

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting held on 2 November 2021 at 7:30pm in the Memorial Hall

Present: Councillors Edith Robertson (Chair)
 Antony Kingham
 Melanie Williamson
 Rupert Watson
 Paul Scott
 Suzanne Walker
Clerk Councillor Knight
City Councillor Councillor Steel
County Councillor
Four members of the public were present

Meeting commenced at 7.30pm

21/177 Apologies

Received from Councillors Allen, Tinson and Tron

21/178 Declarations of Interests

None.

21/179 To consider and approve the Minutes 5 October 2021

Subject to the representative from the Channels Residents Association's description being changed from Chairman to committee member, the minutes of the meeting of 5 October 2021 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

21/180 Public Forum- to receive any representations from the public

A committee member from the Channel's Residents Association confirmed that there had been a delay in obtaining the defibrillator but that it is due to be delivered soon and it is hoped that it will be operational by the end of November. The inspection rota, training and a Zoom awareness session have all been set up and the Parish Council will be invited to its 'opening'.

He also raised a concern about the limited options for the Channels community in the Chelmsford City Council Community Governance Review and that the points made in the original petition appear to have been overlooked.

A resident raised concerns in relation to traffic travelling through the village and confirmed that he had been in correspondence with Mike Steel. In particular he suggested that the roads should be downgraded from the current PR2 designation.

A resident raised concerns about traffic through the village and rat running. He suggested further signage for the car park although it was noted that a previous application to the Local Highway Panel had been turned down. He suggested ways to try and deter traffic such as having some form of one-way system in the village. The resident also raised a question about his boundary with the Memorial Hall and it was noted that it was an issue for him to raise directly with the Hall Committee.

Councillor Steel highlighted the North East bypass consultation. In view of the number of traffic issues being raised by Parishes he has arranged a meeting at Chignal Village Hall on 19th November.

He also advised that in relation to the restriction or closure of byway 51 a Resident's petition has been presented but that after the current 6 month closure the land owner will need to make any further applications and has been advised accordingly.

He also highlighted the Community Governance Review, the hearing the review the Licence at Wheeler's Farm and an initiative to restrict the use of fireworks.

He commented that he would enquire about whether any extra signage could be installed to show the location of the car park and also would enquire about arranging a traffic destination survey to establish the extent of rat running through the village.

Councillor Knight also confirmed that the Wheeler's Farm licence review hearing will be taking place and that many City Council meetings remain online. It was noted that legislation does not permit Parish Councils to meet online at present.

21/181 To discuss and clarify the Parish Council representation protocol

The Clerk was asked to update the document with wording to cover the issue of collective responsibility and bring the document back to the next meeting for approval.

21/182 New Planning applications

21/182.1 21/05619/CAT - 106 The Street, Little Waltham - Marked G1 - Apple - Rear garden, adjacent to boundary wall - Reduce the height and spread of the tree by 0.5-1m, prune extended laterals, shape over - Reason - To define the shape; Marked T2 - Acer - Rear garden - Reduce by 0.5-1.0m and shape over canopy - Reason - To define the shape; Marked T3 - Laurel - Rear garden - Reduce the height and spread of the tree by 0.5-1.0m / back to previous pruning points; Marked G4 Dead trees x 2 - Rear garden - Fell to ground level; Marked T6 - Bay - Rear garden - Reduce height of the hedge by 0.5m to define shape. (Marked G5 Hornbeam x 3 are trees to be planted) – **No Comments**

21/182.2 21/01954/FUL - Site at the Bungalow, Belstead Farm Lane, Little Waltham - Demolition of existing dwelling and domestic outbuilding. Construction of 6 dwellings with garaging, parking, landscaping and other associated works – **No Comments**

21/182.3 CC/CHL/85/21 - Land between Beaulieu Park (north of Generals Lane), Boreham Parish, and Deres Bridge Roundabout on A131, Great & Little Leighs Parish, to the north east of Chelmsford - Chelmsford North East Bypass (CNEB): A single carriageway road between Roundabout 4 of the Beaulieu Park Radial Distributor Road (RDR1) and a new roundabout on the A131 at Chatham Green plus dualling of the existing A131 between Chatham Green and Deres Bridge roundabout. With one intermediate roundabout, 3 road overbridges and 1 pedestrian/cycle/horse overbridge. Together with other associated works and landscaping – Councillors **agreed** to raise the following concerns – that it would be more appropriate for the roundabout to start at Deres Bridge an existing roundabout rather than building a new one close to Chatham Green, that the entire road should be a dual carriageway, that the original concept was a road straight through to the A12 and the proposals for off ramps and junctions will

encourage rat running particularly through single carriageway areas of Channels, Essex Regiment Way and the RDR, there is a lack of detail of the impact upon the PROW and the use of bridges (pedestrian/vehicular). Residents at Chatham Green had also raised a concern over vegetation barriers to cut down the noise for the village and provide screening which will be raised.

