

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: 15 04 2026

You are hereby summonsed to attend the Meeting of the Great Waltham Parish Council on Monday 20th April 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.**

26/2485 Chair's Welcome:

Chair:

Cllrs:

26/2486 Apologies.

26/2487 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.

26/2488 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.

26/2489 Report by County Councillor – (Cllr Mike Steel).

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

26/2490 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

26/2491 Confirm the minutes of the ordinary meeting of the Council held on 16<sup>th</sup> March 2026.

26/2492 Note the minutes of the Recreation Committee held on 13<sup>th</sup> April 2026.

26/2493 Update on the decisions of Chelmsford City Council Planning department.

| Reference      | Address  | Status                |
|----------------|--|-----------------------|
| 26/00037/FUL   | Land Adjacent Bennetts Farm Bennetts Lane Great Waltham<br>Dunmow                      | Application Refused   |
| 26/00019/FUL   | Down House Main Road Great Waltham Chelmsford Essex CM3 1LL                            | Application Refused   |
| 26/00110/FUL   | 31 Hatchfields Great Waltham Chelmsford Essex CM3 1AJ                                  | Application Permitted |
| 25/01782/LBC   | The Old Diary Littley Park Littley Park Lane Great Waltham<br>Chelmsford Essex CM3 1LB | Application Permitted |
| 26/00167/CLEUD | Coombe Hill Littley Green Road Great Waltham Chelmsford Essex<br>CM3 1BX               | Application Permitted |
| 25/01781/FUL   | The Old Diary Littley Park Littley Park Lane Great Waltham<br>Chelmsford Essex CM3 1LB | Application Permitted |
| 26/00129/FUL   | Hedgerows South Street Great Waltham Chelmsford Essex CM3<br>1DP                       | Application Permitted |
| 25/00581/S73   | Barn South Of Poulterers Farm Ringtail Green Great Waltham<br>Chelmsford Essex         | Application Permitted |

26/2494 Local Planning consultations:

**No planning applications.**

26/2495 Finance Report – End of year .-(Clerk).

Accounts information taken on 14 / 04 / 2026 19.21

Current Account; **£ 506.03 (0% interest).**

Savings Account; **£ 80,242.78 (1.95% interest).**

Redwood Account **£ 17,091.50 (4.2% interest) .**

Accrued Interest (not paid and not included above) £

Earmarked Reserves:

- Safety Schemes Reserve £ 9040
- Allotments deposit £ 850
- Capital Refresh Reserve £ 46,000
- Asset Refresh (Non-Playground) Reserve £ 5,430
- Gt Waltham Playground Refresh Donations £1,100 ( Phase 2)
- Gt Waltham Playground Refresh Grants: (£7,363)  
Awarded- not issued.

**Sub-Total £ 97,840.31**

Payment to Hags. £27,573.60 (Includes VAT).  
Payment to RTC. £19,492 (Includes VAT).

To be paid to suppliers £47,065

**Sub-Total £50,774.71**

**Add to Reserves £34,354.**

26/2496 Budget Update 2025 - 2026

## Section 2 - Statement of accounts

### Great Waltham Parish Council

|  | Annual return<br>last year | Year ending<br>31 March 2026<br>£ | Variance |
|--|----------------------------|-----------------------------------|----------|
| 1. Balances brought forward                | 38,887.19                  | 75,767.73                         |          |
| 2. (+) Annual precept                      | 104,027.00                 | 101,614.00                        | -2.32%   |
| 3. (+) Total other receipts                | 16,100.45                  | 35,051.73                         | 117.71%  |
| 4. (-) Staff costs                         | 34,832.30                  | 38,095.41                         | 9.37%    |
| 5. (-) Loan interest / capital repayments  | 0.00                       | 0.00                              | 0.00%    |
| 6. (-) Total other payments                | 48,414.61                  | 75,267.06                         | 55.46%   |
| 7. (=) Balances carried forward            | 75,767.73                  | 99,070.99                         |          |
| 8. Total cash and investments              | 75,767.73                  | 99,070.99                         |          |
| 9. Total fixed assets and long term assets | 485,466.89                 | 514,670.84                        | 6.02%    |
| Box 10 - total borrowings                  | 0.00                       | 0.00                              |          |

26/2497 Budget Update 2026 – 2027.  
Budget Report sent as part of the agenda pack.

