

LITTLE WALTHAM PARISH COUNCIL
Minutes of the Annual Parish Council Meeting held on Monday 20th
May 2019 at 7:30pm in the Tufnell Hall

Present: Councillors Edith Robertson
 Mark Goff
 Antony Kingham
 Barbara Denny
 Melanie Williamson
 Suzanne Walker
Clerk City Councillors Councillors Knight, Raven and Daden
City Councillors Councillors Knight, Raven and Daden
County Councillor Councillor Aldridge
Two members of the public were present

Meeting commenced at 7.30pm

19/77 To elect the Chairman for the Civic Year

Councillor Kingham nominated Councillor Robertson to be Chairman for the civic year. This was seconded by Councillor Denny and **agreed** by all Councillors.

All Councillors present had signed their acceptance of office forms and the Chairman signed her acceptance of office as Chairman. It was **agreed** that Councillor Campen may sign his acceptance of office form either before or at the next Parish Council meeting.

19/78 Apologies

Received from Councillor Campen and from City Councillor Steel.

19/79 Declarations of Interest

None.

19/80 To co-opt new Councillors

Having considered the application forms and spoken to them, Councillors **agreed** to co-op Michael Eve and Chloe Tron to the Parish Council. The new Councillors signed their acceptance of office forms and joined the meeting.

19/81 Consideration of Committees and Representatives for the civic year

Amenities Working party – Councillors Campen and Goff

Planning working group – no working group as the Parish Council as a whole consider planning matters

Personnel Committee – All members of the Parish Council

Poole and Aley Charity link person – it was noted that Councillor Campen is a member of the Poole and Aley charity so it was **agreed** that he should be the Parish Council representative. It was noted that the charity would like to have former Councillor Ketley as a representative. It was **agreed** that she may be a link person between the charity and Parish Council

Patient's Forum – Councillor Campen

Primary School link person – Councillor Goff

Allotment link person – Councillor Kingham
Channels Residents Committee link person – Councillor Williamson

19/82 Consideration and approval of Minutes 2 April 2019

The minutes of the meeting held on 2 April 2019 were formally **approved** by Councillors as a correct record and were signed by the Chair.

19/83 Public Forum- to receive any representations from the public

The Chairman congratulated those who were re-elected or newly elected to the City Council.

Councillor Raven confirmed that after the removal of the fly tip liaison continues between the City Council and County Council so that there is complete clarity on which authority will be responsible for removing certain types of fly tip in future and information will be passed to the Clerk in due course. Councillor Raven is now a City Councillor for a different ward.

Councillor Knight confirmed that the 3 City Councillors for this ward will cover the ward in that Councillor Steel will cover Great Waltham, Councillor Daden will cover Broomfield and Councillor Knight will cover Little Waltham. Residents and the Parish Council alike may in any event still approach any City Councillor for the ward.

Councillor Daden confirmed that she is happy to be contacted on planning issues.

Councillor Aldridge stated that he was pleased that the fly tip has been removed but that this is becoming a more frequent issue and that if residents see unusual behaviour it should be reported to the Police. He has been approached by residents of Domsey Lane who are concerned in relation to rat running so a traffic survey is being carried out in that area to try and determine how to progress the matter. He confirmed that he has submitted the list of pavements in the Parish reported by the Clerk to Essex County Council who are looking to target pavement repairs this year. He confirmed changes to the Community Initiative Grant Fund which will now be administered by EALC. He advised of traffic diversions during half term in relation to work along Chignal Road. He confirmed that residents had complained to him about HGVs using Cranham Road.

A resident spoken on behalf of the allotment tenants and summarised the work that has been carried out by them to improve the orchard including new trees, a bug hotel, bird boxes and a picnic area. He invited Councillors Robertson and Kingham to visit the allotments to view the improvements. He expressed a wish that the working relationship between the tenants and the Parish Council is smooth and hopes that financial support can be offered. Councillor Robertson confirmed that she would be happy for a meeting to be arranged and asked that there is liaison via the Clerk.