- 21/182.4 21/05636/CAT - 51 The Street, Little Waltham - Oak - Reduce crown by 1-2m (previously reduced tree) - Reason - Is in close proximity to property, size has been contained over the years – **No Comments**
- 21/182.5 21/01968/ADV - Plot two Eagle Way, Little Waltham - Installation of internally illuminated x4 fascia signs. Internally illuminated x4 totem signs and non-illuminated x3 totem signs – **No Comments**
- 21/182.6 21/01780/FUL – Montpellier Yard, Blasford Hill, Little Waltham – Retrospective application for construction of a storage building – **No comments**
- 21/182.7 21/02082/FUL – physiotherapy clinic at Blenheim Cottage, Back Lane, Little Waltham – Proposed single storey infill side extension – **No Comments**
- 21/182.8 To consider the variation to application 20/02064/OUT – strategic growth site north of Woodhouse Lane – the application was expected but has yet to be submitted. Councillor Robertson advised that she had attended an information event with Bloor Homes and was advised the amendment will reduce the number of units from 550 to 513 and the build will be over a 5-year timescale. No response has been received from the Hospital as yet regarding the link road into the hospital site. Once the formal application is received it can be discussed.

21/183: Planning Results

The following results were **noted** –

- 21/183.1 21/01275/FUL - Outbuilding at Shoulderstick Haul Wheelers Hill Little Waltham Chelmsford Essex - Conversion of part of an existing outbuilding to a residential annexe. alterations to fenestration - **permitted**
- 21/183.2 21/01657/FUL - Willow Cottage, Chatham Green, Little Waltham - demolish existing garage and conservatories and construct single storey side and rear extensions. Extension to detached single garage – **Permitted**
- 21/183.3 21/05604/CAT - 34 The Street, Little Waltham - Ash - Within rear garden - Reduce extended lateral growing to the north west by 2.5m maximum, cutting to suitable growing points; crown lift to 3.5m, removing sub laterals, cutting to branch collar – **No objection**
- 21/183.4 21/01717/FUL - Peverells Farm, Domsey Lane, Little Waltham - Demolish existing porch, construction of replacement porch – **Permitted**

21/184: To consider representations in relation to Chelmsford City Council Local Plan First Homes planning advice note

No Comments.

21/185 Correspondence

21/185.1 Essex County Council

11/10/21

Highway Highlights bulletin

21/185.2 Chelmsford City Council

7/10/21

Update on consideration of solar farm SPD document

7/10/21

Information about Community Governance Review

21/185.3 Other

26/10/21

Highways England route strategy consultation

And usual bulletins

21/186: Amenities report**21/186.1 To receive update on play area upgrade projects**

The Clerk confirmed that the repair work to the path leading from the car park to the rear entrance of the Memorial Hall has been completed, that the surface work in the children's play area is due to be carried out in the next couple of weeks and that she is arranging requotes for the tennis court upgrade as the current quotes are so out of date. Councillors can then consider the updated quotes once the lease for the recreation grounds has been completed.

21/186.2 To decide if to participate in the 'Love your Chelmsford' promotional schemeCouncillors **agreed** to participate in the scheme**21/186.3 To decide upon representation in relation to the Santa Sleigh event**

Councillors have no objection to the event and suggested that the organisers may like to provide information so it can be shared on social media.

21/186.4 To consider the promoting the 'Slow Ways' schemeCouncillors noted that the scheme promotes existing public rights of way and **agreed** to promote the scheme to residents.**21/187: Financial Matters****21/187.1 Payments for approval**The following payments were **approved** –**Payment made on 21st October 2021 - Reference agenda item 21/164.1**

		£	VAT	Total
Mortimer Contract Ltd	advance payment for surface repair	3,957.00	791.40	4,748.40

Payments to be made in November

Clerk	Salary (Oct.)	442.66	0.00	442.66
HMRC	PAYE (Oct)	106.20	0.00	106.20
Essex Pension Fund	Pension contributions (Oct.)	164.48	0.00	164.48
Clerk	Expenses	44.96	3.06	48.02
Royal British Legion	Poppy wreaths	40.00	0.00	40.00
DW Maintenance	village maintenance	412.00	0.00	412.00

DW Maintenance	Grass cutting (October)	440.00	0.00	440.00
----------------	-------------------------	--------	------	--------

It was also noted that the Clerk's expenses paid in September showed the correct total amount but the net and VAT amounts were incorrect and should have read £162.70 and VAT £13.70 with a correct total of £176.40

21/187.2 Bank account balances to be reported at the meeting

The current account balance as at today's date is £78,096.94 which includes a recent payment of CIL money and it was noted that there is restriction on how that money may be used. The saver account balance is £2,386.32.

