

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting held on 3 November 2020 at 7:30pm Online

Present: Councillors Edith Robertson (Chair)
Antony Kingham
Chloe Tron
Rupert Watson
Clerk Suzanne Walker
City Councillor Councillor Knight
County Councillor Councillor Aldridge
No members of the public were present

Meeting commenced at 7.30pm

20/154 Apologies

Received from Councillors Eve, Tinson and Williamson and City Councillor Steel.

20/155 Declarations of Interest

None.

20/156 To consideration and approval of Minutes 6 October 2020

The minutes of the meeting of 6 October 2020 were formally **approved** by Councillors as a correct record and will be signed by the Chairman.

20/157 Public Forum- to receive any representations from the public

Councillor Aldridge updated Councillors about the upgrade of Essex to Tier two for Coronavirus and the fact that there will be a second lockdown from 5 November and that support will be provided by the County Council to businesses. He was not able to comment on the outcome of tier two restrictions as it takes at least two weeks to see how the measures have worked.

Councillor Aldridge confirmed that in Essex during July in August the rate per hundred thousand was less than 20 but two weeks ago there were 107 cases and the cases are increasing. The greatest number of cases in the 20 – 49-year age groups. During July there were 40 – 50 beds occupied by Covid patients in hospitals in Essex but two weeks ago it had increased to 19. Numbers in Chelmsford appear to be lower than other parts of Essex but there is no need for complacency. He also reported that the contract to replace the gate at the Cricket ground has been placed and installation is expected in December when the concrete blocks will also be removed.

20/158 New Planning Applications

20/158.1 20/02730/NAMPRO - Naming of outbuilding at Spartigan Hall, Leighs Road, Little Waltham to The Annexe – **No comments**

20/158.2 20/01440/FUL – Littlefields, Wheeler's Hill, Little Waltham – replacement dwelling - **No comments**

20/158.3 20/01546/FUL - 10 Church Hill, Little Waltham - Single storey rear extension. Revision of previous application 20/00568/FUL to alter external materials on extension - **No comments**

- 20/158.4 20/01557/REM - Land South of Runneymead Cottage, Blasford Hill, Little Waltham – Reserved matters for landscaping - **No comments**
- 20/158.5 20/02739/NAMPRO - Land at Poste House Cottage, Domsey Lane, Little Waltham – proposed name of house – Daffodils - **No comments**
- 20/158.6 20/05624/CAT - 4 Winckford Close, Little Waltham - Prune G1 Prunus and Crab Apple - rear garden - reducing the height of the Prunus by approx. 3m prune to balance the crown, thin by 15%. Reduce the crown height of crab apple by approx. 2.5m to achieve similar finished height as Prunus. Reason: To maintain size of trees - **No comments**

It was confirmed that a response is awaited from Chelmsford City Council planning enforcement in relation to works at Merefield.

20/159 Planning Results

The following planning results were **noted** -

- 20/159.1 20/0001/MAS - Strategic Growth Site North of Woodhouse Lane Broomfield - Masterplan for around 450 new homes, neighbourhood centre, early years and childcare facility, local open space and associated access and highway infrastructure including a new access into Broomfield Hospital – **Permitted**
- 20/159.2 17/01934/S73 - 34 Condor Gate, Little Waltham - Variation to condition 2 (approved plans) of planning permission 17/01934/FUL - (Demolish existing dwelling and construct 2no. new 5-Bedroom detached houses, inclusive of private drive and associated landscaping. Integral Garage to plot at front, and detached Garage to rear plot with Studio over). For the implementation of fencing to the eastern side boundary instead of part brickwork wall – **Granted**
- 20/159.3 20/01358/FUL - Proposed two storey rear and single storey side extensions, alterations to existing fenestration and internal alterations to farmhouse. Replacement wall - **Granted**
- 20/159.4 20/01359/LBC - Peverels Farm Domsey Lane Little Waltham - Proposed two storey rear and single storey side extensions and internal alterations to farmhouse – **Granted**

20/160 To consider representation in relation to supplemental documentation in connection with the Chelmsford City Council local plan

It was **agreed** to suggest that it should be a requirement for developers that hedging should be installed rather than panel fencing as it does not blow down and hedging and trees are good consumers of CO2 and are good for the environment and should suggest that it is thus more beneficial for fencing to be natural.

