LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting held online on 1 September 2020 at 7:30pm

Present:	Councillors	Edith Robertson (Chair)
		Antony Kingham
		Barbara Denny
		Michael Eve
		Chloe Tron
		Rupert Watson
	Clerk	Suzanne Walker
	City Councillor	Councillor Knight
	County Councillor	Councillor Aldridge

A representative from RCCE a Police officer and two members of the public were present

Meeting commenced at 7.30pm

20/112 Apologies
Received from Councillor Williamson and City Councillor Steele.

20/113 Declarations of Interest
Councillor Denny declared a non-pecuniary interest in agenda item 20/126 and will take no part in that discussion.

20/114 To consider Co-option of a new Councillor
Councillor Kingham proposed that Jo-Ann Tinson be co-opted as a Councillor. This was seconded by Councillor Robertson and **agreed** by all Councillors. Councillor Tinson joined the meeting and will be completing her paperwork including the declaration of acceptance of office prior to the next meeting.

20/115 To consideration and approval of Minutes 28 July 2020
The minutes of the meeting of 28 July 2020 were formally **approved** by Councillors as a correct record and will be signed by the Chairman.

20/116 Public Forum- to receive any representations from the public
A member of the public raised an issue on the North East bypass and concerns as to the route and information about the position of slip roads and bridges. After discussion it was clear that as the Parish Council has no more information it would be best to refer her to Councillor John Aldridge for more information so the Clerk will provide that information to her.

20/124 To discuss issues in relation to Anti-Social Behaviour in the recreation grounds and liaison with the local Police
Councillor Robertson welcomed Commander Thurston who had spoken to the Clerk regarding Anti-Social Behaviour in the village and has seen correspondence with the Police Fire and Crime Commissioner. She agreed to arrange an operation to target the issue but would like more intelligence as to the best evenings for officers to attend and timings as well. Checks will be made with residents as to the current

situation and feedback the information to Police. The Police can draw up an operational order for the area.

20/126 Affordable Housing project

Laura from the RCCE reported regarding the second survey carried out in relation to affordable housing need. There has been further liaison with the Chelmer Housing Partnership. More people had come forward and the need demonstrated means that the Housing Partnership are proposing 2 one bed flats, two 2 bed houses and 1 three bed house all on a rental basis. This means that the plans will be revised by CHP with a view to progressing the scheme. Laura has also spoken to the planning officer at Chelmsford as formal planning permission will need to be applied for. The new plans will be produced to the Parish Council shortly. The land has been secured and the land owner is happy with the proposals.

Councillor Aldridge received information about a virtual presentation about the north east bypass. He mentioned that the school returns have started in a phased manner. Any issues can be referred to John. He still has money from his Locality fund to distribute. He is also able to propose potholes for attention. The County is looking to introduce an Escooter scheme.

Councillor Aldridge confirmed that the pavilion at the Cricket pitch has been vacated with the new lease being negotiated. Regarding the replacement gate it needs to be in a particular style so there is negotiation with the Conservation Officer. The Bloor Homes will be considered by cabinet next Tuesday.

20/117 New Planning Applications

20/117.1 20/00972/FUL - Shoulderstick Haul Wheelers Hill Little Waltham - Proposed change of use for mixed use residential (C3) and childcare nursery setting, ranging in age from babies to pre-school children (D1) – **No Comment**

20/117.2 18/01056/S73/1 - Land North South And East Of Channels Drive Broomfield - Variation of condition 1 (approved plans) of the previously granted permission 18/01056/REM - (Application for the approval of reserved matters (access, appearance, layout, landscaping, and scale) in relation to the outline application permission 10/01976/OUT at Channels Phase 6 for the development of 128 dwellings together with associated access, car parking, landscaping and related works). Amendments and reconfiguration to sizes and layout of residential land parcels A - G. Alterations to designs of house types A1 and A2. Additional house types E3 and F3 implemented into design – **No Comment**

20/117.3 20/05577/CAT - 61 The Street, Little Waltham - (T1) Ash - Fell - suffering from ash die back. (T2) Blackthorn - reduce the tree by 2m. (T3) Laurel Bush – remove – **No Comment**

20/117.4 17/01934/S73 - 34 Condor Gate, Little Waltham - Variation to condition 2 (approved plans) of planning permission 17/01934/FUL - (Demolish existing dwelling and construct 2no. new 5-Bedroom detached houses, inclusive of private drive and associated landscaping. Integral Garage to plot at front, and detached Garage to rear plot with Studio over). For the implementation of fencing to the eastern side boundary instead of part brickwork wall – **No comment**

20/117.5 20/01266/FUL - Glenmore, Blasford Hill, Little Waltham - Retrospective application for forward parking area with associated landscaping works. Proposed widening of access, including folding gate – **Agreed** to support the comments of the Conservation Officer.

