

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting held online on 6 October 2020 at 7:30pm

Present: Councillors Edith Robertson (Chair)
 Antony Kingham
 Melanie Williamson
 Michael Eve
 Rupert Watson
 Jo-Ann Tinson
Clerk Suzanne Walker
City Councillor Councillor Knight
County Councillor Councillor Aldridge
No members of the public were present
Representative from RCCE present.

Meeting commenced at 7.30pm

20/134 Apologies

Received from Councillor Tron and Chelmsford City Councillor Mike Steele.

20/135 Declarations of Interest

Councillor Tinson declared a non-pecuniary interest in agenda item 20/138.4 as she is acquainted with the applicant.

20/136 To consideration and approval of Minutes 1 September 2020

The minutes of the meeting of 1 September 2020 were formally **approved** by Councillors as a correct record and will be signed by the Chairman.

20/137 Public Forum- to receive any representations from the public

No members of the public present.

Councillor Knight confirmed that he liaised with the City Council in relation to the lease issue and the new gate is due to be installed shortly.

It was agreed to deal with agenda item 20/145 at this point in the meeting.

20/145 Affordable Housing project

The representative from RCCE confirmed that following liaison with Chelmer Housing partnership it is proposed that there will be 2 one bed flats with the ground floor flat being wheelchair accessible, 2 two bed roomed houses and 1 three bed house all for social rent plus 1 two bed house for shared ownership. With reference to the housing needs report it will match the need identified particularly the wheelchair accessible unit. In relation to the shared ownership there was a strong expression of interest in owning a property so this has been included. If the proposals are acceptable the next stage will be for the drawings to be presented and then a further consultation with the community which may bring out more interest from residents. There was a discussion on how such a consultation may be undertaken possibly using Zoom and also for a face to face event in one of the halls by appointment so as to comply with legal requirements on gatherings. This process

will be discussed with the Housing Association. Councillors agreed with the housing proposals put forward for the scheme and to consider options for consultation.

20/138 New Planning Applications

- 20/138.1 20/01358/FUL - Peverels Farm, Domsey Lane, Little Waltham - Proposed two storey rear and single storey side extensions, alterations to existing fenestration and internal alterations to farmhouse – **No Comments**
- 20/138.2 20/01359/LBC - Peverels Farm Domsey Lane Little Waltham - Proposed two storey rear and single storey side extensions and internal alterations to farmhouse – **No Comments**
- 20/138.3 20/01439/FUL - Greenways, Chatham Green, Little Waltham - Proposed reconstruction of existing domestic garage on a like-for-like basis and erection of single storey rear extension for domestic workshop and storage use – **No Comments.**
- 20/138.4 20/00964/FUL – Site at 98 The Street, Little Waltham - Conversion of the existing outbuilding into a two-bedroom dwelling. Associated hard-surface off-street parking (porous in nature and aesthetically appropriate) (new plan). Councillor Tinson was placed in the virtual waiting room for the duration of this agenda item in view of her declaration of interest. Councillors noted a new amendment to the application including amendment to the roof lights. It was noted that a large number of residents have commented and are concerned about access. There is also a concern regarding parking which may lead to further congestion at The Street. In view of the number of objections it was requested that Councillor Knight call the application in for the planning committee to consider which he agreed to do. Councillors **agreed** to maintain their previous objection and add the fact that there appears to be insufficient parking

20/139 Planning Results

The following results were noted -

- 20/139.1 20/00115/LBC - 29-31 The Street, Little Waltham - Replacement of first floor timber window due to frame becoming rotten. Replacement timber window to same dimensions and fenestration pattern, but double-glazed, dispensing with unsightly secondary glazing currently installed – **Granted**
- 20/139.2 20/00841/FUL - Hobbits, Leighs Road, Little Waltham - Proposed single story side extensions, internal alterations, landscaping, and associated works together with the erection of a horticultural style greenhouse – **Granted**
- 20/139.2 20/00842/LBC - Hobbits, Leighs Road, Little Waltham - Proposed single story side extensions, internal alterations, landscaping, and associated works together with the erection of a horticultural style greenhouse.- **Granted**
- 20/139.3 20/00980/LBC - The Wilderness, Leighs Road, Little Waltham – replace current lime plaster on the extension with bead edged feather edged weatherboard – **Granted**
- 20/139.4 20/00989/FUL - Land west of Croxton Mill Cottage, Blasford Hill, Little Waltham - Construction of timber building to support apian activities at Croxton's Mill – **Granted**
- 20/139.5 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) –

Granted

20/139.6 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 – removed – **No objection**

20/140: To consider representations in relation to the Government’s White Paper in relation to planning reform

The issue had been discussed at the September meeting and the Clerk presented a letter containing written representations to reflect that discussion. Councillors agreed the terms of the letter and that it should be sent to the local MP as well.

