

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, The Pavilion, South Street, Great Waltham
Clerk, W J Adshead-Grant.

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

Posted: Tuesday 14th May 2024

You are hereby summonsed to attend the Annual General Meeting and the Ordinary monthly 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.

AGENDA.

24/1831 Election of Chair (for the next 12 months).

24/1832 Acceptance of Office by the new Chair and signature of paperwork.

24/1833 Election of Vice Chair.

24/1834 Chairman's Welcome:

Chair:

Cllrs:

24/1835 Apologies.

24/1836 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.

24/1837 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.

24/1838 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)
Current membership Cllr Jackson, Cllr Martin, Cllr Gilbert, Cllr Bradley, Cllr Micklem and Cllr Stephenson.
- Recreation Committee (Chair, Vice Chair plus six councillors)
Current Membership Cllrs – Gilbert, Martin, Jenkins, Palmer, Jackson, Bradley and (2 x Vacancy).

- Staffing Committee (3 councillors)
Currently – Cllr Jenkins and Cllr Steel.
- Highways and Transport Committee (Chair, Vice Chair plus 3 Councillors & Parish Council Transport Representative)
Current Members: – Cllr Gilbert, Cllr Martin, Cllr Palmer, Cllr McDevitt, Cllr Jenkins, and Cllr Bradley.
- 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).

24/1839 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.

24/1840 Appointment of Essex Association of Local Councils representatives (Chair, Clerk plus one Councillor).
Current Members: Cllr Gilbert, Cllr Martin, and the Clerk.

24/1841 Appointment of representatives to the Chelmsford City Council Planning Forum (one Councillor).
Current Member: Cllr McDevitt.

24/1842 Appointment of representative on Great Waltham Village Hall Committee (one Councillor).
Current Member : Cllr Palmer.

24/1843 Appointment of a representative on Great Waltham Community Network (one Councillor).
Current Member: Vacant role.

24/1844 Appointment of representatives for Great Waltham Parish Jubilee Twinning Association (Chair plus one other nomination).
Current Member: Cllr Steel.

24/1845 Appointment of representatives to the Alms House Charity.
Current Appointments: Mr A. Micklem and A. Arnold.

24/1846 Appointment of Allotment Inspector.
Current Appointments: Cllr Palmer.

24/1847 Appointment of Routine Playground Inspectors.
Current Appointments: Cllr Palmer, the Handyman, and the Clerk.

24/1848 Review and adoption of the Standing Orders.

24/1849 Review and adoption of the Financial Regulations.
It was noted that a new model has been issued for 2024.

24/1850 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.

- 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.

24/1851 Review of representation on or work with external bodies and arrangements for reporting back.

- Chelmsford City Council Governance committee – **currently Cllr Jackson.**
- NW & SW of Chelmsford Parishes Group – **currently Cllr McDevitt.**

24/1852 The Parish Council confirms it meets the eligibility to meet the criteria for the General Power of Competence (“the power to do anything that individuals generally may do” if they do not break other laws. It is a ‘power of first resort;’ this means that when searching for a power to act, the first question you ask is whether you can use GPC”).

- Elected Councillors – The elected Councillors must equal or exceed (3/4).
- Clerk – Must hold the CilCa qualification or an equivalent.

24/1853 Review of inventory of land and other assets including buildings and office equipment.

24/1854 Confirmation of arrangements for insurance cover in respect of all insurable risks.

24/1855 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.)

24/1856 Review of the Council's complaints procedure.

24/1857 Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.

24/1858 Review of the Council's policy for dealing with the press/media.

24/1859 Review of the Council's employment policies and procedures.

24/1860 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

24/1861 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

- **Tuesday 18th June at FE VH at 19.30.**
- Monday 15th July at Pavilion at 19.30.
- Monday 19th August at Pavilion at 19.30.
- **Tuesday 17th September at FE VH at 19.30 (to be confirmed).**
- Monday 21st October at Pavilion at 19.30.
- Monday 18th November at Pavilion at 19.30.
- **Tuesday 17 December at FE VH at 19.30 (to be confirmed).**
- Monday 20th January 2025 at Pavilion at 19.30
- Monday 17th February 2025 at Pavilion at 19.30.
- **Tuesday 18th March 2025 at FE VH at 19.30 (to be confirmed).**
- Tuesday 22nd April 2025 at Pavilion at 19.30.
- Monday 19th May 2025 at the Pavilion at 19.30.

Ordinary Meeting

24/1862 Report by County Councillor - Cllr Mike Steel.

24/1863 Report by Chelmsford City Councillor – Cllr Mike Steel.

