

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
Clerk, W J Adshead-Grant.

E Mail: clerk@gtwaltham-pc.gov.uk

Website: e.voice.org.

Posted: 20-05-2026

You are hereby summonsed to attend the Annual General Meeting and the Ordinary monthly meeting of the Great Waltham Parish Council at the Ford End Village Hall, Great Waltham on Tuesday 26th May 2026 at 7.30 pm 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 at the Public Participation Session.

AGENDA.

26/2512 Election of Chair (for the next 12 months).

26/2513 Acceptance of Office by the new Chair and signature of paperwork.

26/2514 Election of Vice Chair.

26/2515 Chairman's Welcome:

Chair:

Cllrs:

26/2516 Apologies.

26/2517 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.

26/2518 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.

26/2519 To review the terms of reference for parish council committees.

26/2520 Appointment members to the Committees.

- Finance and General Purposes Committee (Chair, Vice Chair plus four councillors)
Current membership Cllrs Jackson, Martin, Gilbert, Holland, Nicholls and Stephenson.
- Recreation Committee (Chair, Vice Chair plus five councillors)

Current Membership Cllrs – Gilbert, Martin, Stephenson, Jackson, Bradley, plus 1 vacancy.

- Staffing Committee (3 councillors)
Currently – Cllrs Taylor and Steel, plus 1 vacancy.
- Highways and Transport Committee (Chair, Vice Chair plus 3 Councillors)
Current Members: – Cllrs Gilbert, Martin, Stephenson, McDevitt, and Bradley, plus 1 vacancy.
- Planning Committee (All members of the Council are represented on this Committee and are called to full meetings of the Council which include planning matters).

26/2521 Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

26/2522 Appointment of Essex Association of Local Councils representatives (Chair, Clerk plus one Councillor).
Current Members: Cllr Gilbert, Cllr Martin, and the Clerk.

26/2523 Appointment of representatives to the Chelmsford City Council Planning Forum (one Councillor).
Current Member: Cllr McDevitt.

26/2524 Appointment of representative on Great Waltham Village Hall Committee (one Councillor).
Current Member : _____

26/2525 Appointment of representatives for Great Waltham Parish Jubilee Twinning Association (Chair plus one other nomination).
Current Member: Cllr Steel.

26/2526 Appointment of representatives to the Alms House Charity.
Current Appointments: Mr A. Micklem.

26/2527 Appointment of Allotment Inspector.
Current Appointments: Cllr Taylor.

26/2528 Appoint Internal Auditor.

26/2529 Appointment of Routine Playground Inspectors.
Current Appointments (3-year certification) :

- Cllr Stephenson (Trained Nov 24),
- Handyman (Re-trained May 25).
- Clerk (Re-trained May 25),

26/2530 Review and adoption of the Standing Orders.

26/2531 Review and adoption of the Financial Regulations.

26/2532 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.

- Great Waltham Village Hall – Hire of Village Hall Parking Spaces.
- Chelmer Housing Partnership – Access and use of free parking spaces in Blossom Way.
- Allotments in Great Waltham – Hire.
- Great Waltham Recreation Ground (Part of) – Donation.
- Howe Street Recreation ground – Hire.

26/2533 Review of representation on or work with external bodies and arrangements for reporting back.

- Chelmsford City Council Governance committee – **currently Cllr Jackson.**
- NW & SW of Chelmsford Parishes Group – **currently Cllr McDevitt.**

- Chelmsford Association of Local Councils – **currently Cllrs. Gilbert & Martin.**