A resident reported that an application has been made for 300 new houses outside but in the near vicinity of the Parish. Councillors asked that the Clerk obtain details from the City Council. The resident raised the issue that planning documentation stated that once a certain number of houses had been built it would trigger the completion of the RDR road and this has not happened. He also raised the issue of a crossing at Essex Regiment Way. Councillor Aldridge confirmed that a Pegasus

crossing is planned but the completion date is still set at 2020 so he continues to press for the matter to be dealt with earlier.

19/84 New Planning Applications

- 19/84.1 19/00414/FUL - Pratts Farm, Pratts Farm Lane, Little Waltham - Alterations to previously approved planning permission 18/01196/FUL, with the construction of an additional outdoor swimming pool and plant room – application already permitted by the City Council.
- 19/84.2 19/00476/FUL - Lilliefields, Wheeler’s Hill, Little Waltham – Replacement residential dwelling – The comments of Essex Highways and public health were noted and it was **agreed** to support those comments and also to raise a concern that the planned development is almost double the size of the existing house and outside the current footprint and thus an overdevelopment.
- 19/84.3 19/00468/TEL56 – Telefonica Telecommunications Base Station Wheelers Farm Wheelers Hill Little Waltham - Proposed installation of 25m lattice mast supporting 3no. antennas, 2no. dishes & associated ground-based equipment- **No comments.**
- 19/84.4 19/00395/FUL - Former Walnelter Belsteads Farm Lane, Little Waltham = Removal of condition 6 for previously approved application 17/01934/FUL - To remove existing hedge on site – **No Comments**
- 19/84.5 19/00494/FUL - The Old Ale House, Main Road, Little Waltham - Construction of detached annexe and cart lodge carport. – In relation to both applications effecting this property **agreed** to support the comments of the conservation officer and to request that if permitted the annexe is only permitted to be used in conjunction with the existing property and not as a separate dwelling.
- 19/84.6 19/00495/LBC - The Old Ale House, Main Road, Little Waltham - Construction of detached annexe and cart lodge carport – see above.
- 19/84.7 19/05535/CAT - 68 The Street, Little Waltham - Robinia - Fell - Reason: Suspected dark rot/fungus growing on trunk. Dead branches. Causing a raised area on kitchen floor due to possible tree roots – **no comments**
- 19/84.8 19/00597/OUT - Land south of Runnymede Cottage, Blasford Hill, Little Waltham - Development of 14 dwellings. (Outline application with only landscaping reserved) – **No comments**
- 19/84.9 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 – In view of the complexities of this application Councillors **agreed** to consider this at the next meeting. It was noted that it is due to be considered by the planning committee at the meeting on 8 July 2019.
- 19/84.10 19/00713/MAT - 30 Brook Hill, Little Waltham - Variation of condition 8 of the planning permission reference 17/01960/FUL (Proposed single storey rear extension to create 2no additional consulting rooms, 1no admin room and 1no Dispensary store. Repositioned Air Conditioning plant and

enclosure). Change of hours of operation for the relocated air conditioning plant from 0700 and 1830 to 24 hours – Councillors were concerned that the proposal will create a noise nuisance and vibration issue in the middle of a residential area and it was noted that one resident has already objected to the proposal. There was also a concern that running an air conditioning unit 24/7 is not environmentally friendly. Therefore, **agreed** to object to the application on the grounds of noise nuisance.

- 19/84.11 19/00653/ADV – Chelmer Valley Park and Ride, Essex Regiment Way - Internally illuminated digital advert on the real-time passenger information screen located at the bus stop – **No comments.**