24/1864 Confirmation of the Minutes of the Monthly meeting held on 22nd April 2024.

24/1865 Note the Minutes of the Finance and General Purposes Committee held on 29th April 2024.

24/1866 Local Planning Authority Decisions.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
24/00266/FUL	Corner Cottage Lucks Lane Howe Street Chelmsford Essex CM3 1BP	Application Permitted
24/00417/FUL	Greenways Church Lane Great Waltham Chelmsford Essex CM3 1LH	Application Permitted
24/00400/CUPAQ	Barn North Of Top Farm Black Chapel Lane Great Waltham Dunmow	Application Refused

24/1867 Planning Applications

1. **Reference:** Reference: 24/00544/FUL

Address: Fordhams Little Green Road Great Waltham Chelmsford

Description of works: Demolition of existing rear extensions and timber garage.

Construction of two storey rear extension to the existing cottage. Construction of new garage and single storey living accommodation. Associated landscaping and other associated works.

24/1868 Finance Report.

Current Account: **£9,218.37**

Reserve Account: **£74,138.48**

- £15,000 Safety Schemes.
- £700 Allotment deposits.
- £31,000 Capital Works.
- £17,826 General Reserve.
- £10,000 Asset refresh (non-playground).
- £5,000 War memorial reserve.
- £559.15 CIL (Lavender Farm 2nd payment).

Total £83,356.85

24/1869 Confirmation of payments:

Payments	Details	Value
Combined Salaries	May Salaries	£1,204.97
JCM	1/4 Grounds maintenance	£1,530.00
JCM	Tree works	£1,104.00
Great Waltham Village Hall	Pylon Meeting	£48.00
HMRC	PAYE	£586.74
Essex Pension	May pensions	£1,076.89
Clerks Expenses	May expenses	£71.32
Handyman Expenses	May expenses	£69.88

Total £5,691.80

24/1870 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.

24/1871 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.)

24/1872 Monthly Bank Reconciliation.

24/1873 Update on the Action Tracker – all.

24/1874 To review and comment on the new Chelmsford Local Plan (8th May to 19th June) – (Cllr Steel).

24/1875 Discuss and agree the Council's written response to the statutory consultation issued by National Grid in relation to its proposals to upgrade the transmission network between the existing substations at Norwich Main in Norfolk, Bramford in Suffolk, and Tilbury in Essex.-(Cllr Gilbert).

- 24/1876 Discuss and agree the Recreation Committee's policy proposal for commemorative and memorial seat donations.-(Cllr Martin).
- 24/1877 Discuss the provision and options for Wi-Fi for the Pavilion – (Cllr Stephenson).
- 24/1878 Discuss the Stansted Night Flights Consultation and the submission – (Cllr Stephenson).
- 24/1879 Discuss the items raised at the Annual assembly 2024:
- Antisocial behaviour – Has any advice been received from the police on how to tackle this ?
 - Can we change the Pylon meeting from the 30th of May due to half term?
 - Draft Chelmsford Local Plan – what are the Parish Council thoughts ?
 - The proposed removal of the cap on night flights from Stansted airport will create noise over Ford End – what are the Parish Councils thoughts ?
 - Can the North End and Great Waltham Charities be advertised for eligibility and where to apply ?
 - Parking on the pavement near the Rose & Crown – what can be done to prevent this ?
- 24/1880 Discuss and approve any items to release for publication.

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.

- 24/1881 Proposal to close the meeting to the Press and Public at this point as the following agenda item will include a discussion on prospective contract and potential tenders.
- 24/1882 To inform the Council of the Great Waltham Play Area Working Group's progress to date and to discuss and agree the next steps.

Next Meetings:

Committee meetings to be added subject to confirmation of Terms or Reference.

Annual Assembly at Ford End to be confirmed.

- **Tuesday 18th June at FE VH at 19.30.**
- Monday 15th July at Pavilion at 19.30.
- Monday 19th August at Pavilion at 19.30.
- **Tuesday 17th September at FE VH at 19.30 (to be confirmed).**
- Monday 21st October at Pavilion at 19.30.
- Monday 18th November at Pavilion at 19.30.
- **Tuesday 17 December at FE VH at 19.30 (to be confirmed).**
- Monday 20th January 2025 at Pavilion at 19.30
- Monday 17th February 2025 at Pavilion at 19.30.
- **Tuesday 18th March 2025 at FE VH at 19.30 (to be confirmed).**
- Tuesday 22nd April 2025 at Pavilion at 19.30.
- Monday 19th May 2025 at the Pavilion at 19.30.