20/161 Correspondence

20/161.1 Essex County Council

- 12/10/20 Information about demand responsive transport survey
- 14/10/20 Information about County Council request to move Essex to Tier Two Covid
- 15/10/20 Confirmation of move to tier Two high alert
- 26/10/20 Confirmation of emergency food aid for children during half term

20/161.2 Chelmsford City Council

- 20/10/20 Information about the City Council response to the planning white paper

20/161.3 Other

All usual bulletins and updates.

20/162 Amenities report

20/162.1 To review the use of the play area and tennis courts with reference to the risk assessments

The lockdown due to start on 5th November permits play areas to remain open so it was **agreed** that the play area will remain open subject to the terms of the existing risk assessment. In relation to tennis courts the rules state that they must be closed so the Clerk has liaised with DW Maintenance who will lock the court and erect signage provided by the Clerk. Postings have also been made on Facebook and the website. It was **agreed** to request that DW Maintenance also move the goalposts so that they are not against the tennis court as the youngsters will be less able to kick balls into the court which they will not be able to retrieve.

20/162.2 To discuss issues in relation to the climbing roses at Church Hill

The quotation from DW Maintenance was considered. Concern was raised regarding the suggested use of Jeyes fluid as this is toxic and contrary to Royal Horticultural Society guidance. It was **agreed** to accept the quotation subject to the requirement that DW Maintenance should not use any Jeyes fluid but abide by RHS rules.

20/162.3 To confirm response to proposal to extend Public Space Protection Order

It was formally **agreed** to confirm agreement to the extension of the public space protection order to enable action to be taken in relation to dog fouling.

20/162.4 To consider maintenance inspection for tennis court

It was **agreed** to consider the issue in March 2021 prior to the commencement of the tennis season.

20/162.5 To consider issue of new table tennis table

It was noted that the provision of a free table tennis table has been agreed by the City Council although unlikely to be delivered prior to December. Thanks, were provided to Councillor Kingham for arranging for the hardstanding to be cleared and cleaned in anticipation of the arrival of the table.

20/162.6 To consider the Tree Inspector report

The detailed health and safety tree inspection report was considered and the Clerk was asked to obtain quotes for the work required and also to request permission from Chelmsford City Council for those trees that are in the conservation area. It was noted that it is recommended that no work is carried out to the trees by the allotment area as it would unbalance the trees to cut back one limb. There is a tree in the boundary of another property that is highlighted as needing attention so a letter will be sent to that resident.

20/163 Financial Matters

20/163.1 Payments for approval

The following payments were **approved**

Payee	Item	£	VAT	Total
Clerk	Salary (Oct)	619.75	0.00	619.75
HMRC	PAYE (Oct)	151.72	0.00	151.72
Essex Pension Fund	Pension Contribution (Oct)	233.34	0.00	233.34
Clerk	expenses	38.99	2.40	41.39
Royal British Legion				
Poppy appeal	Poppy wreaths	40.00	0.00	40.00
Perspective Landscapes	Gardening	40.00	8.00	48.00
DW Maintenance	Grass cutting	230.00	0.00	230.00
DW Maintenance	litter picking & Gardening	447.00	0.00	447.00

20/163.2 Bank account balances to be reported at the meeting.

The balances as at the date of this meeting are current account £64,204.41 and saver account £2,383.34. CIL money has been received from the City Council.

20/163.3 To receive Quarterly accounts report

The Quarterly report was **noted and accepted**.

20/163.4 To note increase in fees of external payroll provider

The external payroll provider has increased her fees which was **noted and accepted**.

20/163.5 To consider initial draft of budget for 2021 – 2022

Councillor considered an initial draft of the budget with money put aside for play area projects and also for the increased area being included in the lease for the recreation area and for a potential pavilion upgrade. The figures will be further considered once the tax base is known at the next meeting.

