LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting held online on 5 May 2020 at 7:30pm

Present: Councillors Edith Robertson (Chair)
Antony Kingham
Melanie Williamson
Michael Eve
Chloe Tron
Clerk Suzanne Walker
City Councillor Councillor Knight
County Councillor Councillor Aldridge
6 members of the public were present

Meeting commenced at 7.30pm

20/59 Apologies
Received from Councillor Denny.

20/60 Declarations of Interest
None.

20/61 To consideration and approval of Minutes 3 March 2020
The minutes of the meeting of 3 March 2020 were formally **approved** by Councillors as a correct record and will be signed by the Chairman.

20/62 To approve rules for the conduct of online meetings
Having considered the set of rules for online meetings they were formally **approved** by all Councillors.

20/63 Public Forum- to receive any representations from the public
Councillor Knight stated that he considers that Chelmsford City Council has performed very well in this difficult situation with Covid 19 however there is a substantial loss of revenue in the region of £2Million a month which may present an issue for the future with loss of car park fees, the leisure centre use, Hylands House and general rent and rates.
Councillor Aldridge advised that the Sheepcotes roundabout is now open the work having been finished. He has sent lots of information relating to the Covid 19 situation to Parish Councils including the potential use of the Park and Ride as a temporary mortuary which has not been required as yet. The Government has advised that recycle centres should be open but the County Council has had to consider issue of social distancing and health and safety and as yet those centres are not open. Issues have been faced with PPE.
The representative from the Channels Residents Association confirmed that the group now have funding for a leaflet drop to promote the assistance available to residents during the Corona Virus situation and asked for volunteers to assist. Councillors Kingham and Eve agreed to assist and the Clerk will approach the Memorial Hall committee who were previously willing to help with a leaflet drop. He also mentioned that the footway to the retail units was being constructed which was

a positive step and should be finished by the dark nights in autumn and good news from the Pompadour side of the development in particular.

20/64 New Planning Applications

20/64.1 19/01562/DOC/1 - Land at Poste House Cottage, Domsey Lane, Little Waltham - Condition 3 - Refuse and Recyclable materials, Condition 4 - Materials should match existing building, Condition 5 - Surface treatment of vehicle access, Condition 6 - Surface water, Condition 8 - Hard and Soft lanscaping, Condition 12 - Drawing of any gates, fences, walls, railings or piers – **No Comments**

20/64.2 20/00472/FUL - Croxtons Mill, Blasford Hill, Little Waltham - Retrospective application for demountable pergola, timber decking and minor soft and hard landscaping – **No Comments**

20/64.3 20/05531/CAT - 59 The Street, Little Waltham - T1 Ash - crown reduce by upto 3m max - Reason: to maintain at reasonable height as is close to house and road – **No Comments**

20/64.4 20/00568/FUL - 10 Church Hill, Little Waltham – single storey rear extension – **No Comments**

20/65 Planning Results

The following planning results were **noted -**

20/65.1 19/01883/FUL - Channels Lodge, Belstead Farm Lane, Little Waltham - Conversion of residential barn and detached outbuilding to create six new bedrooms. Construction of single storey lean to extension to detached outbuilding. Associated landscaping work – **Permitted**

20/65.2 19/01184/LBC - Channels Lodge, Belstead Farm Lane, Little Waltham - Conversion of residential barn and detached outbuilding to create six new bedrooms. Construction of single storey lean to extension to detached outbuilding. Associated landscaping work – **Permitted**

20/65.3 19/02104/FUL - Channels Golf Club, Belsteads Farm Lane, Little Waltham - Proposed single storey front and rear extensions, with associated landscaping works – **Permitted**

20/65.4 19/02105/LBC - Channels Golf Club, Belsteads Farm Lane, Little Waltham - Proposed single storey front and rear extensions, alterations to existing building with associated landscaping works – **Permitted**

20/65.5 20/00056/ADV - McDonalds Restaurants Ltd 5 Regiment Business Park Eagle Way Little Waltham - Installation of internally illuminated 4No. digital freestanding signs and a digital booth screen – **Permitted**

20/65.6 20/05511/CAT - 98 The Street, Little Waltham - Pine (T1 on plan) - Fell - Reason: Clay shrinkage subsidence damage – **No objection**

20/65.7 20/05512/CAT - 2-6 Brook Hill, Little Waltham - TG4 Tree group of mixed species - Eucalyptus - Fell - Reason: Clay shrinkage subsidence damage at neighbour 98, The Street – **No objection**