20/118 Planning Results

The following results were **Noted -**

20/118.1 20/05535/CAT - 98 The Street, Little Waltham - Rear garden - Northern Boundary; Yew - Crown raise to 3m. Horse Chestnut - Crown reduction up to 2m or previous pruning points. Eastern Boundary; Holly - Crown reduction up to 2m or previous pruning points. Central within garden; Cedar of Lebanon - Crown raise to 3m – **No Objection**

20/118.2 20/00620/FUL - Five Elms, Wheelers Hill, Little Waltham - Front porch extension and part two storey, part single storey side/rear extension - **Permitted**

20/118.3 20/00686/FUL - Woodhouse Lodge, Woodhouse Lane, Little Waltham - Proposed side/rear extension and alterations to existing dwelling – **Permitted**

20/118.4 20/00708/REM - Land at Great Oaks, Main Road, Little Waltham - Reserved matters application for the demolition of an existing workshop and a proposed new dwelling, with approval of all matters sought – **Refused**

20/118.5 16/01552/NMAT/1 - 80 The Street, Little Waltham - Non-material amendment to planning permission 16/01552/FUL - (Single storey side and rear extensions). Install 2no Roof Windows in the Rear Extension Sloping Roof - **Permitted**

20/119: To consider issues relating to the new Chelmsford City Council Local Plan

No further news.

20/120: To consider representations in relation to the Government's White Paper in relation to planning reform

The Clerk had presented a summary of what is being proposed in the White paper. Councillors expressed concern that there will be less consultation with communities and a loss of statutory consultee status and what will happen with Community Infrastructure Levy as communities could lose out with money towards community facilities. Representations will be put together to oppose any disenfranchisement of the Parish sector and the future of CIL money and a draft letter will be prepared for approval at the next meeting and to also send the representations to the local MP as well.

20/121 Correspondence

20/121.1 Essex County Council

2/7/20	Information regarding Track and Trace
14/7/20	Information about cycleway works to Broomfield Road
28/7/20	Information about re-opening of Chelmer Valley Park and Ride
29/7/20	Information about A12 closures

13/8/20	Information about closure of Chatham Green
18/8/20	Information about potential local Government re-organisation
18/8/20	Information on pavement inspection at Rectory Close

20/121.2 Chelmsford City Council

22/7/20	Information about consultation regarding statement of community involvement
27/7/20	Information about Chelmer Waterside development consultation
6/8/20	Mayor's newsletter

20/121.3 Other

22/7/20	Information about Local Government Associations consultation regarding new code of conduct
29/7/20	Details of NALC webinar events.

Usual bulletins

20/122 Amenities report

20/122.1 To review the use of the play area and tennis courts with reference to the risk assessments

The risk assessment requires regular reviews. No issues have been observed in relation to social distancing. No changes in arrangements at present.

20/122.2 To agree the purchase of a new swing chain

The quote for the new swing chain was **agreed.**

20/122.3 To agree the purchase of new seal for the noticeboard at Brook Hill

The quote for the new seal was **agreed.**

20/122.4 To discuss issues in relation to the climbing roses at Church Hill

The residents who own the fence have withdrawn consent for the roses to climb on their new fence. DW Maintenance had provided a quote to replace the roses. Councillors considered that they would like to keep roses in the area but the quote is too expensive so to ask for other options.

20/122.5 To discuss participation in the Keep Britain Tidy Spring Clean

Councillor **agreed** to proceed with the event on 26th September and Councillor Kingham is happy to lead the event. Also, to liaise with the group at Channels who also wish to participate. It was noted that the kit will need to be cleaned after the event.

20/122.6 To consider request for new planter and in relation to repositioning of a salt bin at Roman Road

A resident had asked for a planter at the top of Roman Road but Councillor decided to take no action at present as it would be on land currently subject to a planning

dispute. It is unknown who owns the salt bin so the Clerk will raise the question with Councillor Aldridge.

