

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

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Posted: Wednesday 10th July 2024

You are hereby summonsed to attend the Meeting of the Great Waltham Parish Council on Monday 15th July 2024 at The Pavilion, South Street, Great Waltham 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 during the Public Participation session.

AGENDA.

24/1905 Chair's Welcome:

Chair:

Cllrs:

24/1906 Apologies.

24/1907 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.

24/1908 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.

24/1909 Report by County Councillor – (Cllr Mike Steel).

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

24/1910 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

24/1911 Confirm the minutes of the ordinary meeting of the Council held on 18th June 2024.

24/1912 Note the minutes of the Highways and Transport Committee held on 24th June 2024.

24/1913 Note the minutes of the Finance and General Purposes Committee held on 1st July 2024.

24/1914 Local Planning Authority Decisions.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
24/00544/FUL	Fordhams Littley Green Road Great Waltham Chelmsford Essex CM3 1BU	Application Permitted
24/00001/HRN	Littley Park Farm Littley Park Lane Great Waltham Chelmsford Essex CM3 1LB	Split Decision

24/1915 Finance Report.-(Clerk).

Current Account: **£ 3,049.01**

Reserve Account: **£70,000.48**

- £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
- £947.63 Cil.

Total **£73,049.49**

24/1916 Confirmation of payments-(Clerk) :

		Value
Payment	Budget Heading	£
Salaries	Salaries	1145
HMRC	PAYE	586.74
Essex Pension Fund	Pension	1069.1
SSE	Utilities	321.16
JCM	Grounds maintenance	1530
	Glyphosate Industrial	
Amazon	weedkiller	39.94
Amazon	Roundup - weed killer	57
Amazon	Self adhesive Hooks	11.98
GW Village Hall	Hall Hire	48
3 Mobile	WIFI / IT	30

24/1917 Monthly Bank Reconciliation – (Clerk / F&GP Chairman).

24/1918 Update on the Action Tracker (circulated with the agenda) – All.

24/1919 Clerk's Report.

- Internal Audit completed.
- War Memorial works started.
- Collected documents from the Solicitors covering land ownership.

24/1920 Discuss and approve the 2024 Risk register (circulated with the agenda).

24/1921 Discuss the Internal Audit report and review suggested actions.

Following issues raised by the auditor.

1. The minutes do not show that a financial/ reputational risk assessment was carried out during the year. The Council must make certain that this issue is addressed every year.
2. A Parish Meeting must be held annually between 1st March and 1st June (both inclusive). The Annual Assembly took place on 5th June 2023 .

3. The External Auditor's report was not considered by the Council. The Council must consider the External Auditor's report and if applicable note an action plan for dealing with any qualifications.

- 24/1922 Consider the Grant requests received
- Great Waltham Horticultural Society
 - Royal British legion Club.
- 24/1923 To update the Council on interest from volunteers and seek agreement to arrange another meeting with Essex Highways with the intention of Great Waltham Parish Council joining the Parish Paths Partnership.- (Cllr Bradley).
- 24/1924 To agree a budget of up to £300 to cover expenditure on signage, high visibility clothing, and other equipment associated with use of volunteers for carrying out works to include siding out footways, vegetation clearance etc. - (Cllr Bradley).
- 24/1925 To agree the Finance & General Purposes Committee's recommendation that the Council purchases the AdvantEdge software package's asset management module at an initial annual cost of £314.45 excluding VAT, and then £151.00 excluding VAT annually thereafter (subject to future price changes). - (Cllr Gilbert).
- 24/1926 To agree the Finance & General Purposes Committee's recommendation that the Council meets with Great Waltham Village Hall to review the existing agreement to lease car parking spaces from the Village Hall. - (Cllr Gilbert).
- 24/1927 Review and approve the Great Waltham Parish Council Training and Development Policy – (Cllr Martin).
- 24/1928 Review and approve the Great Waltham Parish Council Grants Policy and Application Form – (Cllr Martin).
- 24/1929 Review and approve the Great Waltham Parish Council allotment agreement.- (Cllr McDevitt).
- 24/1930 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.- (Cllr Gilbert).
- 24/1931 To agree the Council's representatives at the Remembrance Sunday events at Great Waltham and Ford End.- (Cllr Gilbert).
- 24/1932 To authorise the purchase of two wreaths for the Remembrance Sunday services.- (Cllr Gilbert).
- 24/1933 Northwest Parishes Group is proposing to use a landscape consultant to evaluate the group's drafted response to the current consultation phase of the Norwich to Tilbury pylon-based power transmission plans and GWPC will contribute a proportional share of the cost of £1,870 excluding VAT for an initial Scoping Report. The estimated cost to GWPC is up to £250. – (Cllr McDevitt).
- 24/1934 Discuss the VG150 and update the Parish Council on actions taken to date. – (Cllr Stephenson).
- 24/1935 Discuss the Ford End Traffic issues including the recent traffic accident. – (Cllr Stephenson).
- 24/1936 Discuss and approve any items for publication.- (All).

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.

24/1937 Proposal to close the meeting to the public due to an ongoing legal dispute – (The Clerk).

24/1938 Discuss VG150 and actions to be taken by the Council since receiving legal correspondence.- (All)

Next Meetings:

Annual Assembly at Ford End to be confirmed.

- Monday 5th August Recreation Committee at 7pm at the Pavilion.
- Monday 19th August Monthly Meeting at Pavilion at 7pm.
- Monday 26th August Bank Holiday
- Tuesday 17th September Monthly Meeting at Ford End VH at 7pm.
- Monday 23rd September Recreation Committee at 7pm at the Pavilion.
- Monday 30th September Finance and General Purposes Committee at 7pm at the Pavilion.
- Monday 21st October Monthly Meeting at Pavilion at 7pm.
- Tuesday 28th October Recreation Committee at 7pm at the Pavilion.
- Monday 4th November Finance and General Purposes Committee at 7pm at the Pavilion. ****Budget****
- Monday 18th November Monthly Meeting at the Pavilion at 7pm.
- Monday 25th November Highways & Transport Committee at 7pm at the Pavilion.
- Monday 2nd December Recreation Committee at 7pm at the Pavilion.
- Tuesday 17th December Monthly Meeting at Ford End VH at 7pm.