At this point in the meeting Councillor Aldridge joined the meeting and Councillors agreed that he provide his update at this point in the meeting.

Councillor Aldridge highlighted the planning white paper. He also confirmed that the proposed white paper for Local Government Reform has been delayed until the end of the year. He also advised that in relation to electric scooters they are not legal unless used in a prescribed area which may impact upon the proposals for a scheme in Chelmsford. Questions have raised questions about cycleways from Channels. Also, there are still issues to be addressed from damaged road and verges following the addition use when the Sheepcotes roundabout was being upgraded.

20/141 Correspondence

20/141.1 Essex County Council

27/8/20

Information for parents about return to school

28/8/20

Information about widening of A12

3/9/20

Closure of Cranham Road

10/9/20

Notice of extinguishment of bridleway

24/9/20

Information about NHS app

25/9/20

Notice of speed limits and works at A131

20/141.2 Chelmsford City Council

22/9/20

Update regarding Chelmsford Garden Community

20/141.3 Other

27/8/20

information about nominations for Essex Honours

27/8/20

Information about Braintree District Council Local plan consultation

1/9/20

Update from Stop Stansted Expansion group

16/9/20

Update regarding Bradwell B nuclear power station project

28/9/20

Notice of The Salings neighbourhood plan

Usual bulletins

Also, a letter had been received from a resident representing golf club members provided an update regarding concerns about Little Channels. Councillors requested that the Clerk suggest to the gentleman that he may wish to forward those concerns to the Chairman of planning committee and also the leader of Chelmsford City Council.

20/142 Amenities report

20/142.1 To review the use of the play area and tennis courts with reference to the risk assessments

No changes to be made to the current risk assessments.

20/142.2 To consider the quarterly play area inspection

The inspection was considered and it was noted that in relation to work to paths, such works alone are expensive and it would be more economic to consider carrying out the works alongside future upgrades to the play areas.

20/142.3 To discuss issues in relation to the climbing roses at Church Hill

To be considered at the next meeting.

20/142.4 To consider quotation for Tree inspection of recreation grounds

It was **agreed** to accept the quote from Place Services at Essex County Council which will include the cricket field area. In particular some residents at Church Hill have raised concerns about trees overhanging their properties. The inspection will include such trees and if the cutting back is for aesthetic reasons this is a matter for the residents and not the Parish Council. It was also **agreed** to arrange for overhanging vegetation at The Street to be trimmed back following a complaint from a resident.

20/142.5 To consider offer from Chelmsford City Council for free table tennis table

Councillors **agreed** to put forward an expression of interest in the scheme and to suggest the hardstanding in the recreation grounds where the cricket nets were previously positioned.

20/142.6 To consider issues raised by the Memorial Hall regarding paths within the recreation grounds

The Chairman of the Memorial Hall has not logged on so no action other than as previously agreed to look at attending to the pathways alongside any other upgrade work for the play area.

20/143 Financial Matters

20/143.1 Payments for approval

The following payments were **approved** –

Payee	Item	£	VAT	Total
Clerk	Salary (Sept)	415.47	0.00	415.47
HMRC	PAYE (Sept)	99.40	0.00	99.40
Essex Pension Fund	Pension Contribution (Sept)	153.95	0.00	153.95
Clerk	expenses	239.53	2.40	241.93
Chelmsford City Council	Play in the Park	240.00	0.00	240.00
Seagrave Inspections	play area inspection	98.00	19.60	117.60
Paul Clark Printing	Printing of magazine	548.00	0.00	548.00
Greenbarnes Ltd	New seal for noticeboard	85.24	17.05	102.29
Fenland Leisure	Swing chain	54.00	10.80	64.80
Myers Scott	website work	30.00	6.00	36.00

PKF Littlejohn LLP	External Audit	200.00	40.00	240.00
Andy Nichol	Gate repair	300.00	0.00	300.00
Memorial Hall	Rent for Toilets	30.00	0.00	30.00
Myers Scott	work regarding emails	30.00	6.00	36.00
Dor-2-Dor	distribution of magazine	375.00	75.00	450.00
Anglian Water	allotment water	495.58	0.00	495.58
DW Maintenance	Grass cutting	660.00	0.00	660.00
DW Maintenance	litter and gardening	407.00	0.00	407.00
Perspective Landscape	gardening	60.00	0.00	60.00

20/143.2 Current account balance to be reported at the meeting.

