

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@gtwaltham-pc.gov.uk

website: e.voice.org.uk

Posted: 15 07 2026

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

26/2686 Chair's Welcome:

Chair:

Cllrs:

26/2687 Apologies

Cllr Jackson.

26/2688 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.

26/2689 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.

26/2690 Report by County Councillor – (Cllr Mike Steel).

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

26/2691 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

26/2692 Confirm the minutes of the ordinary meeting of the Council held on 15th June 2026.

26/2693 Note the minutes of the F&GP Committee meeting held on the 6th July 2026.

26/2694 Update on the decisions of Chelmsford City Council Planning department.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
26/00507/FUL	31 Cherry Garden Road Great Waltham Chelmsford Essex CM3 1DH	Application Permitted
26/00381/FUL	Tokleys Cottage Breeds Road Great Waltham Chelmsford CM3 1EE	Application Permitted

26/2697 Budget Update 2026 – 2027.
 Budget £129,992.04

Precept 2026/2027 - £106,592.04
 - £53,296 due 30th October 2026.

26/2698 Confirmation of payments - (Clerk):

Payee	Item	Budget heading	Payment
salaries	salaries	salaries	£1,306.73
unity trust bank	bank charges	bank charges	£7.00
HMRC	PAYE	PAYE	£797.68
Essex Pension fund	Pensions	Pensions	£1,125.66
Cleaning Service	Pavilion Cleaning	Pavilion expenses	£60.00
Three Mobile	Broadband	Pavilion expenses	£20.41
Clerk	Monthly Expenses	Expenses	£68.59
Handyman	Monthly Expenses	Expenses	£67.39
The Play Inspection Company	Annual Inspections		£432.00
JCM	Grounds Maintenance 2/4	Grounds Maintenance	£1,758.60
Amazon	6 x White spray paint	Allotments	£16.88
Amazon	Cleaning Materials	Pavilion expenses	£35.28
Amazon	Hand wash	Pavilion expenses	£4.80
Amazon	10 x 10 Tent nails	Allotments	£89.88
Amazon	Number Stencils	Allotments	£16.99
Amazon	10 x 2m rolls heavy duty membrane	Allotments	£156.20
RCCE	Annual Membership	Subscriptions	£63.60
SSE -	April, May, June usage	Utilities - Pavilion	£545.71
Maldon Council	Community Engagement	Road Safety	£720.00

£ 7,293.40
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26/2699 Monthly Bank Reconciliations-(Clerk)

26/2700 Clerk's Report.

Handyman:

- Bury Lane allotment noticeboard re-stained.
- Various play equipment items washed.
- Topsoil added to Gt Waltham bench & slide
- Tighten bolts on the GW seesaw
- Various areas weed sprayed.
- Ford End bus stop sanded and painted.
- Asphalt put down in Ford End car park
- Howe Street bus stop sanded and painted.
- Brook Mead allotment tap issue resolved.
- Playground inspections and SID movements.

Clerk:

- Place Name at Lark's Lane.
- Broad's Green place names.
- Asset List update.
- Website – add details.
- New website – add files and details.
- Allotment materials.
- Casual Pavilion hirers.

- End of term accounts.
- External Audit feedback.

- 26/2701 Update on the Action Tracker (circulated with the agenda) – (All).
- 26/2702 To discuss and agree the Council's nominated representatives on parish-based charities. - (Cllr Gilbert).
- Great Waltham Charity – (209874).
- 26/2703 To approve the F&GP Committee's recommendation that the recently received CIL money from Chelmsford City Council is used to help fund Phase 2 of the Great Waltham Recreation Ground play area project. (Cllr. Gilbert)
- 26/2704 To approve the wording of the letter to be sent by the Council to property owners in the first instance to remind them of their obligations to ensure vegetation does not encroach onto the highway (see draft letter circulated with the agenda). (Cllr. Bradley).
- 26/2705 Discuss the newly reformed Highways Rangers and consider works that can be undertaken on our behalf. - (Cllr Bradley).
- 26/2706 Approve the refurbishment of the telephone kiosk situated opposite church in Ford End at an estimated cost of £1,500.00. - (Cllr Martin).
- 26/2707 Approve the Recreation Committee's recommendation for the spend of £312 to reinforce the perimeter fence at Pleshey Road. - (Cllr Martin).
- 26/2708 Approve the purchase of two bulk bags of topsoil for making good at Great Waltham and Ford End recreation grounds at an estimated total cost of £140.00 + VAT. - (Cllr Martin).
- 26/2709 Approve the Recreation Committee's recommendation to identify the most cost-effective solution to replace the junior and toddler swings safety surfacing at Howe Street recreation ground and if deemed appropriate or necessary replace both swings at the same time. - (Cllr Martin).
- 26/2710 Request for a public recycling bin – Walthambury Stores, Barrack Lane, Great Waltham. - (Clerk).
- 26/2711 To receive a report of the Chelmsford Association of Local Councils' meeting on 01/07/2026. (Cllr. Martin)
- 26/2712 Discuss requesting a Road Safety Review and Traffic-Calming Measures – 'Main Road' Downhill Approach and Stretch Road into Great Waltham Village.(Cllr Nicholls).
- 26/2713 Discuss and approve any items to release for publication. - (All)

	Frequency	Meeting	Day	date	Month	Year	
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	Ford End
GWPC	Annual Assembly	Annual Assembly	Tuesday	23rd	March	2027	
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	Ford End
GWPC	Monthly	AGM + Monthly	Tuesday	25th	May	2027	
Bank Holiday			Monday	31st	May	2027	
GWPC	Monthly	Monthly	Monday	14th	June	2027	