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Great Waltham Parish Council

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

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Posted: Wednesday 14.08.2024

You are hereby summonsed to attend the Meeting of the Great Waltham Parish Council on Monday 19th August 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.

24/1939 Chair's Welcome:

Chair:

Cllrs:

24/1940 Apologies.

24/1941 Approve the recommendation to fill the vacant Councillor position.- (Cllr Martin).

24/1942 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.

24/1943 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.

24/1944 Report by County Councillor – (Cllr Mike Steel).

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

24/1945 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

24/1946 Confirm the minutes of the ordinary meeting of the Council held on 15th July 2024.

24/1947 Note the minutes of the Recreation Committee meeting held on the 5th of August 2024.

24/1948 Local Planning.

1. Reference: 24/01070/FUL.

Address: Old Shaw's Cottage Littley Green Road Great Waltham Chelmsford.
Description of works: Single story side extension, enlarge open front porch.

2. Reference: 24/01005/FUL.

Address: Pittodrie Larks Lane Great Waltham Chelmsford.
Description of works: Construction of single garage.

24/1949 Finance Report.-(Clerk).

Current Account: **£ 6,737.18**

Income of note included in above figure:

£4166.83 VAT

£1417.00 VAT

Reserve Account: **£66,000.48**

Earmarked reserves Budget (Actual)

- £15,000 (£12,500) Safety Schemes.
- £650 (£650) Allotment deposits.
- £31,000 (£31,000) Capital Works.
- £17,826 (£8913) General Reserve
- £10,000 (£5000) Asset Refresh (non-playground)
- £5,000 (£5000) War memorial Reserve
- £947.63 (£947.63) Cil.

Total £ 72,737.66

24/1950 Confirmation of payments – (Clerk) :

Payee	Description	Budget Line	Value
3 Mobile	Wi-Fi	Pavilion	£18.70
Clerk	Expenses	Expenses	£336.40
M H Goals	Goal and sockets - HS		£512.16
M H Goals	Goal and sockets - FE		£754.56
Universal Stone	War memorial refurb	War Memorial Reserve	£5,797.26
Handyman	Expenses	Expenses	£80.00
Essex Pension Fund	Pension	Pensions	£1,076.90
HMRC	PAYE - August	PAYE	£586.34
Salaries	Combined Salaries	salaries	£1,195.37
DM Payroll	6 months	Salaries	£66.00
Cllr Martin	Screws and Hex Torq	Handyman Consumables	£15.01
JCM	Hedge Cut and strim	Grounds Maintenance	£132.00
		Total	£10,570.70

24/1951 Monthly Bank Reconciliation – (Clerk / F&GP Chairman).

24/1952 Update on the Action Tracker (circulated with the agenda) – All.

24/1953 Clerk's Report.

- War Memorial works.
- Holiday.
- Bus Meeting – see documents in agenda pack.

24/1954 Approve the Recreation Committee's proposal to purchase and install a composite pad and reposition the seat in the play area at Great Waltham recreation ground.-(Cllr Martin).

24/1955 Approve the Recreation Committee's proposal to install a concrete base for the donated seat towards the Hatchfields pedestrian entrance at Great Waltham recreation ground. - (Cllr Martin).

24/1956 Approve expenditure of £500 (maximum) for topsoil and grass seed to repair eroded areas at the three recreation grounds as highlighted in the annual playground inspections. - (Cllr Martin).

- 24/1957 Update on the Council's defibrillator project. - (Cllr Martin).
- 24/1958 To discuss and agree whether the Council invests in a no-risk or low-risk (to the principal capital sum) financial product. - (Cllr Gilbert).
- 24/1959 To agree proposed amendments to the Council's risk register (as circulated with the agenda). - (Cllr Gilbert).
- 24/1960 To agree that the Council seeks representation and participates in the newly (re-) formed Association of Local Councils for the Chelmsford district, and in doing so approves the payment of an annual subscription fee (up to £50).- (Cllr Gilbert).
- 24/1961 To agree a written response to a letter from a parishioner to the Council regarding traffic related issues in Ford End.- (Cllr Gilbert).
- 24/1962 To agree proposed amendments to the Council's Recreation Strategy 2023-2027 policy document (as circulated with the agenda). - (Cllr Gilbert).
- 24/1963 To further inform the Council of the Great Waltham Recreation Ground Play Area Working Group's progress to date and to discuss and agree the next steps. - (Cllr Gilbert).
- 24/1964 To agree the Recreation Committee's recommendation that the Council commissions the services of Chameleon Consultancy and Training Ltd when making grant funding applications in relation to the project for the replacement of equipment in the play area at Great Waltham Recreation Ground (see briefing paper). - (Cllr Gilbert).
- 24/1965 To agree the Recreation Committee's recommendation to the Council that the total fees payable to Chameleon Consultancy and Training Ltd. for the purpose of securing grant funding for improvements to the Great Waltham Recreation Ground Play Area should be no more than £9,600 (£160,000 @ 6%), unless otherwise agreed by the Council under a future resolution (see briefing paper). - (Cllr Gilbert).
- 24/1966 To agree the purchase of a bund for the salt bags stored in the Ford End container with a budget of £300. And relocate the salt to Great Waltham - (The Clerk).
- 24/1967 Discuss how to dispose of the smaller blue hard backed chairs that were donated to the Parish Council around 10 years ago. - (The Clerk).
- 24/1968 Discuss an end of season clearance at both allotment sites due to the increased demand for plots created by to recent changes to hiring conditions.- (The Clerk).
- 24/1969 Discuss the decommissioning of the Great Waltham play train ahead of any planned updates to the Great Waltham Recreation Ground Play area.- (The Clerk).
- 24/1970 Discuss and approve the policy update for 2024 on Disciplinary & Grievance Policy.- (Cllr Micklem).
- 24/1971 Discuss and approve the policy update for 2024 on Equal opportunities Policy.- (Cllr Micklem).
- 24/1972 Discuss and approve the policy update for 2024 on Grievance Procedure for Employees.- (Cllr Micklem).
- 24/1973 Discuss and approve the policy update for 2024 on Harassment & Discrimination Policy.- (Cllr Micklem).
- 24/1974 Discuss and approve the policy update for 2024 on Health & Safety Policy and Statement.- (Cllr Micklem).
- 24/1975 Discuss and approve any items for publication. - (All)

Next Meetings:

Annual Assembly at Ford End to be confirmed.

- 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.