

# LITTLE WALTHAM PARISH COUNCIL

## Minutes of the Meeting held on 1 October 2019 at 7:30pm in the Tufnell Hall

Present: Councillors            Edith Robertson (Chair)  
   Antony Kingham  
   Barbara Denny  
   Melanie Williamson  
   Michael Eve  
   Chloe Tron  
Clerk                                Suzanne Walker  
City Councillor                Councillors Knight and Steele

No members of the public were present

Meeting commenced at 7.30pm

### **19/174            Apologies**

Received from Councillor Campen.

### **19/175            Declarations of Interest**

None.

### **19/176            Consideration and approval of Minutes 9 September 2019**

The minutes of the meeting held on 9 September 2019 were formally **approved** by Councillors as a correct record and were signed by the Chair.

### **19/177            Public Forum- to receive any representations from the public**

It was noted that Little Waltham Parish Council had been awarded the Essex County Council award for Community Work 2019 and Councillors thanked the Clerk for her efforts, ideas and support in achieving this award.

Councillor Knight congratulated the Parish Council on receiving the award and noted that the budget for the City Council is due to be decided upon in January.

Councillor Steele congratulated the Parish Council on receiving the award and advised that he had spoken to Joe Reidy at Chelmsford City Council regarding the Cricket Club fence issue and had been told that the City Council is due to speak to the Cricket Club shortly to try and progress a resolution of the issue.

### **19/178            New Planning Applications**

19/178.1 19/01459/FUL - 10 Winckford Close, Little Waltham - Cladding over existing render to part of front elevation of house using painted timber weatherboard – **No Comments**

19/178.2 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 – Councillors **agreed** to express a concern in relation to the access of construction traffic to the site and potential use of the RDR but otherwise no comments.

- 19/178.3 18/01056/S73 - Land South, north and east of Channels Drive, Broomfield - Material amendment to permission reference 18/01056/REM (Reserved matters application at Channels Phase 6 for the development of 128 dwellings together with associated access, car parking, landscaping and related works.) to change the approved house types of plots 126, 127 and 128 from house type E2 to E3. – **No comments**
- 19/178.4 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 comments.**
- 19/178.5 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 – it was noted that the Conservation Officer raised a concern regarding the fact the fence appears overly suburban and prominent within the conservation area and suggests setting the fence back to allow planting in front of the fence to reduce that appearance – Councillors **agreed** to support the comments of the Conservation officer.
- 19/178.6 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 – **No Comments**
- 19/178.7 19/01506/FUL - 1 Rectory Close, Little Waltham – single storey front extension – **No Comments**

### **19/179 Planning Results**

The following planning results were **noted** -

- 19/179.1 19/05090/TPO - Land South West of Ash Tree Corner - T22 - Oak - Remove deadwood - Reason: For tree maintenance; T20 - London Plane - Sever ivy at 1.5m - Reason: To allow for a re-inspection; T19 - Horse Chestnut - Crown Thin by 20% - Reason: For tree maintenance; T18 - Lime Pollard to 8m - Reason: Major dieback in upper section T14 - Turkey oak - Fell - Reason: Structural decline; T13 - Turkey oak - Fell - Reason: Structural decline; T12 - Turkey oak - Fell - Reason: Structural decline; T11 Horse Chestnut - Remove deadwood - Reason: Fungal infection present - **Permitted**
- 19/179.2 19/00990/FUL - Pratt's Farm, Pratt's Farm Lane, Little Waltham – retrospective application for reinstatement of access and driveway – **Permitted**
- 19/179.3 19/01138/FUL - Little Waltham Cricket Club, The Street, Little Waltham - Retrospective application for the retention of a 2.4m high fence around the southeastern and southern boundaries of cricket pitch – **Refused**
- 19/179.4 19/01196/FUL - Tudor Barn, Tudor Cottage, Blasford Hill, Little Waltham - Retrospective change of use from domestic residential annexe (C3) to holiday let (C1). – **Permitted**
- 19/179.5 19/05938/DD - Hallfield House, Back Lane, Little Waltham - T1 - Sycamore - Rear Garden - Fell - tree has died due to disease. T2 - Sycamore - Rear Garden - remove dead limbs - stop overhanging onto adjacent road and limit spread of disease – **No objection**

**19/180 To consider issues relating to the Chelmsford City Council Local Plan**

It was noted that the agreed submission of the Parish Council in relation to the modifications within the local plan had been submitted and the matter is progressing and will be considered further by the City Council.

**19/181 Consideration of memorandum of understanding with Broomfield Parish regarding potential Bloor Homes development.**

The Chairman had presented a Memorandum of understanding as between Little Waltham Parish Council and Broomfield Parish Council as to the agreed issues and approach in dealing with the potential development at Blasford Hill by Bloor Homes which covered such matters as appropriate positioning and design of houses, house types, affordable housing, ways of mitigating the impact of the proposed roundabout, issues relating to a proposed neighbourhood centre and the fact any new access road to the hospital should be for all traffic and not just hospital workers. The Memorandum was **agreed** by Councillors.

