LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting held on 2 January 2018 at 7:30pm in the Tufnell Hall

Present:	Councillors	Edith Robertson (Chair)
		Peter Brown
		Tony Campen
		Malcolm Taylor
		Mark Goff
		Jackie Ketley
		Teresa Dando
		Antony Kingham
		Barbara Denny
	Clerk	Suzanne Walker
	City Councillor	Councillor Knight
	County Councillor	Councillor Aldridge
	No members of the public were present	

Meeting commenced at 7.30pm

18/01 Apologies
Received from City Councillor Raven.

18/02 Declarations of Interest
None.

18/03 Consideration and approval of Minutes 5 December 2017
The minutes of the meeting held on 5 December 2017 were formally **approved** by Councillors as a correct record and were signed by the Chair.

18/04 Public Forum- to receive any representations from the public
Councillor Knight confirmed that he will be attending the City Council meeting in relation to the Local Plan on 18 January 2018. His understanding is that there is unlikely to be any substantial changes from the last draft of the plan. He has concerns in relation to development to the north of Chelmsford due to the impact on traffic and infrastructure especially as the majority of movements will be to the south of Chelmsford especially bearing in mind future infrastructure such as Crossrail and the third Dartford Crossing.
Councillor Aldridge commented on the Local Plan that there are concerns as to how traffic capacity will be managed. He also stated that debate regarding the impact on the flood plain at Beaulieu Park continues.
He confirmed that at present there are no plans to make provision for pedestrians at Pratts Farm Lane.
He also confirmed that the number 10 bus service has been taken on by Arrows Taxis.
Councillor Ketley conveyed the thanks of a resident for the efforts made by Councillor Aldridge regarding this issue.
Councillors then discussed concerns regarding the impact of traffic, hospital parking and promotion of the Park and Ride service. Councillor Aldridge commented that further consultation with the hospital may be required regarding parking at the hospital.

18/05 Parish Watch and Policing Report
No matters reported in relation to this Parish.

18/06 New Planning Applications

18/06.1 17/02039/REM - Beaulieu Park White Hart Lane Springfield Chelmsford - Construction of the Radial Distributor Road (Phase 2B), including one new roundabout and one signal junction, one signal crossing, provision of cycle, pedestrian and bridleway crossings, landscaping and associated and ancillary development – **No comments or observations**

18/06.2 17/02014/FUL - Channel's Lodge, Belstead's Farm Lane, Little Waltham - Retrospective application for amendments to previous permission 15/01129/FUL for conversion of pole barn into three-bedroom accommodation ancillary to existing hotel and a single storey side extension – **No comments**

18/06.3 17/02015/LBC - Channel's Lodge, Belstead's Farm Lane, Little Waltham - Retention of amendments to previous permission 15/01130/LBC for conversion of pole barn into three-bedroom accommodation ancillary to existing hotel and a single storey side extension. – **No Comments**

18/06.04 17/02012/FUL - Channels Lodge, Belsteads Farm Lane, Little Waltham - Part retrospective application for the reinstatement of first floor to create additional suite with associated alterations, including provision of new staircase, external joinery and new first-floor rear windows – **No comments**

18/06.5 17/02013/LBC - Channels Lodge, Belsteads Farm Lane, Little Waltham - Part retrospective application for the reinstatement of first floor to create additional suite with associated alterations, including provision of new staircase, external joinery and new first-floor rear windows – **No comments**

18/06.6 17/02016/FUL – Barn east of Channel's Lodge, Belstead's Farm Lane, Little Waltham - Retrospective application for amendments to previous permission 17/00015/FUL for conversion of barn into 2-bedroom accommodation ancillary to existing hotel. Single storey side extension and single storey side and rear extension. Construction of detached garage and associated landscaping works – **No comments or observations**

18/07 Planning Results

The following planning results were **noted -**

18/07.1 TPO/2017/004 – Land South East of Belstead's Cottage, Belstead's Farm Lane, Little Waltham – Tree Preservation Order revoked

18/07.2 17/00380/MOD106 - Land north, south and east of Channels Drive - Request for modification of the s106 (Legal) Agreement associated with planning permission (10/01976/OUT) to remove the requirement to provide 18 playable holes of golf at all times and to provide a replacement golf course prior to the occupation of any units within Phases 5 and 6 of the Channels residential-led development – **Withdrawn**