Precept 2026/2027 - £106,592.  
 - £53,296 due 30<sup>th</sup> April 2026,  
 - £53,296 due 30<sup>th</sup> October 2026.

26/2498 Confirmation of payments-(Clerk) :

### Apr-26

| Payee               | Item                           | Budget heading          | Payment    |
|---------------------|--------------------------------|-------------------------|------------|
| salaries            | salaries                       | salaries                | £1,306.73  |
| unity trust bank    | bank charges                   | bank charges            | £6.00      |
| HMRC                | PAYE                           | PAYE                    | £797.28    |
| Essex Pension fund  | Pensions                       | Pensions                | £1,108.33  |
| Cleaning Service    | Pavilion Cleaning - March      | Pavilion expenses       | £60.00     |
| Three Mobile        | Broadband                      | Pavilion expenses       | £19.54     |
| Clerk               | Expenses                       | Expenses                | £74.72     |
| SSE Energy          | Electricity Usage              | Pavilion expenses       | £964.90    |
| RTC Safety Surfaces | Mulch surfaces at GW Play area | Capital Refresh Reserve | £19,492.80 |

**£23,830.30**

26/2499 Monthly Bank Reconciliations-(Clerk)

26/2500 Clerks Report.

Handyman:

- General repairs.
- SID movements.

- Easter Holiday.

Clerk:

- Audit
- Red Telephone Kiosk survey.
- Easter Holidays.

- 26/2501 Update on the Action Tracker (circulated with the agenda) – (All).
- 26/2502 To agree a response to Essex County Council's Essex Safer Speeds Strategy consultation (see document circulated with the agenda). -(Cllr. Gilbert).
- 26/2503 To consider actions to address the issue of motor vehicles parking on pedestrian footways and communal spaces in the parish. -(Cllr. Gilbert).
- 26/2504 Approve £236.10 inc. VAT for the purchase of covering materials for unhired allotment plots. -(Cllr. Martin).
- 26/2505 Approve the JCM quote for £1,392.00 inc. VAT for parish tree work recommended in the 2026 tree survey.-(Cllr. Martin).
- 26/2506 Review the Internal Auditors report for FY 2025-2026.-(The Clerk).
- 26/2507 To confirm and sign the Annual Governance Statement which forms part of the Annual Return for Local Councils, Internal Drainage Boards, and other smaller authorities in England for the year ended 31<sup>st</sup> March 2026. -(The Clerk).
- 26/2508 To adopt the Annual Accounts for the year ended 31<sup>st</sup> March 2026 and to sign the Annual Return.-(The Clerk).
- 26/2509 In line with the Council's Strategic Plan objective 12 - to manage GWPC land on a sustainable basis, consider Parish owned land that could be considered suitable for managed renaturing and agree next steps .-(Cllr Martin).
- 26/2510 To arrange refurbishment of the "Great Waltham Twinned with Ceyrat" signs on entry to the parish.-(Cllr Steel).
- 26/2511 Discuss and approve any items to release for publication.- (All)

| Council     | Frequency    | Committee | Day            | date                   | Month      | Year        | Location        |
|-------------|--------------|-----------|----------------|------------------------|------------|-------------|-----------------|
| GWPC        | Quarterly    | F&GP      | Monday         | 27 <sup>th</sup>       | April      | 2026        |                 |
|             | Bank Holiday |           | Monday         | 4 <sup>th</sup>        | May        | 2026        |                 |
| GWPC        | Quarterly    | H&TC      | Tuesday        | 5 <sup>th</sup>        | May        | 2026        |                 |
|             | Bank Holiday |           | Monday         | 26 <sup>th</sup>       | May        | 2026        |                 |
| <b>GWPC</b> | Monthly      | AGM       | <b>Tuesday</b> | <b>26<sup>th</sup></b> | <b>May</b> | <b>2026</b> | <b>Ford End</b> |
| GWPC        | Monthly      |           | Monday         | 15 <sup>th</sup>       | June       | 2026        |                 |