19/85 Planning Results

The following planning results were **noted** -

- 19/85.1 TPO/2019/006 – Land south of Runnymede Cottage, Blasford Hill, Little Waltham – confirmation of Tree Preservation Order
- 19/85.2 18/02000/FUL - Hallfield House, Little Waltham - Retrospective application for the construction of external entrance wall, gates and access **Permitted**
- 19/85.3 19/00154/FUL - Greenways, Whitbread Farm Lane, Chatham Green, Little Waltham – proposed detached cart lodge and log store – **Permitted**
- 19/85.4 19/00017/FUL - Site at Wheeler’s Hill, Little Waltham – demolition of existing kennels – construction of single storey dwelling – **Refused**
- 19/85.5 19/00018/FUL - Site at Wheeler’s Hill, Demolition of 3 storage buildings and the construction of 4 detached houses with all associated works **Refused**
- 19/85.6 19/00016/FUL - Site at Wheeler’s Hill, Little Waltham - Conversion of existing barn into a new dwelling, including a front porch extension, front and rear dormers and all associated works – **Refused**
- 19/85.7 19/05026/TPO - Boscombe, Cranham Road, Little Waltham - (All within area W1) T4 - Ash - Remove lowest branch - Reason: Give clearance to railings; T9 - Oak - Coppice to previous points Reason: Decay cavity in lower stem; T10A - Oak - Remove two low branches - Reason: Give clearance to railings; T11 – Oak - Cut ivy to base – **Split decision appeal in progress**
- 19/85.8 19/05515/CAT - 106 The Street, Little Waltham - (G1) Prunus x 2 - rear garden- light crown reduction by approximately 1-1.5m and shape over; (G2) Apple x 3 - rear garden - reduce the height and spread to just below neighbouring gutter line, prune extended laterals and shape over; (G2) Pear x 1 – rear garden - reduce the height and spread by 1-1.2m, prune extended laterals and shape over; (T3) Magnolia x 1 - rear garden - reduce the height by up to 1m, light tip prune to shape over; (G4) Laurel x 1 - rear garden - reduce the height and spread by up to 1.5m; (G4) Holly x 1 rear garden - prune to pyramidal shape providing minimum 1m clearance from neighbouring garage structure - Reason: Good arboricultural practice – **No objection**
- 19/85.9 19/00338/FUL - Glenmore, Blasford Hill, Little Waltham - Formation of access with parking area and associated landscaping works – **Refused**
- 19/85.10 19/00243/FUL - Thorleys, Main Road, Little Waltham – installation of new double bunded oil tank – **Permitted**
- 19/85.11 19/00414/FUL - Pratts Farm, Pratts Farm Lane, Little Waltham - Alterations to previously approved planning permission 18/01196/FUL, with the

construction of an additional outdoor swimming pool and plant room –
Permitted

19/86 To consider issues relating to the Chelmsford City Council Local Plan

It was noted that Bloor Homes had been keen to liaise with both Broomfield and Little Waltham Parish Councils regarding the prospective development at Blasford Hill. However, after 2 initial meetings the matter has gone quiet.

19/87 Annual Review of Parish Council Policies and Procedures

19/87.1 Standing Orders

Reviewed with no amendments required.

19/87.2 Financial Regulations

Reviewed with no amendments required

19/87.3 Complaints Procedure

Reviewed with no amendments required

19/87.4 Freedom of Information Act Scheme

Reviewed and **agreed** to update to include mention of recently approved policies together with any new policies agreed at this meeting.

19/87.5 Media Policy

Reviewed and no updates required.

19/87.6 Training Policy

Reviewed and no updates required.

19/88 To confirm that the Parish Council is still compliant with the criteria for Foundation status in the Local Council Awards

A new website was set up last year. However, the Clerk confirmed that all the required documentation is still published on the new site and it was therefore **noted** that the Parish Council remains compliant with the criteria for the Foundation Award.

19/89 Consideration of new Policies

19/89.1 Communication Policy

Councillors considered the policy and **approved** the document.

19/89.2 Vexatious and persistent complainant policy

Councillors considered the policy and **approved** the document.

19/90 Correspondence

19/90.1 Essex County Council

4 April 2019	Highway Highlights bulletin
18 April 2019	Information about Library consultation
26 April 2019	Information about cycle routes
10 May 2019	Highway Highlights bulletin

19/90.2 Chelmsford City Council

None.

19/90.3 Other

10 May 2019

Information about potential
reforming of CALC

And usual bulletins.

Also, a letter from a resident regarding highway issues has been referred with the gentleman's consent to John Aldridge.

19/91 Amenities Working Party Report

19/91.1 To consider the Tree Inspection report and agree on actions required.