20/123 Financial Matters

20/123.1 Payments for approval

The following payments were **approved –**

Payee	Item	£	VAT	Total
Clerk	Salary (Aug)	488.93	0.00	488.93
HMRC	PAYE (Aug)	117.80	0.00	117.80
Essex Pension Fund	Pension Contribution (Aug)	182.36	0.00	182.36
Clerk	expenses	106.08	12.75	118.83
Memorial Hall	interest for rose garden upkeep	58.12	0.00	58.12
DW Maintenance	litter picking gardening (July)	577.00	0.00	577.00
Solar Graphics	metal play signs	150.00	30.00	180.00
Terry Payne	play area maintenance	290.00	0.00	290.00
Lambert Smith Hampton	Rent for allotment site	77.00	0.00	77.00
DW Maintenance	Grass cutting July	440.00	0.00	440.00
DW Maintenance	Grass cutting August	440.00	0.00	440.00
DW Maintenance	litter picking gardening Aug.	547.00	0.00	547.00
Perspective Landscapes	Gardening Dr garden	70.00	0.00	70.00

Inter account transfer

Transfer from Current account to new saver account with the Co-operative bank the sum of £2,383.11

20/123.2 Current account balance to be reported at the meeting.

The Clerk confirmed the account balance as at 1 September 2020 to be £50,921.21

20/123.3 To note update regarding external audit

A question was raised by the external auditor. The internal auditor confirmed he had made a mistake in ticking ‘not applicable’ for the notice of elector’s rights question which should be ticked ‘yes’ as having been complied with. He has amended the form which has now been sent to the external auditor. This was formally **noted** by Councillors.

20/123.4 consider early stage planning for the strategy statement

Councillors **noted** the report on strategy planning and the fact that a white paper is expected which may result in more Unitary Councils and the potential for Parish Councils to consider if to carry out more tasks for communities. It was agreed to wait and see what is proposed and consider the same within the process of strategy planning. It is also relevant as to what funding is available. Councillor Aldridge suggested that in Essex is keen to have Unitary Councils in Essex there is a wish to have 2-4 Unitaries and to have a Mayor. Discussions have not as yet involved the Parish sector.

20/124 To discuss issues in relation to Anti-Social Behaviour in the recreation grounds and liaison with the local Police
Dealt with earlier in the meeting.

20/125 Clerk's Report
The Clerk reported as follows –

1. I have been working with the website company to resolve some glitches to enable the new Parish Council email addresses to be set up and they should be fully effective by the end of September 2020.

2. On 9th July I attended a virtual presentation for Parishes from Chelmsford City Council which mostly dealt with planning issues.

3. On 10th July 2020 I attended an online presentation regarding the virtual exhibition for residents in relation to the North East Bypass and new railway station and provided information on the Parish Council social media channels for residents

4. The Government had indicated that a white paper is due to be published in Autumn 2020 devolving more powers to the Town and Parish sector. As soon as more information is available, I will let you know.

5. Queries were raised regarding ownership of pathways at Rectory Close. It has now been established that Essex County Council is responsible and an inspection is being carried out regarding the condition of the path.

6. I have received an update from the Local Highway Panel regarding the application for Chatham Green to have a 30mph speed limit as follows - *This is on the LHP Schemes Awaiting Funding List under LCHE192017 and it would require a funding recommendation from the Panel to implement the scheme. The Chelmsford LHP 2020/21 Capital Budget is currently fully committed, so this would be a scheme for a funding consideration in 2021/22.*

7. I have received an update from the Local Highway Panel regarding the application for a crossing at Ash Tree Stud. I am told that a traffic and pedestrian survey will be required and cannot be carried out until all Covid restrictions have been lifted.

8. Due to Social Distancing requirements it was not possible for the VE day event to take place. I have yet to hear what is planned in the village for Remembrance Sunday but understand that the Royal British Legion is scaling down commemorations for 2020 in view of the Covid situation.

9. On 24th August I attended an update online regarding the A12 widening scheme.

10. 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

Item	Actions awaited	Date raised
Local Highway Panel – 30mph zone at Chatham Green loop	Local Highway Panel has included this in potential works list for a feasibility study – funding awaited	December 2016
Local Highway Panel – application for a crossing at Ash Tree Corner	Submitted to the Highway Panel on 13 November 2019 – survey awaited	November 2019
South Essex Parking Partnership – application for yellow lines on the junction of the B1008 and The Street by the school	The South Essex parking Partnership are recommending that yellow lines be painted on both junctions and the matter is due to go out for public consultation shortly.	November 2019
Resolve issue of electric pole at Blasford Hill allotments	Essex County Council as landowner has taken up the matter with UK Power Networks	March 2020

The report was **accepted.**

20/126 Affordable Housing project
Dealt with earlier in meeting

20/127 To Discuss Website and email issues
20/127.1 To agree upgrade of email accounts
Councillor **agreed** to pay the sum of £25 to upgrade to Titan emails. Councillor Eve will speak to the company to be clear on the issue.