**19/182 Correspondence**

19/182.1 Essex County Council

5 September 2019

9 September 2019

12 September 2019

12 September 2019

12 September 2019

Highway highlights bulletin  
Information regarding roadworks  
Colchester Rd. Chelmsford  
Information regarding temporary  
closure of Wheeler's Hill  
Information about Army and Navy  
flyover  
Information about Sheepcotes  
roundabout work

19/182.2 Chelmsford City Council

None.

19/182.3 Other

4 September 2019

16 September 2019

16 September 2019

Invitation to A12 Community Forum  
Information about Horizon 120 Local  
Development Order consultation  
Information about work to A120

Also, usual bulletins

**19/183 Amenities Working Party Report**

**19/183.1 To consider quotes for replacement of goal nets**

Upon considering the quotations Councillors **agreed** to accept the quotation provided by Rigby Taylor and authorised the Clerk to order the nets. It was also noted that the Memorial Hall has advised that it does not propose to levy a charge for the water consumed in the cleaning of the tennis courts. Councillors requested that thanks be passed on to the hall for this community minded gesture.

### **19/183.2 To consider draft terms and conditions for issue of request for grass cutting quotes**

The Clerk had circulated a draft specification of grass cutting work, a draft contract a covering letter and maps of locations. Councillors **agreed** that the term of the contract should be for two years then rolling over year by year and that a clause be added to the contract to enable it to be terminated by the Parish Council in the event of sub-standard work by the contractor. It was agreed that on that basis the request for quotes be issued. It was noted that one Councillor had questioned the areas set out in the maps – the Clerk confirmed that she had checked the original paperwork for the issue of the contract to the current grass cutting contractor and also spoken to him to be clear on areas covered. In addition, she has contacted Chelmsford City Council to be clear on areas covered by that authority so there is no duplication of work.

### **19/183.3 To review litter picking and gardening arrangements**

The Clerk had provided a schedule of work currently carried which was considered by Councillors. It was noted that some areas where there is more litter are not included in the current schedule and it was **agreed** that the following areas should be added to the schedule – Back Lane, the slip road leading from the B1008 to the school and the top of Wheeler’s Hill just past the Church. In addition, the Parish Council will look to arrange more volunteer litter picking events and encourage the school to do the same.

### **19/183.4 To approve costs for repair to damage at children’s play area**

It was noted that the wetpour by the slide has been damaged. With a view to submitting an insurance claim the Clerk is obtaining quotations to repair both the immediate area and also the entire pad as the advice received is that a patch repair of the area will not last very long.

## **19/184 Financial Matters**

### **19/184.1 Payments for approval**

The following payments were **approved** –

<b>Payee</b>	<b>Item</b>	<b>£</b>	<b>VAT</b>	<b>Total</b>
Clerk	Salary (Sept 2019)	407.55	0.00	407.55
HMRC	PAYE (Sept 2019)	97.40	0.00	97.40
Essex Pension fund	pension contribution (Sept)	142.62	0.00	142.62
Clerk	expenses	83.33	0.00	83.33
Paul Clark Printing	printing magazine	510.00	0.00	510.00
Paul Clark printing	distribution of magazine and survey	300.00	0.00	300.00
DW Maintenance	Litter picking and gardening	304.00	0.00	304.00

### **19/184.2 Current account balance to be reported at the meeting.**

The Clerk reported the bank balance as at 1 October 2019 to be £43,745.50

### **19/184.3 To receive report in relation to external audit**

The Clerk reported that a clear external audit had been received and the notice of conclusion of audit had been published by 30 September 2019 being the deadline for that action.

#### **19/184.4 To appoint internal auditor for the Parish Council**

Councillors **agreed** to appoint Alan Clements to again act as internal auditor for the Parish Council.

#### **19/185 Clerk's Report**

The Clerk reported as follows –

1. The Dementia Friends event will be taking place on 10 October and I have been publicising the event.
2. On 10<sup>th</sup> September I attended a consultation event hosted by Bloor Homes in Broomfield regarding the potential development at Blasford Hill.
3. On 19 September I attended the EALC AGM and an award was made to Little Waltham Parish Council which was the Essex County Council Community Work award.
4. On 13 September I collected litter picking equipment from Chelmsford City Council which may be used in volunteer litter picks.
5. I spoke to a resident regarding some vegetation that had been deposited on the recreation grounds and he removed and disposed of it.
6. Despite stating that the repair of the 3 bridges on the PRoW have been referred to Chelmsford City Council to repair I have received another email from Essex County Council again stating repair is not a priority and have not received any further information from the City Council. I will ask County and City representatives to progress the issue.

