday 20th May	Great Waltham Parish Council AGM and Monthly Meeting @ 7.30PM