21/187.3 To agree costs for increasing storage for email accounts

The Clerk had consulted with the company that provides IT support for the Parish Council and provided a report on the costs of increasing storage. Councillors **agreed** to increase the storage for the Clerk and for Councillors who have used over 60% of their email storage which will cost £143.28 for the year and at the end of this year's subscription for web hosting to review the arrangements to make sure they remain cost effective including looking at the options to use Microsoft 365.

21/187.4 To review internal auditor

The existing internal auditor has retired from all accounting and audit work so Councillors considered quotes and **agreed** to appoint Heather Heelis from Heelis and Lodge to carry out the internal audit for the year.

21/187.5 To receive quarterly financial report

The report was received and **accepted**.

21/187.6 To consider issue of the Clerk's salary

To consider at the end of the meeting.

21/187.7 To consider first draft of the budget

The first draft of the budget was considered with increased amounts required for office expenses to cover legal fees and a possible traffic consultant. Changes will also have to be made to take into account the Clerk's salary and Jubilee celebrations and the amended document will be considered at the next meeting.

21/187.8 To consider grant applications

Upon considering the application from the Good Companions of Little Waltham, Councillors **agreed** to grant the requested sum of £220 to the organisation in view of the benefits provided to older residents.

21/188: Clerk's Report

The Clerk reported as follows –

1. I am still awaiting a reply from Chelmsford City Council regarding adding a new dog bin to the rota.
2. On 6th October I attended an online meeting regarding the 'vision zero' strategy for road safety hosted by the Police Fire and Crime Commissioner's office and have circulated a report to you.

3. Further to the discussion at the last Parish Council meeting I updated the Councillor from Boreham Parish Council that this Parish Council will not support any proposals to move the Boreham Airfield War Memorial.
4. The South Essex Parking Partnership reported that they visited the area in front of the school on three occasions during the week commencing 4th October and issued penalty charge notices. They advise that going forward the area is on their regular rota.
5. On 18th October 2021 I attended a Police briefing in relation to Councillor safety.
It was noted that as a result of a review of safety all Councillor addresses have been removed from the website and noticeboards. Councillors had also reviewed their Register of interest forms and a request for redaction of address will be submitted to the monitoring officer for Councillors Kingham, Watson and Robertson.
6. On 26th October 2021 I attended an online meeting with the Community Speed Watch co-ordinator.
7. I have issued the specification documentation to obtain quotes for grass cutting, gardening and litter picking and will bring the matter back to the December meeting.
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

Item	Actions awaited	Date raised
Local Highway Panel – application for a crossing at Ash Tree Corner	LHP has advised that they statistics show that a crossing cannot be justified but they are considering a refuge to assist those crossing the road – cost estimate £7,500 – project in design phase which may include a filter land for Chelmer Avenue.	November 2019
Resolve issue of electric pole at Blasford Hill allotments	Essex County Council is negotiating a Wayleave consent	March 2020
Local Highway Panel – application for speed reduction along Back Lane, Stand out chicanes in Brook Hill and access only provisions to the village centre	The Parish Council has responded to questions from the LHP including request for downgrade of PR2 status of road and reduction in speed limit of Back Lane to 40mph– in reliance on old speed survey the officer will be recommending a village gateway to the panel	December 2020
Essex County Council Bus shelter project	The Parish Council has confirmed ownership status of the shelters and awaiting licence documentation	December 2020
Local Highway Panel applications	Application for 40mph buffer Zone on approach to 30mph limit to be shown with a 'village gate'. The village centre from the War Memorial to the school at The Street, and Brook Hill from the junction with The Street to Church Hill to be a 20mph area with 'wig wags by the school – the officer will be recommending a village gateway and is investigating the suggestion of wig wags	April 2021.

Essex County Council	The issue of the removal of trees and the installation of white posts along Back Lane – response awaited from Essex County Council as to their enquiries and whether this will result in any action being taken.	April 2021
Byway 51	Essex County Council issued a 6-month closure notice in relation to the byway and an update on the status of the byway is therefore expected in March 2022	August 2021

The report was otherwise **noted**.

21/189: To decide upon representation at the Remembrance Day events

It was agreed that Councillor Roberson will lay a wreath at the event at the War Memorial in The Street and that Councillor Williamson will attend the event and lay a wreath at the Boreham Airfield Memorial.

21/190: Affordable Housing project

It was noted that ward Councillors had agreed to support the aim of the Parish Council to assist local housing needs. An update is awaited from RCCE and the Chelmer Housing Partnership.

21/191: To consider the issue of traffic in the Parish

21/191.1 To receive update on liaison in relation to traffic issues with Essex County Council and the Local Highway Panel

The Clerk confirmed that the Local Highway Panel officer had agreed to raise issues with the strategic planning department of Essex County Council so that a wider view of road issues can be undertaken including potentially a traffic flow survey. It was noted that at the Highway event attended by Councillor Williamson there was reference to a review of PR1 and PR2 routes. The Clerk and Councillor Kingham will attend a Parish liaison event with the LHP at Chignal.