20/65.8 20/00158/LBC - The Old Alehouse, Blasford Hill, Little Waltham – construction of detached annexe – **Withdrawn**

20/65.9 20/00157/FUL - The Old Alehouse, Blasford Hill, Little Waltham – construction of detached annexe – **Permitted**

20/65.10 20/00171/FUL - 6 Sorrell Close, Little Waltham - Proposed two storey side extension with associated internal alterations and covered porch – **Permitted**

20/65.11 20/05525/CAT - Stanford House, 18 Winckford Close, Little Waltham - Sycamore (T1) - 2m crown reduction - Reason: to improve light and reduce to a more manageable size – **No objection**

20/66 Financial Matters

20/66.1 Payments for approval

The following payments had been approved via email in view of the Corona Virus situation and were now **formally approved** within this meeting

Paid on 20th March 2020

Payee	Item	£	VAT	Total	
Clerk	Salary (March 2020)	415.47			0.00
					415.47
HMRC	PAYE (March 2020)	99.40	0.00	99.40	
Essex Pension fund	pension contribution (March)	145.53			
					0.00 145.53
Clerk	Expenses	105.24		0.00	105.24
Myers Scott Ltd	set up of new email accounts	30.00		6.00	36.00
Fenland Leisure	Spare parts to repair swings	244.40			48.88
					293.28
Paul Clark Printing	publication of magazine	518.00		0.00	518.00.
EALC	Councillor Training event	120.93		24.19	145.12
Dor-2-Dor	Magazine distribution	375.00			75.00
					450.00
Anglian Water Business (National) Ltd	Allotment water account	383.40			0.00
					383.40
DW Maintenance	Litter picking and gardening	367.00			0.00
					367.00
DW Maintenance	Grass cutting	150.00		0.00	150.00
DW Maintenance	repair work to tennis court	70.00	0.00	70.00	

Paid on 19th April 2020

Clerk	Salary (April 2020)	415.47		0.00	415.47
HMRC	PAYE (April 2020)	99.40	0.00	99.40	
Essex pension fund	Pension contribution (April)	153.95			0.00
					153.95

To be paid on 19th May 2020

Clerk	Salary (May 2020)	415.47		0.00	415.47
HMRC	PAYE (May 2020)	99.40	0.00	99.40	
Essex pension fund	Pension contribution (May)	153.95		0.00	153.95

To be paid on 19th June 2020

Clerk	Salary (June 2020)	415.47		0.00	415.47
HMRC	PAYE (June 2020)	99.40	0.00	99.40	

Essex pension fund Pension contribution (June) 153.95 0.00 153.95

The following payments were **approved** for payment

Myers Scott Ltd	website and Facebook	30.00	6.00	36.00
EALC	Subscription	392.70	0.00	392.70
DM Payroll Services	Payroll services	81.00	0.00	81.00
Information Commissioner	registration fee	35.00	0.00	35.00
BHIB	Parish Council insurance	789.02	0.00	789.02
DW Maintenance	Grass cutting	450.00	0.00	450.00
DW Maintenance	gardening and litter picking	537.50	0.00	537.50
Active Management T/A Titan Storage	Annual fee for storage unit	591.25	118.25	709.50

Regarding the renewal of the Parish Council insurance it was **agreed** that no additional provision need be made for the wetpour surface in view of its condition.

20/66.2 Current account balance to be reported at the meeting.
The balance as at today's date reported to be £53,319.16 and includes the payment of the first instalment of the Parish precept.

20/66.3 Approval of Clerk's overtime in relation to spring edition of Parish magazine
Councillors **approved** 8 hours overtime for the preparation of the last magazine.

20/66.4 To consider and approve the list of annual payments
The following regular payments were **approved** in principle in accordance with clause 5.6 of the Financial Regulations

Payee	Payment type	Frequency
Employee	Salary and expenses	monthly
HMRC	Tax and NI	monthly
Essex pension fund	Pension provision	monthly
DW Maintenance	Litter picking, gardening and grass cutting	monthly
A Fuller	Gardening	Monthly during summer months
Seagrave Inspections	Play area inspections	Quarterly
Paul Clark Printing	Publication of magazine	Quarterly
Dor-2-Dor	Distribution of magazine	Quarterly
Wave	Water bill	Every 6 months
Lambert Smith Hampton	Allotment rent	Every 6 months
D Malley	External Payroll	Annually
Information Commissioner	Data protection registration	Annually
BHIB	Renewal of Parish Council insurance	Annually

20/66.5 To consider internal control procedures
The report setting out internal control procedures was considered and **approved.**

20/66.7 To decide upon saver account for investment of Vera Perkins investment
It was confirmed that the sum of £2,383.11 has been received. Councillors **agreed** that upon considering the available options and wishing to maximise interest that the money should be invested in the 95-day interest account with the Co-operative Bank.

