

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. CM3 1DF.

Clerk, W J Adshead-Grant.

E Mail: clerk@greatwalthamparishcouncil.co.uk

Website: e.voice.org.uk

Posted: 12-11-2025

You are hereby summonsed to attend the Meeting of the Great Waltham Parish Council on TUESDAY 18th November 2025 at Ford End Village Hall , Ford End 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.

25/2354. Chair's Welcome:

Chair:

Cllrs:

25/2355 To approve the recommendation that Paul Holland is co-opted to fill the Parish Council's membership vacancy.-(Cllr Gilbert).

25/2356 Apologies.

25/2357 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.

25/2358 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.

25/2359 Report by County Councillor – (Cllr Mike Steel).

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

25/2360 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

25/2361 Confirm the minutes of the ordinary meeting of the Council held on 20th October.

25/2362 Note the minutes of the Finance & General Purposes Committee held on 27th October.

25/2363 Update on the decisions of Chelmsford City Council Planning department.

Reference	Address	Status
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25/01277/FUL	Elm Tree Cottage Mashbury Road Great Waltham Chelmsford Essex CM3 1EL	Application Permitted
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25/2364 Local Planning consultations:
To Follow

1. Reference: Reference: 25/01437/LBC

Address: Green Oaks Brook Hill Great Waltham Dunmow

Description of works: Replacement of existing conservatory to rear of property.

2. Reference: 25/01436/FUL

Address: Green Oaks Brook Hill Great Waltham Dunmow

Description of works: Replacement of existing conservatory to rear of property.

3. Reference: 25/01473/FUL

Address: 31 Hatchfields Great Waltham Chelmsford Essex

Description of works: Raising of the roof. Removal of chimney. Three storey rear/side extension. Alteration to fenestration.

4. Reference: 25/01463/FUL

Address: Russetts Back Lane Great Waltham Chelmsford

Description of works: Proposed rear and front single storey extensions. Internal alterations and addition of front dormer window.

25/2365 Finance Report.-(Clerk).
Accounts information taken on 11.11.2025 19:23

Current Account;	£	3,743.06	(0% interest)
Savings Account;	£	118,464.06	(2.25% interest)
Redwood Account	£	17,670.01	(3.75% interest)
<u>£670.01 – Income to move to current account</u>			
• Safety Schemes		£ 9760	
• Allotments deposit		£ 800	
• Capital Refresh		£ 46,000	
• Asset Refresh (non-playground)		£ 10,000	
• Gt Waltham Playground Refresh:		£ 2,203.52 (Donations)	
• Gt Waltham Playground Refresh Grants:		(£17,363) Awarded- not issued.	
• Gt Waltham Playground Refresh budget:		£15,000	
Total		£ 139,877.13	

25/2366 Budget Update

	2025-2026	Actual	Balance
Income	£111,503.38	£113,218.24	+£1714.86
Expenditure	£111,503.38	£49,334.76	£62,168.62

Balance	£62,168.62
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25/2367 Confirmation of payments-(Clerk) :
To Follow

25/2368 Monthly Bank Reconciliations-(Clerk)

25/2369 Clerks Report.

Handyman:

- Gate repairs at playground.
- Leaf clearance.
- Fence repair at Great Waltham.

Clerk:

- Precept Course
- Remembrance Sunday Preparation
- Council Finance Course
- Allotment Invoices and Reminders x 1.
- Budget.

25/2370 Update on the Action Tracker (circulated with the agenda) – (All).

25/2371 To confirm that GWPC gives permission for a temporary Christmas tree to be erected on PC land at Broads Green and to confirm whether the PC's PLI covers the event with a clear view on whether the PC is the organiser of the event, or a supporter and to ensure the PC's PLI is allowed for either . – (Cllr Steel).

25/2372 To consider whether the PC would confirm, support or lead on having a permanent Christmas tree on PC land at Broads Green.-(Cllr Steel).

25/2373 To agree to enter into a contract with HAGS-SMP Ltd. to complete Phase 1 of the Great Waltham Recreation Ground Play Area project (for the refurbishment of the toddlers' area) at a cost of £ £62,220, excluding VAT.-(Cllr Gilbert).

25/2374 To agree that the Council submits a Community Initiatives Fund bid to EALC for up to £10,000 to help fund a new RoSPA standard metal perimeter fence for the Great Waltham Recreation Ground Play Area. .-(Cllr Gilbert).

25/2375 To agree to the F&GP Committee's recommendation of a budget of £129,992.04 for 2026-2027.-(The Clerk).

25/2376 To agree the F&GP Committee's recommendation of a Council precept demand of £106,592.04 for 2026-2027 based on the preceding item where the budget was discussed .-(The Clerk).

25/2377 To consider a request to approve the installation of a memorial bench on the green at Broad's Green following the feedback obtained from local residents to the Council's consultation letter.-(Cllr Gilbert).

25/2378 To note and consider the Council's quarterly 2025/26 action plan update report (see document circulated with the agenda).-(Cllr Gilbert).

25/2379 To note that the F&GP Committee recommends no change to the current allotment hiring fees, and that the position is reviewed again in October/November 2026.-(Cllr Gilbert).

25/2380 In relation to Pavilion hiring fees, to agree to the F&GP Committee's recommendation to reduce the local discount from 25% to 10% from the 1st April 2026.-(Cllr Gilbert).

25/2381 In relation to Pavilion hiring fees, to agree to the F&GP Committee's recommendation to reduce the block booking discount from 25% to 10% from the 1st April 2026.-(Cllr Gilbert).

- 25/2382 In relation to Pavilion hiring fees, to agree to the F&GP Committee's recommendation to increase the hourly charge from £6.50 to £7.00 for bookings of less than 4 hours from the 1st April 2026-(Cllr Gilbert).
- 25/2383 In relation to Pavilion hiring fees, to agree to the F&GP Committee's recommendation to increase the hourly charge from £5.50 to £6.00 for bookings of more than 4 hours from the 1st April 2026-(Cllr Gilbert).
- 25/2384 To consider the Council's next steps following the proposed revision of Chelmsford City Council's Local Plan'-(Cllr Gilbert).
- 25/2385 Update on VG150-(The Clerk).
- 25/2386 Discuss and approve any items to release for publication.-(All)

Council	Frequency	Committee	Day	date	Month	Year	Location
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	
GWPC	Monthly		Tuesday	17th	March	2026	
GWPC	Annual Assembly	Annual Assembly	Tuesday	24th	March	2026	GWWH
Bank Holiday			Monday	6th	April	2026	
GWPC	Bi-Monthly	Recreation	Monday	13th	April	2026	
GWPC	Monthly		Monday	20th	April	2026	
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	Ford End
GWPC	Monthly		Monday	15th	June	2026	