20/127.2 To agree updated website accessibility statement
The updated Website Accessibility statement was **approved.**

20/128 To consider response to consultation regarding Chelmsford City Council Community Governance Review
Chelmsford City Council has issued a consultation on a Community Governance Review which will be launched next year. Councillors discussed the issues for this Parish being the boundary at the bottom of Blasford Hill in the potential Bloor Homes development, Channels where some roads are in 3 Parishes and Broomfield Parish Council seem to accept it is odd that they have land on the far side of Essex Regiment Way and the extent of how much of the Channels development should be in this Parish and whether the new garden village should be a Parish on its own. These is uncertainty as to where the houses will be built at the Bloor development and hard to make delineations without detailed planning drawings. No substantive response has been received to approaches made to Broomfield Parish Council as to their position. It was noted that the ethos of Garden villages is that they own their own community assets. Councillors therefore considered that it would be right for the new Garden Community to be a Parish on its own and to consider how to deal

with the other boundary issues identified. The Chairman and Clerk will put that in writing and circulate to Councillors prior to submission.

20/129 To receive an update in relation to issues raised regarding Glebe Field

The Clerk reported that the Public Rights of Way (PROW) officer has inspected the gate and fence and as they do not obstruct the PROW will not be taking further action. The Tree Officer at Chelmsford City Council was concerned that unauthorised tree works had been carried out in the Conservation area and feedback is awaited as to what action she will be taking with the tenants. Feedback is awaited from a planning enforcement officer at the City Council who was due to carry out an inspection to decide if the new storage building being erected requires planning permission.

Councillors reported that a large water storage tank has been erected. The area is looking scruffy with broken pallets on the ground and a barbeque on site. One Councillor was concerned that goats have special needs to be cared for can lead to larger structures being allowed. Many residents are frustrated by the situation. It was **agreed** to keep a close eye on the situation and to continue to liaise with the City Council. Councillor Knights offered his assistance if need be. Also, to ask for a copy of the lease.

20/130 To consider Health and Wellbeing issues

20/130.1 to consider winter planning for prospective second wave of Covid 19

Councillors considered the actions taken in the initial wave of Covid 19 and the positive liaison with Community groups and the use of the Facebook page. For any future second wave it was considered that another effort be made to liaise with the GP surgery and exchange information for both websites. Last time a leaflet drop was useful and may need to be repeated.

20/130.2 To consider participation in the NALC Health and Wellbeing week

Councillor Williamson had asked this to be added. Just to add any useful information onto Facebook.

20/131 To consider fencing and security issues at the Blasford Hill Allotments

There have been several petty thefts at the allotment site so tenants had asked that the issue of fencing be reconsidered. The Clerk will update the quotes for consideration by Councillors.

The quote to deal with trees at the recreation ground allotments was quite high especially as the work is aesthetic and not due to safety. Also, a full tree inspection is due to be carried out and some work may be required and could be considered alongside that issue.

20/132 To receive update regarding Cricket Club and leasehold arrangements

Updated heads of terms were discussed and the updated plan viewed. It was noted that it would be important that the City Council bear the cost of replacing the gate and fencing at the perimeter and that there is no obligation upon the Parish Council to replace the dead hedging in the centre of the field. Councillors **agreed** the heads

of terms as otherwise set out. A major concern related to the pavilion. There is uncertainty over the condition and could be a substantial liability. It would be useful to have a survey carried out which would clarify the situation and also be clear on value and establish the condition of the building as at the date the Parish Council take it on and prevent future disputes. There may be a use for the Pavilion in the future for the Parish Council or community but it would depend on the condition. It was **agreed** to ask the City Council to produce such a surveyor's report as to the condition of the building.

20/133 Matters to be raised by members for the next agenda.
Affordable Housing, Cricket Club, Glebe Field and Fly tipping. Meetings to remain on Zoom until Christmas unless advice changes.

Meeting concluded at 9.12pm