

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 Pavillion, South Street, Great Waltham. CM3 1DF.
Clerk, W J Adshead-Grant.

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

website: e.voice.org.uk

Posted: 16.09.2026

You are hereby summonsed to attend the Meeting of the Great Waltham Parish Council on Monday 21st September 2026 at The Pavillion, 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.

26/2734 Chair's Welcome:

Chair:

Cllrs:

26/2735 Apologies

26/2736 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.

26/2737 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.

26/2738 Report by County Councillor – (Cllr Mike Steel).

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

26/2739 Report by Chelmsford City Councillor – (Cllr Mike Steel).

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

26/2740 Confirm the minutes of the ordinary meeting of the Council held on 18th August 2026.

26/2741 Note the minutes of the Recreation Committee held on 7th September 2026.

26/2742 Update on the decisions of Chelmsford City Council Planning department.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
26/00790/FUL	Great Waltham C Of E School South Street Great Waltham Chelmsford Essex CM3 1DF	Application Permitted

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	£58.80
Handyman	Monthly Expenses	Expenses	TBC
Clerk	X2 Connect - Panes for FE Telephone Box	Asset Refresh	£44.40
Clerk	X2 Connect- Paint for NE Telephone Box	Asset Refresh	£45.60
Clerk	First Rescue (Defib Warehouse)	Defibs	£309.60
JCM	Grounds Maintenance 3/4	Grounds Maintenance	£1,758.00
Chignal Parish Council	Contributions towards Pylons reports	Professional Fees	£126.44
Ford End Village Hall	6 x Meetings (May 2025 to Aug 2026)	Reserves	£180.00
PKF Little John	2025 to 2026 External Audit	Audit	£ 504.00
			£6,522.91

26/2747 Monthly Bank Reconciliations-(Clerk).

26/2748 Update on the Action Tracker (circulated with the agenda) – (All).

26/2749 Note the external auditors report on 2025/2026. (Clerk).

External auditor's limited assurance opinion 2025/26

1. Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention.
2. The smaller authority has disclosed that it made proper provision during the year 2025/26 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this Assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct. The AGAR was not accurately completed before submission for review.
3. Other matters not affecting our opinion which we draw to the attention of the authority: The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 10, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the Internal Auditor's response to Internal Control Objective O. In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to the website, asset register, and general reserves. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

26/2750 Review and approve estimate to voluntary register VG150 with Land Registry £620.- (Clerk).

26/2751 Approve the Recreation Committee's recommendation and retrospective approval to purchase paint for the North End telephone kiosk - to be painted by volunteers at a cost of £45.60 - (Cllr Martin).

26/2752 Approve the Recreation Committee's recommendation and retrospective approval to purchase paediatric defibrillator pads for the Little Green and Great Waltham defibrillators - £309.60 for 2 - (Cllr Martin).

- 26/2753 Approve the Recreation Committee's recommendation to support the 2026 Broad's Green Christmas Tree event. - (Cllr Martin).
- 26/2754 Discuss and consider any feedback and comments from the Great Waltham renaturing consultation and agree next steps. - (Cllr Martin).
- 26/2755 Support the Recreation Committee's proposal to source and position recycling bins at the four entrances of the three recreation grounds. - (Cllr Martin).
- 26/2756 To agree the Recreation Committee's recommendation to proceed with work to revise the byelaws at recreation grounds and village greens in the parish based on the draft of new byelaws reviewed and discussed by the Committee (see draft document and regulatory assessment circulated with the agenda). - (Cllr Gilbert).
- 26/2757 Discuss and approve any items to release for publication. - (All)

Frequency		Meeting	Day	date	Month	Year	
GWPC	Quarterly	F&GP	Monday	12th	October	2026	Ford End
GWPC	Monthly	Monthly	Monday	19th	October	2026	
GWPC	Quarterly	H&TC	Monday	26th	October	2026	
GWPC	Monthly	Monthly	Tuesday	17th	November	2026	
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	Ford End
GWPC	Monthly	Monthly	Tuesday	16th	February	2027	
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	Ford End
GWPC	Monthly	Monthly	Monday	19th	April	2027	
Bank Holiday			Monday	3rd	May	2027	
GWPC	Quarterly	H&TC	Tuesday	4th	May	2027	
Parish elections Thursday 6 th May 2026							
GWPC	Monthly	AGM + Monthly	Tuesday	25th	May	2027	Ford End
Bank Holiday			Monday	31st	May	2027	
GWPC	Monthly	Monthly	Monday	14th	June	2027	