21/191.2 To receive a report on the speed watch liaison event

The Clerk had provided a report on the meeting with the Speed watch liaison officer. Councillors Kingham and Watson agreed to set up some dates for the existing volunteers to go out and also there will be an article in the next magazine to try and find new volunteers.

21/191.3 To receive update on issue of traffic regulation order adjacent to the Surgery Brook Hill

The planning department at Chelmsford City Council had not been able to ascertain from the surgery if there is an intention to progress the application to extend the surgery and an update is awaited.

21/192: To receive update in relation to premises licences for events at Wheeler's Farm, Wheeler's Hill, Little Waltham

Councillor Robertson will be attending the hearing on behalf of the Parish Council on Friday 5 November 2021.

21/193: To agree upon the response to the Chelmsford City Council Community Governance Review consultation

In relation to the proposals to remove an area from the Parish relating to the proposed development by Bloor Homes and add it to the Parish of Broomfield the objection comments were agreed in view of the fact it is more likely that those new residents will see themselves as part of the community of Little Waltham. In relation to the Channels development, it was noted that it was the residents of Channels who had initially requested a review of boundaries and expressed a wish to be part of the Parish of Little Waltham and that should be noted.

21/194: To consider feedback on the 'Hard to Recycle' scheme

Just one comment had been received so the issue will be considered once the lease has been completed for the recreation grounds.

21/195: To consider proposal for a village celebration in 2022

21/195.1 To consider quotes in relation to the provision of a Jubilee beacon

The quotes were noted but it was **agreed** that the Parish Council will not be hosting a beacon event.

21/195.2 To decide upon the precise format and arrangements for events over the Jubilee weekend

Councillor agreed to look to have an event at the Memorial Hall with tea, coffee, cake and wine with a view to involving members of the community and the Parish Council looking to provide wine and glasses to toast the event. It was agreed to set aside £500 for the event in the budget. Also, to set aside £500 as a source of funding for other community groups in the Parish to organise a community event.

21/196: To consider issues in relation to Glebe Field

No further news.

21/197: To receive update regarding recreation grounds leasehold arrangements

21/196.1 To consider the final draft of the lease and to consider a resolution to execute the documentation and complete the transaction

Detailed legal advice had been received regarding the content and terms of the lease from the Solicitor appointed by the Parish Council. Councillor Watson proposed that the lease be executed which was seconded by Councillor Scott and **agreed** by all Councillors which will enable the lease to be signed forthwith. It was also noted that the Clerk as proper officer will need to execute a statutory declaration to confirm the advice provided in relation to the Landlord and Tenant Act obligations and the fact that the lease will not automatically renew, which was duly **authorised**

21/198: To consider the formal registration of the title of the Little Waltham Memorial Hall

It was noted that it is good governance practice to register the title so as to avoid issues such as loss of deeds or disputes going forward. Therefore, subject to the Little Waltham Memorial Hall committee confirming that they have resolved any dispute with the neighbour regarding boundary issues it was **agreed** to proceed with the registration of the title and for the Parish Council to be noted as the Custodian Trustees. The Clerk will correspond with the committee accordingly.

21/199: To consider and agree the location and dates for the December 2021 Parish Council meeting and Parish Council meetings for 2022

It was noted that the large hall at the Tufnell Hall is no longer available on a Tuesday although the club room has been offered. The large hall can be offered on a Thursday at that venue. The Memorial Hall can only offer a second Wednesday. As residents are used to a meeting during the first week of each month and it was accepted that the club room is not appropriate, it was agreed to meet for the time being on the first Thursday of each month at the Tufnell Hall.

21/200: Matters to be raised by members for the next agenda.

Usual ongoing issues

CONFIDENTIAL resolution

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 was **agreed** that the public be excluded and instructed to withdraw for this agenda item

The remaining members of the public then left the meeting. In addition, the Clerk left the meeting to allow the issue to be discussed in her absence.

21/187.6 To consider issue of the Clerk's salary

Councillor Robertson confirmed that an annual appraisal had been carried out and following discussion it was **agreed** to increase the Clerk's salary by two scale points and for the increase to be backdated to 1 April 2021.

The Clerk returned to the meeting and was advised of the outcome of the discussion. In addition, she was asked to review with Councillors at a future meeting her current hours as a fair amount of overtime had been claimed this year for the preparation of the magazine and additional work generally with the intention being that there be an agreement on hours that would accurately encompass the amount of work the Clerk has to undertake. It was also agreed to add to a future agenda a review of the magazine.

Meeting concluded at 9.30pm