

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting held on 3 December 2019 at 7:30pm in the Tufnell Hall

Present: Councillors Edith Robertson (Chair)
 Antony Kingham
 Barbara Denny
 Melanie Williamson
 Rupert Watson
Clerk Suzanne Walker

No members of the public were present

Meeting commenced at 7.30pm

19/219 Apologies

Received from Councillors Tron and Eve and City Councillors Knights and Steel.

19/220 Declarations of Interest

Councillor Robertson declared a pecuniary interest in agenda items 19/223.1 and 19/223.2 as the applications refer to her property and she confirmed she would leave the room for those items.

19/221 Consideration and approval of Minutes 5 November 2019

The minutes of the meeting of 5 November 2019 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

19/222 Public Forum- to receive any representations from the public

No members of the public were present.

19/223 New Planning Applications

Councillor Robertson left the room and Councillor Kingham was acting Chairman for the next two agenda items

19/223.1 19/05210/TPO - 71 The Street, Little Waltham - T1 - Silver Birch - Reduce crown by approx 2m to previous reduction points - Reason: To keep with managed regime schedule – **No comment**

19/223.2 19/05604/CAT - 71 The Street, Little Waltham - Oak - Reduce crown by 1.5 - 2m to previous reduction points. Clean crown of crossing/competing growth and major deadwood - Reason: To keep within a managed regime; Plum - reduce crown by 1-1.5m, thin crossing/competing growth, remove damaged growth and sucker growth at base - Reason: good arboricultural practice – **No comment.**

Councillor Robertson returned to the room and resumed as Chairman of the meeting.

19/223.3 19/01805/FUL - Oakvale, Domsey Lane, Little Waltham - Replacement dwelling and revised site layout – **No comment**

19/223.4 19/01820/FUL - Oakwood, Chatham Green, Little Waltham – Single storey rear extension – **No comment**

- 19/223.5 19/01652/CAT - 105 The Street, Little Waltham - Christmas tree - located at side of the house - Fell - The tree is now quite large and is now encroaching on the house and the space around it. Also, the wall beside it is now unable to dry out and the roots could damage the house if left to grow even larger – **No comment**
- 19/223.6 19/01838/REM - Land at Great Oaks, Main Road, Little Waltham - Reserved matters application for the demolition of an existing workshop building and construction of a new dwelling. All matters to be considered – **No comment**
- 19/223.7 19/02653/NAMPRO - Land at Ash Tree Stud – proposed naming of new property – **No comment**
- 19/223.8 19/01898/FUL - Little Gatsby, Chatham Green, Little Waltham – proposed garage/cart lodge attached to front of existing annexe – **No comment**
- 19/223.9 14/01019/S73 - The Wilderness, Leighs Road, Little Waltham - Variation of condition 4 of approved planning permission 14/01019/FUL - (The development hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling house). Continuation of current letting to allow consecutive renewable 3-month periods – **No comment**

19/224 Planning Results

The following planning results were **noted** -

- 19/224.1 19/00561/FUL - Regiment Way Golf Centre, Pratts Farm Lane, Little Waltham - Application for new facilities as agreed under the fifth Deed of Variation to the Channels legal agreement (18/01251/MOD106) including: adventure golf, safety netting, extensions to driving range including operational hub to provide food and drink facilities, provision of training equipment to driving range, extension to existing car park, patio area with outdoor furniture, signage, relocation of two existing golf course holes and associated landscaping and engineering works – **Permitted**
- 19/224.2 19/01353/FUL - Site at 98 The Street Little Waltham - Conversion of the existing outbuilding into a two-bedroom dwelling. Associated hardsurface off-street parking – **Withdrawn**
- 19/224.3 19/01484/REM - Beaulieu Park, White Hart Lane, Springfield - Strategic Landscape North of New Hall: Creation of new open space to accommodate a footpath/cycleway, woodland path, equipped play area, informal kick-about area, drainage features, woodland planting, hedgerow enhancement and hedgerow replacement, reinstatement of historic meadow and construction of 2 sub-stations together with associated and ancillary development **Permitted**
- 19/224.4 19//05575/CAT - St Martins Church, Wheelers Hill, Little Waltham - Lime x4 - Located beside the church wall adjacent to Brook Hill - Pollard 3m back to previous points - Reason: Tree maintenance; Lime x1 - Fell - Appears to be dying and diseased – **No Objection**
- 19/224.5 19/01519/FUL - 23 The Street, Little Waltham - Replacement of closeboarded fencing to the western boundary of the property and the southern return with acoustic fencing of the same height and to the same extent – **Permitted**

