Great Waltham Parish Council

The Parish Office, The Pavilion, South Street, Great Waltham. CM3 1DF.
Clerk, W J Adshead-Grant.
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Minutes of the Meeting of the Great Waltham Parish Council held on Monday 19th October 2026 at The Pavillion, South Street, Great Waltham at 7.30pm.

26/2758 Chair's Welcome:
Chair: Gilbert.
Cllrs: Martin, Stephenson, Nicholls, Steel, Holland, Bradley.

26/2759 Apologies.
Cllr Jackson.

26/2760 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.
There were no declarations of interest.

26/2761 Public Participation session for any items regardless of its existence on the agenda.

- One member of the public attended to comment on planning application 26/01294/FUL. Pre-application advice has been sought from Chelmsford City Council (CCC) Planning and the Heritage Officer with a site visit. Some recommendations have been taken forward from the visit and the final plans submitted. The CCC Planning website has been difficult to work with. The garage extension is to add a one bedroom above and retain the garage facility for parking. The garage will be L-shaped. Extension reduced from 6m to 5m.

26/2762 Report by County Councillor – (Cllr Mike Steel).
The full report will be online in the agenda section of the website.

- ECC Highways have been unable to satisfactorily explain the reasons for a reported year-on-year increase in pothole repairs in the county at the same time as a significant increase in outstanding defects.
- New criteria for 'calling in' planning applications to a committee.

26/2763 Report by Chelmsford City Councillor – (Cllr Mike Steel).
The full report will be online in the agenda section of the website.

- Wheelers Farm licence application for 5,000 people events and a one-off 7,500 capacity event approved.

26/2764 Confirm the minutes of the ordinary meeting of the Council held on 21st September 2026.

Resolution: The minutes were confirmed.

26/2765 Note the minutes of the F&GP Committee held on 12th October 2026.

Resolution: The minutes were noted.

26/2766 Note the minutes of the Extra Ordinary held on 12th October 2026.

Resolution: The minutes were noted.

26/2767 Note the minutes of the Recreation Committee held on 7th September 2026.

Resolution: The minutes were noted.

26/2768 Update on the decisions of Chelmsford City Council Planning department.

26/00164/REM	Strategic Growth Site North Of Woodhouse Lane Broomfield Chelmsford Essex	Application Permitted

26/00129/S73	Hedgerows South Street Great Waltham Chelmsford Essex CM3 1DP	Application Permitted

26/2769 Local Planning consultations:

1. Reference: 26/01294/FUL

Address: Well House Littley Green Road Great Waltham Chelmsford
Description of works: Proposed extensions and conversion of existing garage to form an ancillary family annex.

Members have been hampered in their scrutiny of the application by the current difficulties in accessing documents on the CCC Planning website.

Resolution: Great Waltham Parish Council has not been able to access or download from the Chelmsford City Council planning website all of the design documents associated with this application. However, from those it has been able to consult it notes that the applicant has indicated that, having sought pre-application advice, the issues which resulted in the refusal of the previous application (reference 26/00262/FUL) has been addressed, and now states on the new application form that 'the current proposals are more modest lower in height and simpler in design than those previously refused'.

In the circumstances the Parish Council, while being unable to take a definitive assessment itself, has taken the view that its previous objections (that the proposed works were 'not in keeping with the existing property') would no longer apply if the issues cited by the City Council's Planning Management's decision letter of 26-02-2026 for refusal of the previous application have been adequately addressed by the applicant to the satisfaction of the City Council decision -maker on this occasion.

The building must remain ancillary to the main dwelling.

26/2770 Finance Report – (Clerk).
Accounts information taken on 14.10.2026 19:47

Current Account;	**£ 1,840.11**	**(0% interest).**
Savings Account;	**£ 120,779.81**	**(1.95% interest).**
Redwood Account	**£ 17,091**	**(3.75% interest) .**

Accrued Interest (not paid and not included above) £.558.05.

Sub-Total Cash in hand	**£ 139,710.92**

Earmarked Reserves:

• Safety Schemes Reserve	£ 8,540
• Allotments deposit	£ 850
• Capital Refresh Reserve	£ 34,135
• Asset Refresh (Non-Playground) Reserve	£ 5,430
Sub-Total	**£ 91,605.92**
Total remaining cash on Hand	**£48,105**

Resolution: The accounts position was noted.

