

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.

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Posted: 10 12 2025

You are hereby summonsed to attend the Meeting of the Great Waltham Parish Council on Monday 15<sup>th</sup> December 2025 at The Pavilion, South Street, Great Waltham, CM3 1DF 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.**

25/2378. Chair's Welcome:

Chair:

Cllrs:

25/2379 Apologies.

25/2380 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.

25/2381 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.

25/2382 Report by County Councillor – (Cllr Mike Steel).

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

25/2383 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

25/2384 Confirm the minutes of the ordinary meeting of the Council held on 18<sup>th</sup> November 2025.

25/2385 Note the minutes of the Recreation Committee meeting held on 8<sup>th</sup> December 2025.

25/2386 Update on the decisions of Chelmsford City Council Planning department.

Reference	Address	Status
25/01437/LBC	Green Oaks Brook Hill Great Waltham Dunmow CM6 3PQ	Application Permitted
25/01436/FUL	Green Oaks Brook Hill Great Waltham Dunmow CM6 3PQ	Application Permitted
25/01473/FUL	31 Hatchfields Great Waltham Chelmsford Essex CM3 1AJ	Application Refused

25/2391 Monthly Bank Reconciliations-(Clerk)

25/2392 Clerks Report.

Handyman:

- Leaves!
- Small repairs on playground equipment
- Moving SID
- Move items between containers.

Clerk:

- Open Spaces Society training.
- GDPR training – Assertion 10.
- Chasing quotes for bus shelter, other open area works.

- 25/2394 Update on the Action Tracker (circulated with the agenda) – (All).
- 25/2395 Confirm the donation to the Royal British Legion for the two wreaths. - (The Clerk).
- 25/2396 To elect two members to the Finance and General Purposes Committee - (Cllr. Gilbert).
- 25/2397 To agree the Council's response to the consultation on the proposed revision of Chelmsford City Council's Local Plan (see draft circulated with the agenda).- (Cllr. Gilbert).
- 25/2398 To agree the Council's response to the consultation on the proposals for Local Government Reorganisation in Essex, Southend-on-Sea, and Thurrock (see draft circulated with the agenda).- (Cllr. Gilbert).
- 25/2399 To consider the recommended approach and expenditure associated with moving the Council to a [gov.uk](http://gov.uk) domain and new website so that the Council can meet assertion 10 of the AGAR at year end.- (Clerk).
- 25/2400 To consider the renewal of the public car parking agreement with Great Waltham Village Hall (for reference, see copy of the current agreement circulated with the agenda).- (Cllr Gilbert).
- 25/2401 To approve the quote of £290 to fit 5 fence post repair spurs at Ford End recreation ground car park. (The Clerk).
- 25/2402 To agree the Recreation Committee's recommendation to revise the Council's previously approved budget for post replacement and chain refurbishment at the Great Waltham war memorial from £1,700 to a maximum of £2,200.- (Cllr Martin).
- 25/2403 To agree the Recreation Committee's recommendation to engage Village Roofing Services to refurbish the Great Waltham Banbury Square bus stop shelter roof at a cost of £3,850 + VAT.- (Cllr Martin).
- 25/2404 To agree the Recreation Committee's recommendation to approve a budget of up to £110 for new allotment plot markers at the Bury Lane and Brook Mead allotment sites.- (Cllr Martin).
- 25/2405 To agree the Recreation Committee's recommendation to approve a budget of £82 for an annual subscription to the Open Spaces Society and two relevant publications.- (Cllr Martin).
- 25/2406 To agree the Recreation Committee's recommendation to replace two dog waste bins located in Great Waltham village at a total cost of £600 + VAT including installation.- (Cllr Martin).
- 25/2407 To receive an update on the outcome of Great Waltham Horticultural Society's recent extraordinary general meeting as it affects the future of the trading hut at the Brook Mead allotment site, and to agree the Council's next steps.- (Cllr Martin).

25/2408 To agree the Recreation Committee's recommendation to register all green spaces owned by the Council under the Commons Act 2006, Section15(8) voluntary application to register land process as village greens.- (Cllr Martin).

25/2409 Change the meeting on Tuesday 17<sup>th</sup> March to Monday 16<sup>th</sup> March.- (The Clerk).

25/2410 Discuss and approve any items to release for publication.-(All)

Council	Frequency	Committee	Day	date	Month	Year	Location
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	
<b>GWPC</b>	Monthly		<b>Tuesday</b>	<b>17th</b>	<b>February</b>	<b>2026</b>	<b>Ford End</b>
GWPC	Quarterly	F&GP	Monday	23rd	February	2026	
GWPC	Monthly		Tuesday	17th	March	2026	
GWPC	Annual Assembly	Annual Assembly	Tuesday	24th	March	2026	<b>GWVH</b>
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	
<b>GWPC</b>	Monthly	AGM	<b>Tuesday</b>	<b>26th</b>	<b>May</b>	<b>2026</b>	<b>Ford End</b>
GWPC	Monthly		Monday	15th	June	2026	