*Councillor Knight agreed to make further enquiries on this issue.*

7. I responded to the Highway officer at Essex County Council to advise that the Parish Council are not in a position to contribute to the large cost of re-surfacing pathway 28 and suggested that Section 106 funding be sought for the project. Nothing further has been heard on that issue.
8. 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

<b>Item</b>	<b>Actions awaited</b>	<b>Date raised</b>
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

In addition, the Clerk reported that she had attended a consultation event regarding the potential Chelmsford Garden Community and also a meeting with Pompadour Homes sales office to enable the Parish magazine to be

circulated to those new residents of the Parish. She will be attending the Coffee with Cops meeting on Saturday.

A circular had been received asking for suggestions for a location for a textile bank. No action to be taken.

The report was otherwise **accepted**.

**19/186 To consider the issue of Section 106 payments to this Parish**

No progress to report.

**19/187 Affordable Housing Project**

The Clerk confirmed that the Affordable Housing Needs survey has been circulated to all Parishioners alongside the Parish magazine. The responses will be sent to the RCCE who will compile them and report back at a future meeting.

**19/188 To consider matters relating to the Allotments**

Regarding the recreation grounds allotments, the water butts are to be installed at no additional cost. Out of the 7 people on the waiting list 2 had confirmed they wish to have an allotment. One no longer wishes to take up a plot and the response is awaited from 4 others which the Clerk will follow up. If there are any vacant plots consideration will be given to covering those plots.

Regarding Blasford Hill allotments the Orchard Trust has confirmed that it will provide 8 free apple trees. Tenants have agreed to effect a tidy up of the site and arrange to burn the bonfire piles and thus do not require a skip to be provided at this point in time. Councillors considered the 3 quotations for the trimming back of the trees next to plot 13 and **accepted** the quotation from JCM Services. It was noted that notice to quit has been served upon plot 21 and warning letters sent out to 2 other tenants whose plots are in need of attention.

**19/189 To consider issue of defibrillators in the Parish**

The Clerk reported on her enquiries as to acquiring a defibrillator for the Chatham Green area of the Parish. A resident had suggested purchasing a red phone box – the cost would be in the region of £3,500.00. In addition, the Community Heartbeat Trust had explained various options and provided a quote of £2,320.00 plus VAT and delivery for a defibrillator in that location. In order to apply for a grant from the National Lottery ‘community need’ would have to be established and it was noted that the ambulance trust consider the activation zone for the use of a defibrillator to be 1,600 meters. Councillors **agreed** to consider the issue further within budget discussions at a future meeting.

**19/190 To consider Highway issues and Parking**

**19/190.1 To consider issues of parking on grass verges**

It was noted that the owner of 1 Chapel Drive had agreed that ‘no parking’ signage could be affixed to their fence but as the issue of parking on that grass verge appears to have subsided, no action to be taken at present.

**19/190.2 To consider liaison with the Primary School**

In order to try and reinvigorate the School’s use of the 3PR scheme to assist with reducing congestion in the Parish it was **agreed** to organise a further meeting with the head teacher of the primary school and to involve the officer at Chelmsford City

Council who co-ordinates the South Essex Parking Partnership and has agreed to attend such a meeting as she has not been able to contact the school to progress this issue. It was noted that parking problems are not just created by parents but by school staff as well.

**19/190.3 To approve Local Highway Panel application regarding Scurvy Hall Lane**

The application for the reinstatements of barriers at either end of this lane that has been legally closed off to vehicular traffic was **approved** and will be submitted.

**19/191 To consider renewing subscription for the Parish Council to be a member of the RCCE**

Councillors **agreed** that the Parish Council re-join the RCCE.

**19/192 To consider potential anti dog fouling campaign in the Parish**

The Clerk informed Councillors that she had been in contact with an enforcement officer at Chelmsford City Council and an anti-dog fouling campaign is due to be launched in January in which the Parish Council can participate. Councillors **agreed** to wait for the launch in January and to participate in such a campaign.

**19/193 To consider issue of new Parish Council website**

As the Essex infonet site is due to be withdrawn in March 2020 and no alternative platform has been put forward by Essex County Council, the Clerk had made enquiries as to companies that could assist the Parish Council in setting up a new website. The Clerk had provided a detailed report on those options which was considered by Councillors who **agreed** to accept the quotation of Scott Myers. Councillor Eve agreed to assist the Clerk by being a back up to administer the new site in the event that the Clerk is unavailable.

**19/194 To consider update of Parish Council Financial Regulations**

New Financial Regulations have been produced by NALC and had been circulated to Councillors. Subject to the alteration of the clause dealing with credit cards to confirm that the Parish Council does not use credit, debit or trade cards the new regulations were **approved**.

**19/195 To receive an update regarding Cricket Club fencing and leasehold arrangements**

The Clerk had spoken to the officer at Chelmsford City Council who is attempting to meet with representatives from the Cricket Club in an attempt to resolve this matter as soon as possible. A resident had suggested that the Parish Council make a legal application for the recreation grounds as a whole to be given village green status however upon considering the legal requirements it was noted that the criteria of such an application could not be met as the area has been consensually let by the land owner to the Parish Council.

**19/196 Matter for next agenda**

Strategy Statement and initial budget discussions.

Meeting concluded at 8.18pm