26/2771 Budget Update 2026 – 2027.
Budget £129,992.04 (Precept 2026/2027 - £106,592.04)

Financial Budget Comparison

Comparison between 01/04/26 and 14/10/26 inclusive.
Excludes transactions with an invoice date prior to 01/04/26

	2026/27	Actual Net	Actual Net (year to date)	Balance
EXPENDITURE				
Total Council	£129,992.04	£76,280.08	£76,280.08	£53,711.96
Total Expenditure	£129,992.04	£76,280.08	£76,280.08	£53,711.96
Total Income	£129,992.04	£128,635.39	£128,635.39	-£1,356.65
Total Expenditure	£129,992.04	£76,280.08	£76,280.08	£53,711.96
Total Net Balance	**£0.00**	**£52,355.31**	**£52,355.31**	

At half year point budget balance of £53,711.96.

Resolution: The budget was noted.

26/2772 Confirmation of payments - (Clerk):

Oct-26

Payee	Item	Budget heading	Payment
salaries	salaries	salaries	£1,357.48
unity trust bank	bank charges	bank charges	£7.00
HMRC	PAYE	PAYE	£838.24
Essex Pension fund	Pensions	Pensions	£1,126.57
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
Maldon District Council	Speed Enforcement at Ford End	Safety Schemes	£720.00
Amazon	Wire rope for post & rail and Anchor Bolts for bench installs.	Handyman Consumables	£51.93
JCM	Allotment hedge cut 2/2 (2958)	allotments expenditure	£132.00
JCM	September allotment maintenance (3001)	allotments expenditure	£540.00
JCM	Gate and Post repair FE (2999)	External Labour	£372.00
JCM	Post and Wire at FE (3000)	External Labour	£312.00
JCM	Initial allotment clearance (2938)	allotments expenditure	£540.00
Clerk	Royal Mail postage for VG150	Postage	£9.95
Clerk	Royal mail stamps	Postage	£7.28
Clerk	Cleaning Supplies	Pavilion expenses	£17.00
Amazon	Dark Oak Timber stain for GW bus stop	Handyman Consumables	£65.98
Amazon	Printer Cartridges	Stationery	£144.53
Amazon	Plastic Tent Pegs	allotments expenditure	£8.99
Amazon	Paint & Graffiti wipes	Pavilion expenses	£15.02
Amazon	50pcs football goal net adjusters	Handyman Consumables	£16.35
Amazon	Usb & HDMI adaptor	Pavilion expenses	£25.98
Npower	01-07-26 to 30-09-26 elect phone box	utilities	£44.81
Essex Pension fund	Pensions – missed payment	Pensions	£1,108.33
Anglian Water	Water at Allotments	Water at Allotments	£73.65
Anglian Water	Water at Pavilion	utilities	£185.43

£7,319.73

Resolution: The 2nd payment to Essex Pension fund was noted to cover a missed payment in August.

Resolution: The payments were approved.

26/2773 Monthly Bank Reconciliations.

Resolutions: The bank reconciliations were approved.

26/2774 Update on the Action Tracker (circulated with the agenda) – (All).
The action tracker was updated with various items reviewed and closed as appropriate.

26/2775 Clerks Report

Clerk

- VG 150 work with Solicitors
- Allotment invoices.
- Allotment receipts.
- Move Bench from Hairdresser (temp)
- Budget preparation.

Handyman

- Move Bench from Hairdresser (temp).
- Add soil at Ford End and at Great Waltham Playgrounds to equipment.
- Decommission the climbing slide of the 3 towers.
- GW Bus stop works.

26/2776 To note the processing of the purchase order by the Council with its agreed supplier for play equipment items for Phase 2 of the Great Waltham Recreation Ground play area refurbishment project.

The Parish Council to issue purchase orders with HAGS (equipment) and RTC (surfacing) with the expectation to pay 50% of the install costs on acceptance of order and 50% after the installation. Installation will take place around Easter 2027.

Resolution: The Clerk to raise the purchase orders.

26/2777 To agree to the F&GP Committee's recommendation of a budget of £134,800 for 2027-2028.

- Budget for 2026-2027 was £129,992.04.
- The proposed Budget for 2027-2028 is £134,800.
- Increase of £4,807.96 – 3.56% Increase.

Resolution: The budget was approved.

26/2778 To agree the F&GP Committee's recommendation of a Council precept demand of £112,000 for 2027-2028 based on the preceding item where the budget will be discussed.

- The precept for 2026-2027 was £106,592.
- The proposed budget for 2027-2028 is £112,000.
- Increase of £5408 = 4.8%
- Precept divided by council tax base = £117.29 per band D.
- Precept Increase per Band D = £5.67 per annum.

Resolution: The precept was agreed,

26/2779 Discuss and approve any items to release for publication. - (All)

- Precis of the minutes.
- Parish Council involvement in the Christmas Tree Festival.
- Remembrance Sunday parade.

	Frequency	Meeting	Day	date	Month	Year	
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 20.44.