20/164 Clerk's Report

The Clerk reported as follows –

1. During the week commencing 12th October 2020 I attended various webinars within the SLCC conference week which provided lots of useful information in relation to the Parish sector including legal updates, finance updates and devolution.
2. On 15th October 2020 I attended the virtual meeting of the Garden Community Liaison Group and have reported in detail to you.
3. I have updated the Health and Wellbeing plan and provided copies to local community organisations and have also posted the information on a Coronavirus specific page on the Parish Council website.
4. I liaised with Public Health department at Chelmsford City Council who will be liaising regarding an anti-fly tipping campaign that can be used on social media channels, they will also be erecting signage and are looking at the possibility of CCTV in the problem areas.

The Clerk confirmed that she will continue communication with the City Council on this issue.

5. I have been contacted by the Fire Service who co-ordinate Speed Watch activities. They have provided detailed risk assessments and paperwork to enable speed watch activities to re-start. However, most of the volunteers do not feel happy to re-start at present so we have agreed to review the situation in January 2021.
6. On 28th October 2020 I will be attending an online training session regarding accessible documents
7. On 29th October 2020 I am due to attend the online meeting with the City Council regarding Parish boundary issues with the Chairman.

Councillor Robertson provided a summary of the meeting including the fact that the City Council's suggestion to form a new Parish Council for the Garden Community included a much wider definition of the area to include all the new development to White Hart Lane which was more than it was understood to be. There is also a difference between this Parish Council and Broomfield Parish Council as to the location of the boundary at the Bloor Homes site at Blasford Hill with Broomfield considering it should be in their Parish. It was noted that as stated in the representations made by the Parish Council the substantial impact will be upon Little Waltham Parish as the residents will use facilities such as the school and GP surgery and will be part of this community. The formal Community Governance Review is due to commence in January 2021 which further representations may be made.

8. I have liaised with Councillors in relation to Remembrance Sunday issues and will deliver the wreaths to the relevant Councillors prior to the event.

It was confirmed that Councillor Eve will attend the shortened service at the War Memorial in the Street and Councillor Williamson will attend the wreath laying at the Boreham Airfield War Memorial.

9. 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. There has been a delay in the consultation process due to Covid.	November 2019
Resolve issue of electric pole at Blasford Hill allotments	Essex County Council as landowner is negotiating a Wayleave consent with UK Power Networks	March 2020

The report was otherwise **accepted**.

20/165 Affordable Housing project

No further news. Updated plans awaited from Chelmer Housing Partnership.

20/166 To consider the issue of speeding traffic along Back Lane

There was discussion regarding the speed and noise of traffic passing through the village centre. There were also discussions about the speed of traffic along Back Lane. It was **agreed** to request a speed survey from the Local Highway Panel and to be clear on the location. It was also **agreed** to speak to other Parish Councils who have faced similar issues to see what possible solutions could be considered. It was noted that speed watch is suspended for the forthcoming lockdown. It was noted many footpaths are being diverted in view of potential work for the Pegasus crossing although there is no news as to when work will commence on the Pegasus crossing.

20/167 To consider the proposed update for the Admissions policy for Little Waltham Primary school

No comments to make but to thank the school for including the Parish Council in the consultation.

20/168 To consider the quotes for repair to the Allotment fencing at Blasford Hill

Councillors considered the quotations provided and **accepted** the quotation from Perspective Landscapes. It was noted that there is provision in the budget for this work.

20/169 To receive an update in relation to issues raised regarding Glebe Field

Update awaited from Chelmsford City Council regarding the planning application for the field shelter.

20/170 To receive update regarding recreation grounds leasehold arrangements

20/170.1 To consider quotations for survey of the pavilion

Councillors considered the quotations provided and **accepted** the quotation from TMA Associates. Chelmsford City Council has agreed to enable access to be provided for this purpose.

20/170.2 To consider update on lease negotiations

Chelmsford City Council has agreed that they are obliged to provide vacant possession and will clear a lot of rubbish and items which are still in the pavilion since its surrender by the Cricket Club. They have also made arrangements to sign over the electricity account and are awaiting the meter reading on the water account. Legalities have been passed to the Parish Council solicitor and the City Council legal department.

20/171 Matters to be raised by members for the next agenda.

Councillor Aldridge confirmed that he still has money in his locality fund. The Clerk will put this on the next agenda so consideration can be given as to whether to make an application to the fund. It has to be spent by 31st March 2021.

Meeting concluded at 8.33pm