The Clerk will obtain quotations for the recommended work and bring the issue back for consideration at a future meeting. It was noted that the work required does not present an imminent danger.

19/91.2 To consider play area inspection

The contents of the report were **noted**. The broken basketball unit and goalpost to be removed. In view of recommendations for improved drainage and the removal of the path in the play area Councillors **agreed** that an expression of interest form be submitted to the CIF fund and consideration can then be given to improving the area.

19/91.3 To consider fees for Litter Picking and gardening

The requested increase in fees from DW Maintenance was **agreed**. Litter picking and gardening to be reviewed generally later this year.

19/91.4 To consider whether any extra flower tubs are required

It was noted that a specific request has been received for an extra flower tub at the end of Chapel Drive. Councillors requested that the owner of the adjacent house be asked if he would consent to a 'no parking' sign being affixed to his fence.

19/92 Financial Matters

19/92.1 Payments for approval

The following payments were **approved** –

Payee Paid in April	Item	£	VAT	Total
The Clerk	Salary (April 2019)	407.55	0.00	407.55
HMRC	PAYE (April 2019)	97.40	0.00	97.40
Essex Pension fund	pension contribution (April)	142.62	0.00	142.62
NJB Building services	allotment water upgrade	2,260.00	0.00	2,260.00
Information Commissioner	Data protection registration	40.00	0.00	40.00
BHIB Ltd	Parish Council insurance	808.80	0.00	808.80
Seagrave Inspections	Play area inspection	98.00	19.60	117.60
Essex County Council	Tree inspection report	300.00	60.00	360.00
To be paid at May meeting				
Little Waltham Memorial Hall	Vera Perkins interest	56.44	0.00	56.44
Little Waltham Memorial Hall	Toilet hire	30.00	0.00	30.00
MD Landscapes	Grass cutting	245.70	49.14	294.84
A Clements	Internal audit fee	100.00	0.00	100.00
DW Maintenance	litter picking and gardening	256.25	0.00	256.25
Active Management Solutions (2) Ltd	annual fee for storage unit	591.25	118.25	709.50
Chelmsford City Council	Play in the park payment	240.00	0.00	240.00

19/92.2 Current account balance to be reported at the meeting.

The balance as at 30th April 2019 was **noted** to be £32,793.98 and the available balance when pending cheques were taken into account being £32,036.36

19/92.3 To agree update in relation to Co-operative bank mandate

In view of the recent elections certain signatories are no longer Councillors. It was therefore **agreed** to update the bank mandate. Councillor Robertson proposed that former Councillors Brown, Taylor, and Ketley be removed from the mandate and Councillor Kingham is added. This was seconded by Councillor Denny and **agreed** by all Councillors.

19/92.4 To consider the Internal Auditor's report

The internal auditor's report was **noted**.

19/92.5 To consider and approve the Annual Governance Report on the Annual Return Form

Councillors considered and **approved** the Annual Governance statement contained in the Annual Governance and Accountability return form.

19/92.6 To consider and approve the annual Parish Council accounts for year end 31 March 2019 and the Accounting Statement on the Annual Return Form

Councillors considered and **approved** the Parish Council accounts for year end 31st March 2019. Councillors also considered and **approved** the summary of accounting statements contained in the Annual Governance and Accountability return form.

19/92.7 To confirm the dates for the notice of exercise of Public Rights

Councillors **agreed** that there is no need to amend the dates for the exercise of electors' rights and the period will remain from 17 June 2019 to 26 July 2019.

19/93 To consider use of General Power of Competence

It was noted that as two thirds of Councillors have been elected and as the Clerk holds the Certificate of Local Council Administration, Little Waltham Parish Council meets the relevant criteria to use the General Power and Competence and therefore Councillors **agreed** to use the Power for the current electoral term.

19/94 Clerk's Report

The Clerk reported as follows –

1. On 3 May I attended an update on the arrangement for the new Essex County Council Community Initiative Fund. The new deadline for expressions of interest is 31 May 2019 so if there are any prospective projects this year an early application needs to be made.
2. The fly tip in The Street was removed by Essex County Council. I arranged for the handyman to sweep up some remaining gravel on the road. Essex County Council will continue to liaise with Chelmsford City Council on how such future issues may be dealt with.

