

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](mailto:clerk@greatwalthamparishcouncil.co.uk) Website: [e.voice.org.uk](http://e.voice.org.uk)  
[clerk@gtwaltham-pc.gov.uk](mailto:clerk@gtwaltham-pc.gov.uk)

Posted: 11 03 2026

You are hereby summonsed to attend the Meeting of the Great Waltham Parish Council on Monday 16th March 2026 at The Pavilion, South Street, 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.**

25/2457 Chair's Welcome:

Chair:

Cllrs:

25/2458 Apologies.

25/2459 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.

25/2460 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.

25/2461 Report by County Councillor – (Cllr Mike Steel).

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

25/2462 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

25/2463 Confirm the minutes of the ordinary meeting of the Council held on 17<sup>th</sup> February 2026.

25/2464 Update on the decisions of Chelmsford City Council Planning department.  
No decision on any of the current planning items

25/2465 Local Planning consultations:

### **1. Reference: 26/00164/REM**

Address: Strategic Growth Site North Of Woodhouse Lane Broomfield Chelmsford



25/2468 Confirmation of payments-(Clerk) :

To Follow

25/2469 Monthly Bank Reconciliations-(Clerk)

25/2470 Clerks Report.

Handyman:

- War Memorial Chains installed.
- Playground equipment repaints in hand.
- Fence repairs undertaken.
- General repairs.
- SID movements.

Clerk:

- Annual Assembly preparation.
- Annual Accounts preparation.
- Audit booked Wednesday 15<sup>th</sup> April 2026
- New Website.
- Deliver and Collect memorial chains.
- Updating asset system with new equipment (dispose of old).
- Investigate GWHS demolition.
- Land registry preparation.
- Red Telephone Kiosk survey.
- Gt Waltham Playground refresh support.

25/2471 Update on the Action Tracker (circulated with the agenda) – (All).

25/2472 Review and approve the proposed Volunteering policy. – (Clerk).

25/2473 To consider inserting an article in the parish press ref vehicles parking on the pavements in the parish. – (Cllr Jackson).

25/2474 To agree the principles to be adopted in relation to the build of the Council's new website and its future involvement in the management of the current e-voice website (see briefing note circulated prior to the meeting).-(Cllr Gilbert).

25/2475 To agree the Council's approach in relation to updating parish byelaws (see briefing paper circulated with the agenda).- (Cllr. Gilbert)

25/2476 To agree the next spine point increase to the Clerk's salary following a recommended satisfactory annual performance appraisal.- (Cllr. Gilbert)

25/2477 Approve locally arranged volunteer Spring litter picks throughout the Parish-(Cllr Martin).

25/2478 Arrangements for the Annual assembly.-(Clerk).

25/2479 Discuss the Assertion 10 – Website and E-mail confirmation for 2025-2026.-(Clerk).

25/2480 Discuss the 'Love your Chelmsford' workday by the Street clean team.-(Clerk).

25/2481 Note and review damage to Black chapel Lane in North End and consider palliatives, including possible bylaw adoption.  
Refer to the evidence circulated by Councilor McDevitt to members prior to the meeting. –(Cllr McDevitt).

25/2482 Discuss and approve any items to release for publication.- (All)

**The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the**

**proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies”.**

25/2483 Proposal to close the meeting to discuss the clerks terms and conditions.

25/2484 To agree the Staffing Committee’s recommendation(s) in relation to a requested amendment to the Parish Clerk’s terms and conditions of employment. (Staffing Committee)

Council	Frequency	Committee	Day	date	Month	Year	Location
GWPC	Annual Assembly	Annual Assembly	Tuesday	24th	March	2026	GWVH
	Bank Holiday		Monday	6th	April	2026	
GWPC	Bi-Monthly	Recreation	Monday	13th	April	2026	
GWPC	Monthly		Monday	20th	April	2026	
GWPC	Quarterly	F&GP	Monday	27 <sup>th</sup>	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>	Ford End
GWPC	Monthly		Monday	15th	June	2026	