The balance of the current account reported to be £67,142.06 and the balance of the 95 day saver account reported to be £2,383.11

20/143.3 To approve the pay scale increase of the Clerk's salary

It was **agreed** to increase the Clerk's salary in accordance with the recent NJC scale increase backdated to 1 April 2020. In addition, Councillors **agreed** that the Clerk remuneration should be increased from scale point 16 to scale point 18 and that increase to take effect as from 1 October 2020. Councillors expressed thanks to the Clerk for her hard work on behalf of the Parish Council

20/143.4 To approve Clerk's overtime for Parish magazine

Councillors **agreed** the Clerk's overtime of 12 hours to prepare the Autumn edition of the Parish magazine.

20/143.5 To consider purchase of new reference book

The latest edition of Charles Arnold Baker is due to be published shortly. Councillors agreed to pay 50% to the cost of acquiring the book for the Clerk with Great Notley Parish Council paying the balance.

20/143.6 To consider update of bank mandate

In view of the recent resignation of Barbara Denny Councillors **agreed** that she is removed from the bank mandate with the Co-operative bank and that Councillor Watson be added as a signatory.

20/143.7 To note outcome of the External Audit and to approve period for issue of notice of conclusion of audit

It was noted that the External Audit has been received and is a clear audit with no issues raised. It was **agreed** that the notice of conclusion of audit be displayed for 4 weeks on the noticeboards and also be published on the website.

20/143.8 To consider appointment of internal auditor

It was **agreed** to appoint Alan Clements as the internal auditor for the current financial year.

20/143.9 To consider draft strategy statement

Councillors considered the draft strategy statement. It was **agreed** that subject to adding the consultation as to the use of the Cricket Field area and to consider the future of the pavilion, the statement was **approved**

20/144 Clerk's Report

The Clerk reported as follows –

1. In compliance with Information protection requirements, the new email addresses are now live and I would be grateful if those Councillors who have not activated their accounts could do so as soon as possible.
2. After the attendance of the Police at the last meeting I liaised with residents and it would seem that anti-social behaviour in the recreation grounds has now subsided. I advised the Police officer who attended the meeting accordingly but stated that if there is a future resurgence the Parish Council will be in touch again. She has responded as follows - *Yes of course please don't hesitate to contact if the issue arises again.*
3. On 24th September 2020, I attended the virtual AGM of the EALC. The main motion was to amend their constitution. Changes proposed included reducing the quorum and restricting representation on their executive committee. Members had concerns with the proposals and also the fact that there has not been consultation with Parish and Town Councils. The motion was therefore defeated and the new constitution will come out for consultation in due course.
4. The Parish Council litter pick took place on Saturday 26th September 2020 and was attended by seven people and led by Councillor Kingham. Eleven bags of rubbish were collected.
5. 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
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

She also confirmed that the agreed representations in relation to the Community Governance Review had been submitted to the City Council and there is a further meeting on 29th October which will be attended by the Chairman and the Clerk. Councillor Robertson explained her liaison with Broomfield Parish Council in that regard in that there is a divergence of view on the boundary in relation to the potential Bloor Homes development.

Also, the Clerk has circulated the proposal by the City Council to extend the Public Space Protection Order in relation to dog fouling and no objections had been raised.

The report was otherwise accepted.

20/145 Affordable Housing project

Dealt with earlier in the meeting.

20/146 To receive an update in relation to issues raised regarding Glebe Field

The Clerk reported that a warning letter has been sent by the City Council to the tenants in relation to unauthorised tree works and that it has been confirmed that planning permission is required for the storage shed. Strutt and Parker being the land agents have confirmed that the tenants are dealing with that issue.