- 26/2534 Review of inventory of land and other assets including buildings and office equipment. – (Asset List).
- 26/2535 Confirmation of arrangements for insurance cover in respect of all insurable risks.
Insurance with Community First. Renews 1st June 2026.
- 26/2536 Review of the Council's and/or staff subscriptions to other bodies.
- Essex Association of Local Councils (E.A.L.C.) - £455.63
 - National Association of Local Councils (N.A.L.C.) - £147.40
 - Rural Community Council of Essex (R.C.C.E.) - £55
 - Chelmsford Association of Local Councils (C.A.L.C.) - £40
 - Open Spaces Society (O.S.S.) - £40
- 26/2537 Review of the Council's complaints procedure.
- 26/2538 Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.
- 26/2539 Review of the Council's policy for dealing with the press/media.
- 26/2540 Review of the Council's employment policies and procedures.
- 26/2541 Review the risk register.
- 26/2542 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
No spend under s.137.
- 26/2543 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- 26/2544 Review and approval of the financial standing order on the bank account.
- £250.00 to Great Waltham Charities – Annual donation for the use of the land at the Great Waltham Recreation Ground.
 - Staff salaries set up on standing orders.
- 26/2545 Review and approval of the financial direct debits on the bank account.
- £ Variable SSE – Utilities – Pavilion.
 - £ Variable Wave – Utilities – Allotment and Pavilion
 - £35.00 Information Commissioner's office (I.C.O.)
- 26/2546 Report by County Councillor - Cllr Mike Steel.
- 26/2547 Report by Chelmsford City Councillor.
- 26/2648 Confirmation of the minutes of the Monthly meeting held on 20th April 2026
- 26/2649 Note the Highways & Transport Committee meeting held on 5th May 2026.
- 26/2650 Local Planning Authority Decisions.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
26/00262/FUL	Well House Littley Green Road Great Waltham Chelmsford Essex CM3 1BT	Application Refused
26/00198/FUL	Lucks Cottage Main Road Howe Street Chelmsford CM3 1BG	Application Permitted

26/2651 Planning Applications:

1. Reference: 26/00507/FUL

Address: 31 Cherry Garden Road Great Waltham Chelmsford Essex
 Description of works: Proposed loft conversion with rear dormer and four front facing roof lights.

2. Reference: 26/00381/FUL

Address: Tokleys Cottage Breeds Road Great Waltham Chelmsford
 Description of works: Demolition of existing dwelling. Construction of a new dwelling, single storey cart lodge and new crossover

26/2652 Finance Report.

- Budget £129,992.04
- Precept £106,592.04
- Received £53,926
- Due October £53,926

Current Account; £ 8,838.21.69 0%

Reserve Account; £ 107,242.78 2.25%

Sub Total £116,080.99

General Reserve £ 17,091.50 (Redwood bank) 4.0 %
 Interest £285.64 (accruing)

Grand Total £133,064.47

Reserves

- Safety Schemes Reserve £ 10,940
- Allotments deposit £ 800
- Capital Refresh Reserve £ 37,686
- Asset Refresh (Non-Playground) Reserve £ 5,430
- Gt Waltham Playground Refresh Donations £ 1,000
- Gt Waltham Playground Refresh Grants: £ 7,363
- Great Waltham Playground Refresh £ 30,000

Invoice to be paid – already approved:

HAGS Great Waltham Playground Phase 1 £27,573.60

25/2653 Confirmation of payments:

Payee	Item	Budget heading	Payment
salaries	salaries	salaries	£1,306.73
unity trust bank	bank charges	bank charges	£6.00
HMRC	PAYE	PAYE	£797.68
Essex Pension fund	Pensions	Pensions	£1,108.33
Cleaning Service	Pavilion Cleaning - April	Pavilion expenses	£60.00
Three Mobile	Broadband	Pavilion expenses	£20.41
Clerk	Monthly Expenses	Expenses	£62.99
Handyman	Monthly Expenses	Expenses	£72.01
JCM	Grounds Maintenance Payment 1/4	Grounds Maintenance	£1,758.60
Amazon	Combination Padlock	Handyman Tools	£22.59

Amazon	Weed Killer	Handyman consumables	£39.05
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£ 5,254.39

25/2654 Monthly Bank Reconciliation.

25/2655 Update on the Action Tracker – all.

26/2656 Review the Internal Auditors report for FY 2025-2026.