18/07.3 ESS/39/17/CHL/SPO - Land at Sheepcotes Farm, Sheepcotes Lane, Little Waltham - Construction of an agricultural reservoir involving; the extraction, processing and exportation of sand and gravel and soils; the erection and use of an onsite processing plant with ancillary facilities and highway and access improvements
Request for scoping opinion – Scoping Report issued by Essex County Council

18/07.4 17/01663/FUL - Annexe, Rembrandt House, Blasford Hill, Little Waltham - Single storey side extension and first floor rear extension – **Permitted**

18/07.5 17/01848/FUL - Ash Tree Cottage, 22 The Street, Little Waltham – first floor rear extension – **permitted**

18/07.6 17/01787/LBC - Ash Tree Cottage, 22 The Street, Little Waltham - First floor rear extension providing an ensuite to master bedroom – **Permitted**

18/08 To consider progress of Planning application 17/01960/FUL – 30 The Street Little Waltham and issues in relation to parking in the Parish

In relation to this application at 30 Brook Hill, Little Waltham which relates to the potential extension of the GPs surgery and as a result of issues raised by the planning officer at the City Council, Councillors discussed concerns. Councillors would wish to see the surgery remain in the village but concerns remain regarding the impact of additional parking as a

result of any extension although there was a disagreement as to the extent of the impact. Councillors considered that the existing car park would not provide the required additional capacity and consideration may again need to be given to a potential car park extension but that would require substantial funding. The suggestion by the GPs surgery to provide £5,000 towards such a scheme would be insufficient. Councillors requested that the Clerk ascertain whether the GPs surgery could assist in such costs either by way of a higher lump sum payment or by way of payment over a period of time.
Bearing in mind the terms of the standing orders Councillors then unanimously requested that the planning application be put on the February agenda so that Councillors may discuss the issue further and make a formal decision as to whether to amend representations in relation to the matter or not.

18/09 Chelmsford City Council Local Plan update
Councillors **agreed** that an extraordinary meeting should be convened to enable Councillors to hear and consider representations from residents in putting together a response to the next consultation regarding the local plan. It was agreed that the date for the meeting will be 28 February 2018.

18/10 Correspondence
18/10.1 Essex County Council Correspondence

25 November 2017	Information about Domsey Lane
7 December 2017	Information regarding future of No. 10 bus service
14 December 2017	'Making the Links' bulletin

18/10.2 Chelmsford City Council Correspondence

7 December 2017	Confirmation of receipt of 'Play in the Park' booking
20 December 2017	Confirmation of situation regarding referendum principles for Parish Councils

18/10.3 General Correspondence

1 December 2017	Details of NHS consultation

Also, usual bulletins.

18/11 Amenities Working Party Report
18/11.1 Update in relation to comments from play area inspector
The Clerk had followed up with the manufacturer of Twin Peaks and the play area inspector. It would seem that the play inspector was erring on the side of caution in noting the issues of splits in the wood and movement to the swing frame which he confirmed were safe and simply being noted and just needed to be monitored over time.

At this point in the meeting Councillors Knight and Aldridge left the meeting.

18/12 Financial Matters
18/11.1 Payments for approval
The following payments were **approved –**

Payee	**Item**	**£**	**VAT**	**Total**
Clerk	Salary (Dec. 2017)	379.39	0.00	379.39
HMRC	PAYE (Dec. 2017)	90.60	0.00	90.60

Essex Pension fund	pension contribution (Nov.)	108.45	0.00	108.45
Clerk	Clerk's expenses	34.21	0.00	34.21
Paul Clark Printing	magazine production	395.00	0.00	395.00
Paul Clark Printing	magazine distribution	150.00	0.00	150.00
JRB Enterprises	Dog bins	316.50	63.30	379.80
Little Waltham Memorial Hall	Good Companions Hall hire	80.00	0.00	80.00
Total		**1,554.15**	**63.30**	**1,617.45**

18/11.2 Current account balance to be reported at the meeting.
The Clerk confirmed the bank balance as at today's date is £28,203.48

18/11.3 To approve Clerk's overtime in relation to work on Parish magazine
The Clerk provided a detailed timesheet in relation to her work in producing issue three of the Parish Council magazine. Councillors **approved** the extra 8 hours of overtime for payment.