20/147 To consider ongoing issues in relation to the Health and Wellbeing plan

The Clerk has liaised with the GP surgery who are going to provide a list of contacts for health and wellbeing issues plus some information to circulate regarding the flu vaccine scheme. In addition there is a health and wellbeing week at the end of October so information can be communicated that week especially on social media.

It was agreed to deal with agenda item 20/149 at this point in the meeting.

20/149 To consider issues relating to fly tipping

The Clerk presented a list of fly tip report she has made this year as a result of complaints from residents which shows that a lot of household rubbish is dumped along Back Lane and also by the bus shelter in The Street. It was agreed to liaise with the City Council on further measures and signage and also to have a campaign on Facebook and the boards as a reminder that fly tipping is illegal.

20/148 To consider issues relating to Allotments

20/148.1 To consider quote in relation to clearance of rubbish at recreation ground site

It was agreed to accept the quotation from DW Maintenance which includes environmental licenses to dispose of rubbish that has been dug up and found in hedges at the allotment site.

20/148.2 To consider adding the regular clearance of nettles at the recreation ground site

After discussion it was agreed to request that the tenants of the plots at the recreation ground site clear the nettles adjacent to their plots. The tenants at the Blasford Hill site carry out communal tasks and it was considered to be reasonable carried out by them especially as they are paying a very nominal rent for the area.

At this point in the meeting Councillor Eve logged off.

20/148.3 To discuss issue of Wayleave consent application for telegraph pole at Blasford Hill allotments

UK Power Networks installed a telegraph pole at the site without consent. They have now applied to Essex County Council for the requisite consent and a question has been asked as to whether the Parish Council object to such an agreement being entered into. The Clerk canvassed the views of the tenants but the only comment received was that the issue was more about the fact consent was not obtained in the

first place. As there was no objection in the long term it was **agreed** that no objection is raised. It was noted that legally any ongoing fee for the consent would be nominal is payable to the freeholder not the Parish Council.

20/148.4 To receive update on current allotment tenancies

Two tenants at Blasford Hill are vacating their plots this month but as there is a waiting list new tenants should be in place soon.

20/149 To consider issues relating to fly tipping

Dealt with earlier in the meeting.

20/150 To consider issues in relation to Local Highway Panel applications

20/150.1 To consider representations in relation to progress of application for a crossing at Ash Tree Corner

It was noted that the Essex County Council assessment which is a complex calculation shows that there are insufficient pedestrians crossing the road to justify the expense and work of installing a crossing. It was discussed that with the Bloor Homes development there will be a remodelling of Blasford Hill and representations will be made on the need for a crossing. It was in particular noted that it is mostly elderly residents crossing the road at that point who may take longer to cross. It was therefore **agreed** to request that a refuge be installed to assist those residents in crossing the road.

20/150.2 To consider representations in relation to progress of application for 30mph speed limit at Chatham Green

It was noted that the Essex County Council speed assessment has shown an average speed of 21mph along the road. Essex therefore do not consider it cost effective to install signage and invoke a 30mph speed limit in the area when in fact the traffic is travelling much slower. The officer has requested comments from the Parish Council in relation to the application. It was noted that the road is very narrow with a lot of hedges which restrict visibility and therefore prevent traffic travelling at higher speeds. It was **agreed** to mention that repairs required to the road but Councillors did not have any other comments to make.

20/151 To respond to issues raised by Essex County Council regarding Salt bin at Roman Road

Essex County Council is proposing to remove the bin. Having spoken to the original resident who complained she has no issue with the bin being removed but would like a salt bin in the general area. Councillors agreed to confirm that there is no objection to the bin being removed but to request that another salt bin is installed in the area but to avoid impeding access to resident's driveways as has happened in this particular case.

20/152 To receive update regarding recreation grounds leasehold arrangements

The City Council has advised that they intend to remove the concrete blocks and instal new fencing and a gate within the next few weeks. There is no requirement to install new hedging where it has died in the middle of the field. Regarding the issue of a survey for the pavilion the City Council has stated that if one is required by the Parish Council it should be at the expense of the Parish Council and no contribution

will be made by the City Council. It was agreed that it is important to have a survey carried out and the Clerk to obtain quotes for consideration at the next meeting.

20/153 Matters to be raised by members for the next agenda.
Glebe Field, the recreation grounds lease, Affordable Housing.

Meeting concluded 8.42pm