- 19/224.6 19/01562/FUL - Land at Poste House Cottage, Domsey Lane, Little Waltham Conversion and extension of existing residential ancillary buildings to create a self contained family bungalow = **Permitted**
- 19/224.7 19/01506/FUL - 1 Rectory Close, Little Waltham – single storey front extension – **Permitted**
- 19/224.8 19/01576/FUL - 13 Sorrell Close, Little Waltham - Single storey rear extension and first floor side extension – **Permitted**
- 19/224.9 19/01652/FUL - 40 Chelmer Avenue, Little Waltham – single storey front extension = **Permitted**
- 19/224.10 19/05600/CAT – 144 The Street, Little Waltham -conifers x3 rear garden fell. Reason – trees are of no amenity value and are now getting too large for the garden and impacting light into the house. There are hedges, trees and fences around the garden, which is not overlooked and so this should not impact on neighbours or others – **No objection**

19/225 To consider issues relating to the Chelmsford City Council Local Plan

No news as to the progress of the plan generally. Another meeting is expected soon with Bloor Homes.

19/226 Correspondence

19/226.1 Essex County Council

15 November 2019

18 November 2019

18 November 2019

27 November 2019

Highway Highlights bulletin
Information in relation to roadworks at Boreham Interchange roundabout
Information regarding plans to upgrade Army and Navy junction.
Update regarding Army and Navy junction

19/226.2 Chelmsford City Council

8 November 2019

18 November 2019

26 November 2019

Invitation to Mayor's Christmas service
Information about Holocaust Memorial event
Chelmsford CVS update

19/226.3 Other

1 November 2019

26 November 2019

Information on Fire Service survey
Notification of new CEO at EALC

Also usual bulletins received and it was noted that correspondence has been received from a number of residents regarding increased traffic along some of the smaller roads probably due to the roadworks at the Sheepcotes roundabout and this has been referred to Essex Highways via John Aldridge.

19/227 Amenities Working Party Report

19/227.1 To consider issue of play area inspections and Councillor training in that regard.

It was noted that as well as the professional inspections carried out in relation to the play areas on a quarterly basis, the play areas should be regularly visually inspected. This had been carried out by a former Councillor and is now being carried out by the Clerk. Councillor Kingham agreed to attend the training course to enable him to carry out visual inspections in future.

19/227.2 To consider location and distribution of dog poo bags

The dog poo bags are now located with Councillor Denny who has noted that in the last two weeks over 300 bags have been taken by residents even though this is only supposed to be an emergency supply. Councillors **agreed** to monitor the situation for the time being.

19/227.3 To consider appropriate bin for the Chelmer Avenue bus shelter

The previous proposed bin has, upon speaking to the supplier, proved to be not appropriate so Councillors **approved** the purchase of a more expensive trimline bin with top cover for the Chelmer Avenue bus shelter.

It was noted that the application to the Community Initiative Fund for grant funding for the play area upgrade has been refused. The Clerk will look into alternate sources of funding.

19/228 Financial Matters

19/228.1 Payments for approval

The following payments were **approved** –

Payee	Item	£	VAT	Total
Clerk	Salary (Nov 2019)	407.35	0.00	407.35
HMRC	PAYE (Nov 2019)	97.60	0.00	97.60
Essex Pension fund	pension contribution (Nov)	142.62	0.00	142.62
Clerk	Expenses	127.32	0.00	127.32
Fenland Leisure	wetpour kit	93.00	18.60	111.60
Myers Scott Ltd	set up of new website	221.57	44.31	265.88
T Payne	play area repairs	288.00	0.00	288.00
Anglian Water	Water for allotments	142.23	0.00	142.23
DW Maintenance	litter picking and gardening	507.00	0.00	507.00

19/228.2 Current account balance to be reported at the meeting.

The balance as at 30 November 2019 was **noted** to be £41,867.87

19/228.3 To consider update of bank mandate

Councillors **agreed** to remove former Councillor Campen from the Co-operative account and to add Councillor Denny as a signatory on the mandate.

19/229 Clerk's Report

The Clerk reported as follows –

1. Having contacted the local PCSO she has agreed to arrange additional patrols in the village centre to include the Memorial Hall car park.
2. Work on the new website continues with the intention that it will go live early in the new year.