18/13 To consider issues relating to the allotments

18/13.1 To consider issues relating to allotment tenants
It was confirmed that the allotment tenant who had not been cultivating her plot due to family circumstances has stated that she is now in a position to cultivate the plot so will continue with her tenancy. Two elderly tenants have terminated their tenancies as at the end of 2017 but the Clerk has been contacted by a couple of residents interested in having an allotment so it is hoped that they will be let again soon.

18/13.2 To consider fencing issues at the allotments
The Clerk will be meeting with contractors to obtain quotes prior to the next meeting.

18/13.3 To consider grant application in relation to recreation ground allotments
The Clerk has now received the consent letter from the City Council to enable her to submit the grant application.

18/14 Affordable Housing Project
No further updates.

18/15 Clerk's Report
The Clerk reported as follows –

1. On 6 December 2017 I attended a seminar at Essex County Council regarding the Local Government Scheme being run online. I have been provided with online access to the scheme's website and it is anticipated that in the next 18 months all tasks for each member will be able to be administered directly on to that website. There may be a need to pass an additional resolution regarding membership of the scheme in order to comply with auto enrolment legislation which I will discuss further with you in due course.
   *It was **agreed** to add this issue as an agenda item at a future meeting.*

2. The current external payroll provider for the Parish Council has confirmed that she has the requisite qualifications to act as the Data Protection Officer for the Parish Council and I have asked her to provide a quotation for this service.

3. The Memorial Hall committee have confirmed that they have applied for grant funding to deal with the issue of escaping gravel at the front of the Memorial Hall.

4. Training for Speed Watch is in the process of being arranged with a session being arranged for February 2018.

5. Essex County Council has advised that the number 10 bus service will be taken on by Arrows Taxis and has provided a copy of the updated timetable. The previous firm that ran that service has ceased trading.

6. I am awaiting a date for the Police liaison meeting arranged by Councillor Aldridge. Councillor Campen has agreed to attend.

7. Each month I will keep you updated with matters that do not require action at this point in time by the Parish Council but need to be noted as ongoing. This month I can advise

    - Local Highway Panel application for dropped kerbs/tactile paving in six locations within the Parish at a cost of £20,000.00 has been added to the list of matters to be considered for approval for financial year 2016/17.
    - Local Highway Panel application for car park signage
    - Local Highway Panel – 20mph zone in village – validation awaited
    - Local Highway Panel – 30mph zone at Chatham Green loop – validation awaited
    - Local Highway Panel – improvements to bus stop at Blasford Hill
    - Broken gate on church land
    - Bollards to be installed by City Council at top of Brook Hill.
    - Response regarding removal of telephone box in Chatham Green.
    - Progress regarding 3PR school parking initiative
    - Issue regarding car park access – 17 Brook Hill
    - Tennis Court fencing – await Advantage fencing
    - Renewal of Playing Field lease with Chelmsford City Council

It was further noted that the Clerk had spoken to the officer at the City Council dealing with the 3PR parking scheme where there appears to have been a misunderstanding regarding communication with the hall but the hall will again contact her to try and progress the issue.

Residents had raised concerns regarding street lights that have not been working for a considerable time and Councillors requested that the Clerk pass this concern on to Councillor Aldridge

Residents had also raised concerns regarding a van delivering to the GPs surgery parking on the verge and churning up the grass. The Clerk had approached the surgery who have agreed to speak to their delivery drivers and request that they do not park on the verge.

Councillor Brown raised the issue of the removal of the old phone box at Chatham Green which the Clerk agreed to pursue.

Councillor Goff asked when the work to the tennis court fencing will be carried out and the Clerk was able to confirm that it is due to be completed in January 2018.

The report was otherwise **noted.**

18/16 To consider issue of repair of fence around the Cricket Field
No further information provided by the cricket club.

18/17 To consider issue of Community Defibrillator
The Clerk will compile a Design, Access and Heritage statement to go with the application for Listed Building consent which needs to be submitted prior to the grant application being made.

18/18 To consider new Local Services Fund grant application
To be considered at the next meeting.

18/19 Matters to be raised by members for the next agenda.
Local Plan, Affordable Housing. Provision of new bin. In addition, Councillor Denny will confirm to the Clerk whether there is grit in the grit bin at Rectory Close.

Meeting concluded at 8.40pm