20/66.8 To approve the setup of direct debit to pay Information Commissioner fee
The set up of a direct debit to pay this registration fee was **approved** by all Councillors.

20/66.9 To approve Online banking arrangements
It was noted that clause 6 of the Financial Regulations allow the Parish Council to utilise online banking arrangements to pay invoices. In view of the current Corona Virus situation is was felt that such a facility would be useful. It was proposed by Councillor Williamson that online banking be used to make payments this was seconded by Councillor Eve and **agreed** by all Councillors.

20/66.10 To consider draft Reserves Policy
The policy was considered and **approved.**

20/67 Clerk's Report
The Clerk reported as follows –

1. The community litter pick has been re-scheduled for 26th September 2020.
2. On 4th March I attended the Stansted Airport Stakeholder consultation event regarding the process to update flightpaths. Once detailed proposals have been put together by the airport the matter will go out for public consultation.
3. Chelmsford City Council has advised that the additional litter picking within the 'Love Your Parish' scheme will take place on 18th June 2020.
4. Essex County Council has been liaising with the resident at Scurvy Hall Lane to replace the gates and barriers that had been removed.
5. As a result of the Covid 19 situation the VE day event has been postponed. Whether this may take place in the autumn will depend on Government advice regarding social distancing.

It was noted that the Memorial Hall will be decorating the exterior of the building with bunting purchased by the Parish Council for the delayed event and the school are making bunting to decorate their building. Residents of Winckford Close have asked to put bunting on the War Memorial. Councillors felt this would not be appropriate and declined that request and suggested they decorate their houses instead. It is hoped that the event that should have taken place this weekend can be delayed to the autumn but this will depend on the progress of the Covid 19 situation.

6. I have circulated the list of correspondence received since the last meeting.

7. In view of the Covid 19 situation the children's play area and the tennis court have been closed and secured with locks and closures signs erected. DW Maintenance has been advising me if they observe any issues and have re-erected the signs when they have been taken down.
8. As the cultivation of allotments is considered exercise both sites remain open but I have circulated to the tenants the guidance notes from the National Allotment Society regarding safe use of allotments including social distancing.
9. The new Facebook page was set up in February and has proved very popular with residents.
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	December 2016
Repair of three bridges over streams in the Parish	Matter referred to Chelmsford City Council to resolve.	February 2018
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 – 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, it was noted that the Clerk has heard today from the South Essex Parking Partnership that they are recommending double yellow lines in the vicinity of the B1008 junction with The Street and also the junction by the school. This will go out for public consultation in due course.

The report was otherwise **accepted.**

20/68 To receive update regarding Cricket Club and leasehold arrangements

20/68.1 Update regarding leasehold negotiations

It was **noted** that the City Council is investigating legalities with a view to formally repossessing the pavilion and land formally used by the Cricket Club whereupon they will look to progress a new lease of the entire area with the Parish Council. No contact has been made by the Cricket Club with the City Council although the Parish

Council is aware that the club now have an arrangement with Shalford Parish Council to use sports facilities in that Parish.

20/68.2 To consider issue of grass cutting of the field
The City Council has confirmed that it has no objection to the Parish Council cutting the grass. Councillors **agreed** that the grass should be cut and the quotation obtained from DW Maintenance to add the cutting of grass in that area was **accepted** for the ongoing future. The Clerk was asked to update residents via Facebook. It was also requested that the Clerk ask the City Council to take the action they agreed to remove the concrete blocks and reinstall the gate to the area opposite the White Hart public house as this would be a condition for the Parish Council to sign the lease.

20/69 Matters to be raised by members for the next agenda.
Councillors **agreed** to keep to the same timetable of meetings. It was noted that subject to the completion of the internal audit the accounts will be presented for approval at the next meeting. Although the deadline for the approval of accounts has been extended to the end of August, the intention is to try and comply with usual timetables so far as possible. Cricket Club issues to appear on next agenda. Nothing has been heard from Bloor Homes regarding the potential development at Blasford Hill. Nothing further has been heard regarding the meeting for the potential Garden Village. A meeting should have taken place regarding the Affordable Housing project. The Clerk was asked to see if the meeting could be re-arranged using virtual technology and the Clerk, Chairman and any other Councillor that wishes to attend.

Meeting concluded at 8.10pm