3. The bus stop adjacent to the allotments at Blasford Hill has been updated.
4. 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	Awaiting Local Highway Panel	December 2016
Local Highway Panel – 20mph zone in village	Awaiting Local Highway Panel	May 2017
Repair of three bridges over streams in the Parish	Awaiting response from Essex County Council	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	Await Chelmsford City Council as to whether a valid petition has been received and progress on issue	April 2019

The report was **noted**.

19/95 To consider the issue of Section 106 payments to this Parish

It was noted that when the Section 106 obligations were released in relation to the Channels golf course a sum was paid by way of Section 106 contribution to Chelmsford City Council. The Parish Council would wish to see that money benefitting the Parish and in particular to maintain a green space in the place of the golf course. There is a current 'vision statement' being developed for open space in the Channels development so this could be incorporated into the overarching vision. Councillors **agreed** that as a first step the Chairman write to the Chief Executive of Chelmsford City Council to set out this position.

19/96 To consider issues surrounding the website

19/96.1 To confirm who should be added as administrators of the website

It was noted that the current administrators for the website are the Clerk and former Councillor Brown. It was **agreed** to remove Councillor Brown and add Councillor Eve to the site.

19/96.2 To consider the issue of retention of domain names for the website

It was noted that as well as running the Essex infonet website which is provided free of charge by Essex County Council, the Parish Council still has the old website which simply has a divert to the new website. The Parish Council has paid to retain two domain names being littlewaltham.org and littlewaltham.org.uk Councillor Eve

suggested that it may be cheaper to deal with the registrar in relation to the retention of those domain names and he will assist the Clerk in finding out.

19/97 To consider issues in relation to traffic and weight restrictions on Cranham Road

It was noted that residents have raised concerns with County Councillor Aldridge in relation to HGVs using Cranham Road and were requesting a weight restriction on the road. It was noted that there are a number of industrial units in the area. In addition, there are proposals to close certain roads in due course when new roads are completed in the area. The issue of enforcement would also prove problematic so Councillors **agreed** to take no action at this time.

19/98 Affordable Housing Project

No update. Clerk to request an update for the next meeting.

19/99 To consider matters relating to the Allotments

In relation to the upgrade of the recreation ground allotments it was noted that Neville Raymond had started work but this had not been completed and the entrance area is overgrown with nettles. The Clerk will chase the matter up and if need be instruct MD Landscapes to cut down the nettles.

In relation to the Blasford Hill allotments, Anglian Water is carrying out a survey and will advise as to the cost of a new water meter. The Calor fund is open for votes regarding the grant application to deal with fencing issues and the Clerk is continuing to progress the acquisition of new trees from the Orchard Trust. It was agreed that Councillor Kingham and the Clerk will meet with the allotment tenants.

19/100 To consider holding a training event for Councillors

It was **agreed** to hold a training event for Councillors jointly with Great Notley Parish Council in July and to split the costs 50/50

19/101 To approve expenditure for repair of Parish Council owned bus stop

The quotation of £130 plus VAT to repair the broken glass at the bus stop opposite the White Hart was **agreed**.

19/102 To consider response to current Park and Ride consultation

No comments.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it is **agreed** that the public be excluded and instructed to withdraw for this agenda item

19/103 To receive an update regarding Cricket Club fencing and leasehold arrangements

Details of the background of this issue were provided to new Councillors. The Clerk advised on the legal advice that has been received. It was noted that the City Council has agreed to enter into a new lease with the Cricket Club in relation to the land they use, and a new lease with the Parish Council for the remainder of the land which includes the children's play area and allotment plot. The City Council had just responded to the Clerk's email of 11 February 2019 answering a number of issues raised in relation to the draft heads of agreement. All issues were agreed other than

the rental figure which is to be raised again with the City Council. A separate side letter to be requested in relation to one issue that cannot be included in the lease regarding potential future arrangements.

19/104 Matters to be raised by members for the next agenda.

Essex Regiment Way crossing, Neighbourhood Watch.

Meeting concluded at 9.10pm