1. The General Reserves at £17,091.50 are lower than the PKF Littlejohn recommended levels of 3-12 months of expenditure.
 - Budget of £111,503.38 for FY 2025/2026 - indicates a monthly budget of £9,291.95. A three month reserve would be £27,875.85
2. The Precept figure does not agree to the figure published by MHCLG, which is £101635.00. The Parish Council may wish to take this matter up with Chelmsford City Council.
 - £101,613.74 for 2025-2026 precept demand.
 - £101,635.00 declared by CCC – difference of £21.26.
3. The Asset Register for 2025/2026 appears to have been updated but not considered and agreed by the Council.
 - 25/2188 – 20/05/2025 – Asset list approved.
4. The Council does not seem to have a Council owned website, which is a requirement for the positive completion of the AGAR IA Report.
 - Currently using e-voice website. GtWaltham-pc.gov.uk is under construction and will complete in 2026-2027.

26/2657 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 31st March 2026.

26/2658 To adopt the Annual Accounts for the year ended 31st March 2026 and to sign the Annual Return.

26/2659 Discuss funding the replacement of place name street signs. (Cllr. Gilbert)

26/2660 To note and consider the Council's quarterly 2025/26 action plan update report (see document circulated with the agenda). - (Cllr Gilbert).

26/2661 To agree the Council's 2026/27 action plan (see draft document circulated with the agenda). - (Cllr Gilbert).

26/2662 To review the results of the red telephone kiosks survey and agree next steps (see document circulated with the agenda). - (Cllr Gilbert).

26/2663 Discuss the Cherry tree removal from Cherry Garden Road Great Waltham and a replacement planting programme in partnership with Chelmsford City Council. – (Cllr Bradley).

25/2664 Discuss and approve any items to release for publication.

Next Meetings:

	Frequency	Meeting	Day	date	Month	Year
GWPC	Monthly	Monthly	Monday	15th	June	2026
GWPC	Bi-Monthly	Recreation	Monday	22nd	June	2026
GWPC	Quarterly	F&GP	Monday	6th	July	2026

GWPC	Monthly	Monthly	Monday	20th	July	2026	
GWPC	Quarterly	H&TC	Monday	27th	July	2026	
GWPC	Monthly	Monthly	Tuesday	18th	August	2026	Ford End
Bank Holiday			Monday	31st	August	2026	
GWPC	Bi-Monthly	Recreation	Monday	7th	September	2026	
GWPC	Monthly	Monthly	Monday	21st	September	2026	
GWPC	Quarterly	F&GP	Monday	12th	October	2026	
GWPC	Monthly	Monthly	Monday	19th	October	2026	
GWPC	Quarterly	H&TC	Monday	26th	October	2026	
GWPC	Monthly	Monthly	Tuesday	17th	November	2026	Ford End
GWPC	Bi-Monthly	Recreation	Monday	23rd	November	2026	
GWPC	Monthly	Monthly	Monday	14th	December	2026	
GWPC	Monthly	Monthly	Monday	18th	January	2027	
GWPC	Quarterly	F&GP	Monday	25th	January	2027	
GWPC	Bi-Monthly	Recreation	Monday	1st	February	2027	
GWPC	Quarterly	H&TC	Monday	8th	February	2027	
GWPC	Monthly	Monthly	Tuesday	16th	February	2027	Ford End
GWPC	Monthly	Monthly	Monday	15th	March	2027	
GWPC	Annual Assembly	Annual Assembly	Tuesday	23rd	March	2027	Ford End
Bank Holiday			Monday	29th	March	2027	
GWPC	Bi-Monthly	Recreation	Monday	12th	April	2027	
GWPC	Monthly	Monthly	Monday	19th	April	2027	
Bank Holiday			Monday	3rd	May	2027	
GWPC	Quarterly	H&TC	Tuesday	4th	May	2027	
GWPC	Monthly	AGM + Monthly	Tuesday	25th	May	2027	Ford End
Bank Holiday			Monday	31st	May	2027	
GWPC	Monthly	Monthly	Monday	14th	June	2027	