3. I have booked the 'Play in the Park' events to take place on the afternoon of 17 April 2020 which is during the school Easter break and on the afternoon of 5 August and the morning of 27 August during the school summer break.
4. I submitted the application for yellow lines on the junction of The Street and the B1008 to the South Essex Parking Partnership who have responded as follows - A technician will now investigate the requests and gather information, once complete a report will be sent to the lead officer and lead councillor for parking matters for Chelmsford for a local decision. I have been advised the progress of the application may take some time but I will let you know when I receive a further progress report.
5. I met with the handyman who has now cleaned out the salt bins in the Parish and filled them with the new salt and this includes the bin at Albatross Way. He has also repaired the wetpour in the children's play area using the patching kit which has been purchased and has put up the goal nets to replace the torn nets on the mobile goal posts.
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

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	December 2016
Repair of three bridges over streams in the Parish	Matter referred to Chelmsford City Council to resolve.	February 2018
Repair of pavements	Reported to Councillor Aldridge and awaiting confirmation as to the plans of Essex County Council	March 2019
Community Governance Review	Chelmsford City Council wish to progress within a larger review of boundaries in the City Council area	April 2019
Local Highway Panel – Scurvy Hall Lane barriers	Submitted to the highway panel on 14 October 2019 – validation awaited	October 2019
Local Highway Panel – application for a crossing at Ash Tree Corner	Submitted to the Highway Panel on 13 November 2019 – validation awaited	November 2019
South Essex Parking Partnership – application for yellow lines on the junction of the B1008 and The Street by the school	Submitted to the South Essex parking Partnership on 20 November	November 2019

In addition, the Clerk reported that Keep Britain Tidy has launched another Spring Tidy Up and Councillors **agreed** to organise a community litter pick for 28 March 2020.

It was noted that a Councillor training event has been organised in conjunction with Broomfield Parish Council for 18 February 2020.

The Clerk will be updating the defibrillator inspection rota and Councillor Watson agreed to be added to the rota.
The report was otherwise **noted**.

19/230 To consider quotes for distribution of magazine

Councillors considered the three quotations provided and **agreed** to accept the quotation from Chelmsford Dor-2-Dor. In particular it was noted that this company has been recommended by another local Parish Council who use the firm.

19/231 To consider issues relating to the allotments

It was noted that the new tenant of plot 13b has carried out a substantial amount of work to bring the plot up to cultivation standard including removal of a lot of rubbish left by the previous tenant. She now wishes to take on plot 13a for the rest of 2019 and it was **agreed** not to charge her for the rest of the year and that she may take up that plot. It was otherwise noted that there is one spare plot and no one currently on the waiting list.

Regarding the recreation ground allotments it was **agreed** to start letting them as from 1 January 2020 and to press the contractor to finish the outstanding strimming of common areas and the acquisition of the water butts.

19/232 To consider the draft budget

The draft budget was discussed. The process of grant applications was explained. The draft budget was then **agreed** by Councillors. The precept form was signed by the Chairman and Clerk and will be submitted to the City Council.

19/233 Affordable Housing Project

The RCCE provided some top line figures for the survey. There had been a 10% response with 63 people returning the survey. 12 people stated they had a need for alternate accommodation but only 8 of them went on to complete the second part of the form. A detailed report and explanation of next steps will be provided by the RCCE after Christmas.

19/234 To consider the issue of chat benches

Councillor Robertson explained the chat bench scheme where a bench can be nominated and have a sign to state it is a chat bench so anyone who sits there is in effect inviting others to engage and chat with them. It is a scheme that has been launched to try and combat social isolation. Councillors **agreed** that an article be published in the Parish magazine inviting residents to comment on the scheme and suggest which bench may be suitable for the scheme.

19/235 To receive update on issues surrounding traffic and congestion

It was **noted** that a meeting is being arranged with the school regarding parking issues in collaboration with Essex County Council and the parking partnership. It was also noted that there has been a lot of communication to the Clerk regarding rat running and congestion generally. It was noted that the Park and Ride bus is travelling through the village during the day contrary to the agreement reached and this will be raised with the operator.

19/236 To consider the hosting of an event to commemorate the anniversary of VE Day

It was noted the Church and Memorial Hall are happy to engage with this event. Councillors discussed how the event may be organised. The Clerk was asked to liaise with the school to see if they can do some research and a display at the event. Also to have an article in the magazine asking for volunteers for the event and to enquire if the road may be closed on the day.

19/237 To receive an update regarding Cricket Club fencing and leasehold arrangements

It was noted that Chelmsford City Council contractors removed the fence this week. The latest correspondence regarding the draft lease was discussed. It was noted that despite negotiations, the City Council is not willing to reduce the proposed rental figure so Councillors **accepted** the amount and this has been incorporated into the budget for the next financial year. Councillors raised some questions in relation to specific lease terms which the Clerk will raise with the City Council in order to progress the issue.

19/238 Matters to be raised by members for the next agenda.

Recreation ground lease, VE day and usual items.

Meeting concluded at 20.29