

Minutes of the Meeting of the Great Waltham Parish Council held on Monday 21st September 2026 at The Pavillion, South Street, Great Waltham at 7.30pm.

26/2734 Chair's Welcome:

Chair: Gilbert.

Cllrs: Martin, Stephenson, Steel, Jackson, and Holland.

26/2735 Apologies

McDevitt, Nicholls, and Bradley.

26/2736 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

There were no declarations of interest.

26/2737 Public Participation session for any items regardless of its existence on the agenda.

There were no members of the public at the meeting.

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

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

- Members Highway Initiative – 2 of 3 nominated sites repaired (Breeds Road and Pleshey Road).
- Radial Distribution Road (Beaulieu) – 4 average speed cameras in place to enforce 40mph limit.
- A12, junction 19 – Junction improvements fully funded.
- Local Government Reorganisation – Delayed / Cancelled.
- Pylons – Planning applications are in for the compounds.
- Drains – Loose cover at Ford End, continued dialogue with utilities.
- Project Vanguard – 3-month trial of new patrols to support visible security.
- Community Speed Watch – Behind the scenes tour at the Basildon facility could be available.
- Pothole Maintenance with Highways – Potholes will be fixed within a time period.

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

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

- Chelmsford Local Plan – Inspection outcome expected in November.
- Chelmsford Governance Review – Has been closed for now.

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

Resolution: **The minutes were confirmed.**

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

Resolution: **Defer to the next meeting.**

Reference	Address	Status
26/00790/FUL	Great Waltham C Of E School South Street Great Waltham Chelmsford Essex CM3 1DF	Application Permitted
26/00815/FUL	8 Duffries Close Great Waltham Chelmsford Essex CM3 1DQ	Application Permitted
26/00469/FUL	Thatches Main Road Howe Street Chelmsford CM3 1BG	Application Permitted

26/2743 Local Planning consultations:

No current consultations.

26/2744 Finance Report – Cash in Hand- (Clerk).

Accounts information taken on 15/09/2026 23.34.

Current Account: £ 450.59 (0% interest).

Savings Account;	£	74,770	(1.95% interest).
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Redwood Account	£	17,091	(3.75% interest) .
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Accrued Interest (not paid and not included above) £507.13.

Sub-Total Cash in hand	£92,311.59
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Earmarked Reserves:

- Safety Schemes Reserve £ 9,040
- Allotments deposit £ 850
- Capital Refresh Reserve £ 34,134.99
- Asset Refresh (Non-Playground) Reserve £ 5,430

Sub-Total	£ 49,454.99 (Reserves)
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Total remaining cash on Hand	£42,856.60
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- £53,296 due 30th October 2026 (50% precept).

Resolution: *The finance reports were noted.*

26/2745 Budget Update 2026 – 2027.

Budget	£129,992.04 (Precept 2026/2027 - £106,592.04)
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Financial Budget Comparison

Comparison between 01/04/26 and 16/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

	2026/27	Reserve Movements	Actual Net	Balance
EXPENDITURE				
Total Council	£129,992.04	£16,244.00	£47,370.57	£98,865.47
Total Expenditure	£129,992.04	£16,244.00	£47,370.57	£98,865.47
Total Income	£129,992.04	£0.00	£73,234.08	£56,757.96
Total Expenditure	£129,992.04	£16,244.00	£47,370.57	£98,865.47
Total Net Balance	£0.00		£25,863.51	

Resolution: *The budget was noted.*

Sep-26

Payee	Item	Budget heading	Payment
salaries	salaries	salaries	£ 1,594.35
unity trust bank	bank charges	bank charges	£ 7.00
HMRC	PAYE	PAYE	£ 1,041.43
Essex Pension fund	Pensions	Pensions	£ 1,217.74
Cleaning Service	Pavilion Cleaning	Pavilion expenses	£ 60.00
Three Mobile	Broadband	Pavilion expenses	£ 20.41
Clerk	Monthly Expenses	Expenses	£ 86.80
Handyman	Monthly Expenses	Expenses	£ 61.90
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)	Defibrillators	£ 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	2025-2026 External Audit	Audit	£ 504.00
Chelmsford City Council	Dog Waste Bin - Replacement- FE	Asset Refresh	£ 360.00
HSS – DIY	Soil for FE Playground	Asset Refresh	£ 82.80
HSS – DIY	Soil for GE Playground	Asset Refresh	£ 82.80
			£7,583.27

Resolution: The payments were approved.

26/2747 Monthly Bank Reconciliations.

Resolution: The reconciliations were approved.

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

Various items were updated and closed as appropriate.

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

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 AGARS 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.

Resolution: The Clerk will action the recommendations.

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

Resolution: The expenditure was approved.

Resolution: The Clerk to action.

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.
One tin of white and one tin of black paint was requested. The partly used tins will be handed back to the Parish Council when completed for the next parish telephone project in the renovation schedule.

Resolution: The expenditure was approved.

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.
There are six defibrillators in the Parish for which the Council has responsibilities. However, two of the units (Great Waltham village & Little Green) require separate pads for adults and children. Although the paediatric pads have not been used to date it was agreed to replace them.

Resolution: The expenditure was approved.

26/2753 Approve the Recreation Committee's recommendation to support the 2026 Broad's Green Christmas Tree event.

Resolution: This was approved.

26/2754 Discuss and consider any feedback and comments from the Great Waltham renaturing consultation and agree next steps.
One comment was received via Facebook. No other comments were made via the various media used. Notices have been in place for over a month at the recreation ground. Chelmsford City Council will rotavate, mark out, and plant wildflowers. The Parish Council will install explanation notices at the site to explain the works. Chelmsford City Council will install a permanent display noticeboard.

Resolution: Chelmsford City Council to be given approval to begin work on the renaturing project, as originally proposed.

26/2755 Support the Recreation Committee's proposal to source and position recycling bins at the four entrances of the three recreation grounds.
The proposal is to add:

- Two recycling units at Great Waltham Recreation Ground
- One at Ford End Recreation Ground
- One at Howe Street Recreation Ground.

This will encourage the recycling of litter within the recreation grounds. The current litter bins would be removed.

Resolution: The Parish Council supports this recycling initiative.

Resolution: The Clerk to engage with Chelmsford City Council to gather information on implementation, costs etc. and report back.

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 has contacted the two government departments involved (MHCLG and Defra) to seek advice on how they will manage the process of reviewing the proposed byelaws. A response is awaited.
 The existing byelaws have not been updated since the mid-1970s.

Resolution: **The Parish Council agreed the recommendation, and to receive update reports on progress.**

26/2757 Discuss and approve any items to release for publication. - (All)

- Precis of this meeting.
- Update on Phase 2 of the play area refurbishment project at Great Waltham Recreation Ground.
- To advertise the availability of allotments at both the Brook Mead and Bury Lane sites.

	Frequency	Meeting	Day	date	Month	Year	
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	
Parish elections Thursday 6th 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	

Meeting closed 20:55
 Will Adshead-Grant.