

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting held on 3 April 2018 at 7:30pm in the Tufnell Hall

Present: Councillors Peter Brown (Acting Chair)
Tony Campen
Malcolm Taylor
Mark Goff
Jackie Ketley
Teresa Dando
Barbara Denny
Clerk Suzanne Walker

Five members of the public were present
Meeting commenced at 7.30pm

18/68 Apologies

Received from Councillors Robertson and Kingham.

18/69 Declarations of Interest

None.

18/70 Consideration and approval of Minutes 6 March 2018 and 10 March 2018

The minutes of the meetings held on 6 March 2018 and 10 March 2018 were formally **approved** by Councillors as a correct record and were signed by the Acting Chair.

18/71 Public Forum- to receive any representations from the public

The Chairman of the Little Waltham Cricket club spoke to raise concerns in relation to dog fouling on the cricket field. A member of the cricket club spoke to say that in his view the field is a private property. It was clarified that the field is part of land subject to a lease between Chelmsford City Council and the Parish Council. Discussions took place in relation to the issue of dog fouling on the recreation grounds as a whole and the difficulties of dealing with the issue and in particular enforcement. Councillors requested that the issue be added to the next agenda for consideration. It was confirmed that the club are carrying out work in anticipation of the new season and have in particular replaced some fencing. A member of the public raised the issue of someone putting household rubbish in the litter bin at the bottom of Church Hill and it was confirmed that the Parish Council is in liaison with Chelmsford City Council regarding this issue.

Councillors **agreed** to deal with the following agenda item at this point in the meeting

18/82 To consider request by Cricket club in relation to fencing improvements

It was noted that the cricket club is applying for a grant to carry out work to replace fencing and need confirmation as to the lease situation. The Clerk confirmed that she has spoken to an officer at the City Council in relation to the lease and he would be willing to provide a letter confirming the current situation.

18/72 New Planning Applications

18/72.118/00429/FUL - Stables at Little Belsteads, Back Lane, Little Waltham - Proposed change of use of stable block & garage to provide additional teaching space for the school. Alterations to fenestration and single storey front extension – Councillors **agreed** to comment that they are concerned in relation to the impact of additional parking and if permission is granted that a sprinkler system should be installed.

18/72.2 18/00486/LBC - Site at Tudor Cottage, Blasford Hill, Little Waltham - Internal alterations to the outbuilding at Tudor Cottage including removal of wall between

living and dining area, repositioning of the staircase and alterations to ground floor en-suite and WC and alterations to first floor including bathroom – **No comments**
18/72.3 18/00467/FUL - 61 The Street, Little Waltham – roof dormer and roof lights – **no comments.**

18/73 Planning Results

The following results were **noted** -

18/73.1APP/1525/W/17/3176484 – Land north of Cranham Road, Little Waltham – Appeal against refusal of application for the demolition of an existing building and the erection of a flour and feed mill (Use Class B2) including storage, alterations to the access, parking, landscaping and associated ancillary development – **Appeal allowed**

18/73.2 APP/W1525/W/17/3191023 – site north of Rolph's Cottage, Blasford Hill, Little Waltham – Appeal against refusal to grant permission to construct a dwelling house with detached garage, access improvements and associated landscape works – **Appeal dismissed**

18/73.3 17/01960/FUL - 30 Brook Hill, Little Waltham - Proposed single storey rear extension to create 2no additional consulting rooms, 1no admin room and 1no Dispensary store -**Permitted**

18/73.4 18/00090/FUL - Midsummer House, Domsey Lane, Little Waltham - Part single, part two storey side and rear extension. New entrance porch – **Permitted**

18/73.5 17/02016/17/LBC - Barn East of Channel's Lodge, Belsteads 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 – **Permitted**

18/73.6 18/00035/FUL - Site at Oakvale, Domsey Lane, Little Waltham – replacement dwelling and revised site layout – **Permitted**

18/73.7 18/00057/FUL - Arlesford, Long Lane, Great Leighs – Single Storey rear extension to garage – **Permitted**

