

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 Pavillion, South Street, Great Waltham. CM3 1DF.

Clerk, W J Adshead-Grant.

E Mail: clerk@greatwalthamparishcouncil.co.uk

Website: e.voice.org.uk

Posted: Wednesday 15th October 2025.

You are hereby summonsed to attend the Meeting of the Great Waltham Parish Council on Monday 20th October 2025 at The Pavillion, Great Waltham at 7.30pm 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.

25/2318 Chair's Welcome:

Chair:

Cllrs:

25/2319 Apologies.

25/2320 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.

25/2321 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.

25/2322 Report by County Councillor – (Cllr Mike Steel).

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

25/2323 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

25/2324 Confirm the minutes of the ordinary meeting of the Council held on 15th September 2025.

25/2325 Note the minutes of the Recreation Committee held on the 6th October 2025.

25/2326 Note the minutes of the Highways & Transport Committee held on 13th October 2025.

25/2327 Update on the decisions of Chelmsford City Council Planning department.

Reference	Address	Status
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Expenditure	£111,503.38		£41,748.64		£69,754.74	Reserves for Playground refresh.	No items of major expenditure to date.
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25/2331 Confirmation of payments-(Clerk) :
To follow

25/2332 Monthly Bank Reconciliations-(Clerk).

25/2333 Clerks Report.
Handyman.

- Howe Street post and wire fence repaired.
- Pot-holes in FE and GW car parks patched.
- Wooden fence repaired at GW recreation.
- Bus shelters – vegetation cutbacks. Wood stain to be undertaken.
- Security posts – cleaned, painted, and lubricated.
- FE – seesaw painted.
- Pedestrian gates at playgrounds – ropes installed to replace latches.
- Topsoil installs in Great Waltham Playground – seesaw and bench. Grass seed in hand.

Clerk.

- External Audit completed.
- Allotment Invoices issued.
- Allotment payments received.
- Training course on Beyond the Precept.
- Training course on Short term and Long-term finance.
- EALC – AGM.

25/2334 Update on the Action Tracker (circulated with the agenda) – (All).

25/2335 To agree to adopt the draft IT policy circulated with the agenda (deferred from the previous meeting). - (Cllr Gilbert).

25/2336 To agree proposed changes to the terms of reference for the Council's committees (see document circulated with the agenda, with copies of current wordings for reference).- (Cllr Gilbert).

25/2337 To agree a revision of the Council's byelaws for its recreation grounds and village greens (see briefing paper circulated with the agenda). - (Cllr Gilbert).

25/2338 To receive an update on TruCam speed enforcement results and agree the strategy (and any associated costs) to establish further monitoring sites. - (Cllr Gilbert).

25/2339 To agree to the recommendation of the Highways & Transport Committee to request further traffic count data for the B1008 at Ford End. - (Cllr Gilbert).

25/2340 To receive an update on the Great Waltham Recreation Ground play area project, and to agree to the Recreation Committee's recommendation to proceed to a phased implementation strategy. - (Cllr Gilbert).

25/2341 To agree to open a new Redwood Bank investment product for 12 months to hold the General Reserve. - (Cllr Gilbert).

25/2342 To receive an update of the meeting on 15/10/2025 of the Chelmsford Association of Local Councils. - (Cllr Gilbert).

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| <u>25/2343</u> | <u>To support the Recreations Committee's recommendation not to hold a Play in the Park event in 2026 using the funds instead to contribute towards the Great Waltham play area project.- (Cllr Martin).</u> |
| <u>25/2344</u> | <u>To support the Recreation Committee's proposal to engage the services of Writtle Forest Consultancy to conduct the next tree condition survey. .- (Cllr Martin).</u> |
| <u>25/2345</u> | <u>To approve the Recreations Committee's recommendation to support a Christmas Tree event this year on the green at Broad's Green. .- (Cllr Martin).</u> |
| <u>25/2346</u> | <u>To support the Recreation Committee's proposal to replace the existing posts around the war memorial at Banbury Square with new oak posts and refurbished chains. .- (Cllr Martin).</u> |
| <u>25/2347</u> | <u>Discuss moving the Parish Council from the current '@greatwalthamparishcouncil.co.uk' to a .gov.uk e-mail and website for staff and councillors.- (Clerk)</u> |
| <u>25/2348</u> | <u>Note the conclusion of the 2024-2025 external auditors report and the findings.</u> |
| | <ul style="list-style-type: none"> On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Other matters not affecting our opinion which we draw to the attention of the authority: We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2025/26 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2025/26 and ensure that it makes proper provision for the exercise of public rights during 2026/27. |
| <u>25/2349</u> | <u>Discuss the 2nd phase of the Pavilion sewage pipework to run out to the road. Quote previously supplied (item on the tracker).-Clerk.</u> |
| <u>25/2350</u> | <u>Discuss entry into the Great Waltham Community Network event – The Annual Christmas Tree event in Great Waltham Village Church.-Clerk.</u> |
| <u>25/2351</u> | <u>To approve autumn litter picks in the parish.-(Cllr Martin).</u> |
| <u>25/2352</u> | <u>Discuss the memorial bench request for Broads Green in line with our policy.-Clerk.</u> |
| <u>25/2353</u> | <u>Discuss and approve any items to release for publication.</u> |

Council	Frequency	Committee	Day	date	Month	Year	Location
GWPC	Quarterly	F&GP	Monday	27th	October	2025	Ford End
GWPC	Monthly		Tuesday	18th	November	2025	
GWPC	Bi-Monthly	Recreation	Monday	8th	December	2025	
GWPC	Monthly		Monday	15th	December	2025	
GWPC	Monthly		Monday	19th	January	2026	
GWPC	Quarterly	F&GP	Monday	26th	January	2026	
GWPC	Bi-Monthly	Recreation	Monday	2nd	February	2026	
GWPC	Quarterly	H&TC	Monday	9th	February	2026	
GWPC	Monthly		Tuesday	17th	February	2026	Ford End

GWPC	Quarterly	F&GP	Monday	23rd	February	2026	GWVH
GWPC	Monthly		Tuesday	17th	March	2026	
GWPC	Annual Assembly	Annual Assembly	Tuesday	24th	March	2026	
Bank Holiday			Monday	6th	April	2026	
GWPC	Bi-Monthly	Recreation	Monday	13th	April	2026	
GWPC	Monthly		Monday	20th	April	2026	Ford End
Bank Holiday			Monday	4th	May	2026	
GWPC	Quarterly	H&TC	Tuesday	5th	May	2026	
Bank Holiday			Monday	25th	May	2026	
GWPC	Monthly	AGM	Tuesday	26th	May	2026	
GWPC	Monthly		Monday	15th	June	2026	