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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 16.10.2024

You are hereby summonsed to attend the Meeting of the Great Waltham Parish Council on Monday 21<sup>st</sup> October 2024 at The Pavilion, 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.**

24/2002 Chair's Welcome:

Chair:

Cllrs:

24/2003 Apologies.

Cllr Palmer.

24/2004 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.

24/2005 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.

24/2006 Report by County Councillor – (Cllr Mike Steel).

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

24/2007 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

24/2008 Confirm the minutes of the ordinary meeting of the Council held on 17<sup>th</sup> September 2024.

24/2009 Note the minutes of the Recreation Committee meeting held on 23<sup>rd</sup> September 2024.

24/2010 Note the minutes of the Finance and General Purposes Committee meeting held on 30<sup>th</sup> September 2024.

24/2011 Planning decisions by Chelmsford City Council.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
24/01181/FUL	Red Gables Main Road Howe Street Chelmsford CM3 1BG	Application Permitted
24/01005/FUL	Pittodrie Larks Lane Great Waltham Chelmsford Essex CM3 1AD	Application Permitted
24/01070/FUL	Old Shaws Cottage Littley Green Road Great Waltham Chelmsford Essex CM3 1BX	Application Permitted
24/00748/FUL	Building Northwest Of Well House Farm Littley Green Road Great Waltham Chelmsford Essex	Application Permitted
24/00812/FUL	23 Cherry Garden Road Great Waltham Chelmsford Essex CM3 1DH	Application Permitted

24/2012 Local Planning.

**1. Reference: 24/01363/FUL and 24/01364/LBC**

Address: Garnetts Farm Mashbury Road Great Waltham Chelmsford  
 FUL Description of works: Proposed additional windows.  
 LBC Description of works: Proposed additional windows to recently completed single storey extension and new kitchen area within original parlour range.

**2. Reference: 24/01361/FUL**

Address: Rye Cottage Larks Lane Great Waltham Chelmsford  
 Description of works: Demolition of existing dwelling. Proposed erection of 2 new residential dwellings, associated landscaping and parking

24/2013 Finance Report.-(Clerk).

Current Account:           **£ 2,786.93**

Reserve Account:       **£100,439.19 (2.75% interest)**

• Budget	£20,000	In Accounts	£20,000	Safety Schemes.
• Budget	£650	In Accounts	£650	Allotment deposits.
• Budget	£31,000	in Accounts	£31,000	Capital Works.
• Budget	£17,826	In Accounts	£17,826	General Reserve
• Budget	£10,000	In Accounts	£10,000	Asset Refresh
• Budget	£947.63	In Accounts	£947.63	Cil.

**Total**                       **£103,226.12**

24/2014 Confirmation of payments-(Clerk) :

Item	Budget heading	Payment
Pkf Littlejohn - external audit	audit	£378.00
SSE - electricity	pavilion	£154.66
Wave - allotment water	allotments	£72.58
Wave - pavilion water	pavilion	£56.25
Cllr palmer- pegs for plots	allotments	£44.00
Combined Salaries	Salaries	£1,144.97
Clerk Expenses	Expenses	£65.37
HMRC - PAYE	PAYE	£586.74
Essex Pension Fund - Staff pensions	Pension	£1,076.89
Handyman Expenses	Expenses	£50.00
Cleaning services	pavilion	£50.00

Jcm services- quarterly payment	grounds maintenance	£1,530.00
Amazon - volunteer team - first aid kit	general reserve	£8.81
Amazon - volunteer team - 6 traffic cones	general reserve	£38.99
Amazon - volunteer team- 2 x men at work signs	general reserve	£119.98
Amazon - ink cartridge	stationary	£36.50
Amazon - cover screw caps assorted sizes	handyman consumables	£9.88
Amazon - small sandbags	handyman consumables	£20.40
Amazon - hex head covers	handyman consumables	£7.97
Amazon - double sided tape	handyman consumables	£6.99
Amazon - padlocks	handyman consumables	£50.94
Amazon - plastic pegs for goals	handyman consumables	£26.97
Amazon - wooden pegs for grounds works	handyman consumables	£24.97
Amazon - plastic clips for goal nets	handyman consumables	£21.98
Edgeit - asset manager - inspect edge	IT	£63.72
EALC – Playground Inspector Training	Training	£480.00
<b>Total</b>		<b>£6,127.56</b>

24/2015 Monthly Bank Reconciliation.

24/2016 Update on the Action Tracker (circulated with the agenda) – All.

24/2017 Clerk's Report.

- Remembrance Sunday.
- Allotments.
- Budget 25-26.

24/2018 Discuss the External Auditors report – Clerk.

Section 1, Assertion 5 has been incorrectly completed, the smaller authority did not approve a risk assessment in the year. This is consistent with the Internal Auditor's response to Internal Control Objective C.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR. Old unpaid BACs receipts as at the year-end have been incorrectly included as income and as reconciling items in the bank reconciliation. The figures in Section 2, Boxes 3, 7 and 8 should read £12,667, £38,887, and £38,887 respectively.

24/2019 To consider costs for purchase and installation of Banbury Square oak tree lights and determine GWPC contribution.– (Cllr Steel).

24/2020 Approve the quote to install a concrete base for the donated seat at Great Waltham recreation ground. – (Cllr Martin).

24/2021 Approve the Recreation Committee's recommendation to instal a third football goal socket at Ford End and Howe Street Recreation Grounds at a cost of £275 + VAT.- (Cllr Martin).

24/2022 To Debate and agree the GWPC contribution to further work for the landscape study part of the NW Parishes response to the DCO (planning application) for pylons. – (Cllr McDevitt).

24/2023 Does the Parish Council wish to enter this year's Community Network Christmas tree decorating event on the theme of 'Disney'? - (Clerk).

24/2024 To consider and agree changes to the Council's Media Relations Policy (see proposed revised version circulated prior to the meeting). - (Cllr Gilbert).

24/2025 To agree to adopt the revised NALC model Financial Regulations with bespoke limits where required (per the draft circulated prior to the meeting). - (Cllr Gilbert).

- 24/2026      Review and adopt the Playground Safety Inspections Policy. - (Cllr Stephenson).
- 24/2027      Review and adopt the Code of Practice for Handling Vexatious Complaints. - (Cllr Stephenson).
- 24/2028      Review and adopt the Pavilion Wi-Fi User Policy. - (Cllr Stephenson).
- 24/2029      Discuss and approve any items to release for publication.

Next Meetings:

**Annual Assembly at Ford End to be confirmed.**

- ~~Tuesday 28th October~~      ~~Recreation Committee at 7pm at the Pavilion.~~ Canceled
- Monday 4<sup>th</sup> November      Finance and General Purposes Committee at 7pm at the Pavilion. \*\*Budget\*\*
- Monday 18<sup>th</sup> November      Monthly Meeting at the Pavilion at 7pm.
- Monday 25<sup>th</sup> November      Highways & Transport Committee at 7pm at the Pavilion.
- Monday 2<sup>nd</sup> December      Recreation Committee at 7pm at the Pavilion.
- Tuesday 17<sup>th</sup> December      Monthly Meeting at Ford End VH at 7pm.