18/73.8 17/02218/LBC - Croxtons Mill, Blasford Hill, Little Waltham - Proposed alterations and extensions to existing storage outbuilding to form conference room, kitchen and WCs including access for disabled persons – **withdrawn**

18/73.9 17/02217/FUL - Croxtons Mill, Blasford Hill, Little Waltham - Proposed alterations and extensions to existing storage outbuilding to form conference room, kitchen and WCs including access for disabled persons – **Permitted**

18/73.10 17/02151/FUL - Belstead's Barn, Back Lane, Little Waltham - Change of use from a residential dwelling house (C3) to care home for children with special needs (C2) – **Permitted**

18/73.11 18/05001/TPO - Land North West of the Lilliepad, Brook Hill, Little Waltham -T2 Plum - Fell 2x suckers to ground level. Prune damaged branches and old stubs. T8 Apple - Formative prune to bring back into shape where tree has been pruned and misshapen. Apply fertilisers to aid health & vitality. G11 2x Sycamore - Fell to ground level and grind stumps. Replace with same species – **Permitted**

18/73.12 18/00113/LBC - Telephone Box, The Street, Little Waltham - Conversion of telephone kiosk and installation of a defibrillator. Repaint interior and exterior and change of sign – **Permitted**

18/74 Chelmsford City Council Local Plan update

It was noted that the representations of the Parish Council regarding the proposals in the Local Plan have been duly submitted and receipt acknowledged by the City Council.

18/75 To consider representations in relation to the proposal to increase the admission numbers for Broomfield Primary School.

Councillors **agreed** to support the increase in admission numbers for the school.

18/76 Correspondence

18/76.1 Essex County Council Correspondence

5 March 2018

'Making the Links' bulletin

21 March 2018

Information about Domsey Lane signage and highway issues

18/76.2 Chelmsford City Council Correspondence

15 March 2018

Invitation to Community Housing event

18/76.3 General Correspondence

5 March 2018

Information about NHS liaison with Town and Parish Councils

5 March 2018

Essex Playing Fields magazine

21 March 2018

CCG newsletter

18/77 Amenities Working Party Report

18/77.1 To discuss issues relating to basketball hoop

The Clerk had spoken to the handyman who had stated that he could not install the hoop in the concrete as he does not have an air compressor and there would be issues of rust and reduction in the height of the pole to consider. His only suggestion was to bolt the unit to the fence. Councillor Goff will consider options and the matter will be considered at the May meeting. In addition, the Clerk to chase up the fencing contractor regarding the new gate and repairs to fencing.

18/77.2 To consider the quarterly play area inspection report.

The report was noted and it was **agreed** to request that the handyman remove the broken metal football goalposts and to paint around the wood to indicate the goalpost.

18/78 Financial Matters

18/78.1 Payments for approval

The following payments were **approved**

Payee	Item	£	VAT	Total
Clerk	Salary (March 2017)	379.39	0.00	379.39
HMRC	PAYE (March 2017)	90.60	0.00	90.60
Essex Pension fund	pension contribution (March)	108.45	0.00	108.45
Clerk	Clerk's expenses	274.24	19.99	294.23
Seagrave Inspection Services Ltd.	Play area inspection	72.00	14.40	86.40
NWG business	Allotment water rates	10.90	0.00	10.90
Lambert Smith Hampton	Allotment lease rent	77.00	0.00	77.00
Paul Clark Printing	Printing magazine	485.00	0.00	485.00
Paul Clark Printing	Distribution of magazine	200.00	0.00	200.00
EALC	Annual Subscription	405.50	0.00	405.50
DW Maintenance	litter picking and gardening	283.25	0.00	283.25
Total		2,386.33	34.39	2,420.72

18/78.2 Current account balance to be reported at the meeting.
The bank balance as at 31 March 2018 was noted at £24,252.31

18/78.3 To approve Clerk's overtime payment
12 hours overtime payment for the production of the magazine was approved by Councillors.

18/78.4 Review of internal controls
Councillors considered the current internal control procedures in relation to financial governance and approved the current arrangements.

18/79 To consider issues relating to the allotments

18/79.1 To consider fencing issues at the allotments

It was noted that the partner of one of the tenants would be able to obtain the wood to repair the fence at a competitive rate but would require assistance to carry out the work. It was understood that a local allotment association had obtained a grant to improve its site and it was requested that the Clerk try and obtain some further information in this regard.

18/80 To consider matters relating to new General Data Protection Regulations

The Clerk provided Councillors with some literature from the Information Commissioner's Office regarding the forthcoming legislation. She confirmed that she is undertaking a data audit. Councillors authorised expenditure for confidential shredding for documents that are no longer required to be kept with reference to the document management policy. It was confirmed that the payroll provider has provided the necessary paperwork to comply with legislation and the website hosting company likewise has privacy documentation. The Clerk will be attending a course regarding requirements for Data Protection Officers and will be preparing the necessary documentation with the aid of a toolkit provided by NALC. Councillors to review the paperwork they hold and also their own cyber security.

18/81 To pass resolution in relation to application to the Local Council Award Scheme

Having had site of various documentation and the application form regarding the application for Foundation status, Councillors **agreed** to resolve that:

(a) the Parish Council had achieved items 1 – 15 of the Foundation Level and that all documentation relating to these items can be found of the Parish Council website:

1. Standing Orders & Financial Regulations
2. Code of Conduct
3. Publication Scheme
4. The last Annual Return
5. Transparent Information about Council Payments
6. A calendar showing all meetings
7. Minutes
8. Current Agendas
9. The Budget & Precept information
10. Complaints Procedure
11. Council Contact details
12. Action Plan
13. Evidence of Consulting the Community
14. Publicity Advertising Council Activities
15. Evidence of Participating in Town and Country Planning

The Parish Council also confirms that:

(b) the following items of the Foundation Level have been achieved: A Risk Management scheme; A Register of Assets; Contracts for all members of staff; Disciplinary and Grievance Procedure; A Training Policy; A Record of all training; The Clerk has achieved 12 CPD points in the last year.

18/82 To consider request by Cricket club in relation to fencing improvements

Dealt with earlier in meeting.

18/83 Affordable Housing Project

The Clerk reported that the housing association hope to respond in the next couple of weeks as to whether the scheme is viable.

18/84 Clerk's Report

The Clerk reported as follows –

1. The roadside training for Speed Watch has taken place for the first group of volunteers and I a further training session for new volunteers and those who were unable to attend the original session will be taking place on 10 April 2018.
2. I have spoken to the enforcement officer at Chelmsford City Council regarding gentleman fly tipping in Rectory Close and further investigations are being carried out.
3. The Handyman will pain the village sign when the weather has improved.
4. On 15 March 2018 I attended the SLCC AGM and training event. I have been elected Secretary of the Essex Branch of the SLCC.
5. On 21 March 2018 I attending an Essex Pension Fund training event in Chelmsford so that I am up to date on the requirements for the end of year requirements.
6. 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.
 - Issue regarding car park access – 17 Brook Hill
 - Tennis Court fencing – await Advantage fencing
 - Renewal of Playing Field lease with Chelmsford City Council
 - Update on 3PR scheme

The report was noted and **accepted**.

18/85 To consider issue of Community Defibrillator

Now that listed buildings consent has been granted the Clerk will be submitting the application to the Lottery for funding to purchase the defibrillator.

18/86 To consider issue of Bin at nature reserve

The negative response of the Essex Wildlife Trust was considered and the fact that it is unclear how often the bin will need to be emptied which will impact upon costs. Councillors therefore agreed not to install a new bin in the nature reserve car park.

18/87 To consider issues relating to Community Speed Watch and potential purchase of Speed gun

It was noted that a number of volunteers have come forward and have attended the training events or will be attending the event next week. The difficulties of sharing the speed gun with Great Leighs were noted so Councillors agreed in view of the demand in the village for speed watch to authorise expenditure of up to £1,000 to purchase a speed gun.

18/88 Matters to be raised by members for the next agenda.

Other than stated earlier in the meeting no other matters.

Meeting concluded at 8.21pm