

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held Thursday 5th May 2022 in the Tufnell Hall

Present: Councillors Edith Robertson (Chair)
 Antony Kingham
 Melanie Williamson
 Rupert Watson
 John Burrow
Clerk Suzanne Walker
City Councillor Councillors Knight and Daden
County Councillor Councillor Steel
Seven members of the public were present

Meeting commenced at 7.58pm

22/77: To elect a Chairman for the Civic year

Councillor Burrow proposed Councillor Kingham as Chairman for the Civic year. This was seconded by Councillor Watson and **agreed** by Councillors present. Councillors Kingham signed the declaration of acceptance of office and took the Chair of the meeting. Councillor Robertson then tendered her written resignation from the Council effective forthwith and left the meeting.

22/78: To elect a Vice-Chairman for the Civic year

It was **agreed** not to appoint a Vice-Chairman for this Civic year.

22/79 Apologies

Received from Councillors Allen, Tinson and Tron.

22/80: Declarations of Interests

None.

22/81: To Co-opt a new Councillor

An application to be co-opted to the Parish Council had been received from Sean Reddings which was considered by Councillors. Councillor Kingham proposed that Mr Reddings be co-opted to the Parish Council. This was seconded by Councillor Watson and **agreed** by all Councillors. It was further **agreed** that Mr Reddings sign his declaration of acceptance of office prior to the next meeting.

22/82: To consider and approve the Minutes 7th April 2022

The minutes of the meeting of 7th April 2022 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

22/83: To consider committees and representatives for the Civic year

The structure and terms of reference of the Personnel Committee and Personnel sub committee were reviewed. It was agreed that all Councillors are members of the Personnel Committee and that Councillors Burrow, Williamson and Watson are appointed members of the sub-committee.

Councillors Kingham, Watson, Burrow and Allen to remain members of the traffic steering group (a working group).

The following representatives were confirmed –

Play area and amenity person -	Councillor Kingham
Poole and Aleyn charity link person -	Councillor Watson
GP Patient Participation group -	To be decided at next meeting
Primary school link person -	Councillor Tinson
Allotment link person -	Councillor Kingham
Channels Residents Association link person	Councillor Williamson
Representative to Memorial Hall committee	Councillor Watson
Planning Representatives	Councillors Kingham and Burrow
Defibrillator inspection rota	Councillors Allen, Kingham, Tron, Tinson and Watson and to make a plea in the magazine to see if residents could also assist.

22/84: Public Forum- to receive any representations from the public

A resident raised a concern about the East Anglia Green project whereby it is proposed by the National Grid to erect electricity pylons in the Parish. It was noted that the Parish Council has publicised information including drop and sessions and webinars on its website and the matter will be on the June agenda to consider.

Councillor Steel provided an update including information he has received about the East Anglia Green project including the fact it is stated that the coast is protected from such infrastructure, the difficulties of laying them underground and that the pylons are proposed to be constructed 2027 with a view to going live in 2031. He is looking at ways to oppose the scheme including contacting MPs. He also provided an update on the imminent implementation of yellow lines and a 20mph area at Channels and confirmed that he will be objecting at the planning hearing in relation to operating house of the Bulls Lodge Quarry. It was noted that in any event once the bridge is completing the lorries are not obliged to use it and it is clear that there will be a substantial increase in traffic. It was noted that Councillors Williamson and Kingham had attended an online meeting with Hanson that own the quarry who state that they are not able to control traffic away from its site. He mentioned that the 'uber' style bus service, Digigo, is coming into effect for a 2-year pilot. He also confirmed that the offer from the Parish Council to part fund an origin and destination survey of traffic through the village centre will be considered at the Local Highway Panel meeting on 30th June 2022. There was then a discussion with Councillor Daden in relation to the situation and it was confirmed that a detailed letter setting out the position of the Parish Council will be sent to her with the hope that she will support the position of the Parish Council as she is the representative of all Chelmsford Parishes on the Local Highway Panel and thus supposed to be supporting the position of Parishes.

A resident complained about traffic still presenting an obstruction at the Chelmer Avenue car wash and asbestos on the public footpath leading from the B1008 to the former Bell public house. It was confirmed that the Police would again be advised of the issue with the car wash has they had spoken to them before. Also, the issue of asbestos to be referred to environmental health at the City Council.

22/85: New Planning applications

- 22/85.1 22/00634/LBC - 107 The Street, Little Waltham - Retrospective application for the construction of a food preparation building and the extension of an existing storage/fridge building – **Agreed** to support the comments of the conservation officer in relation to conditions for the materials of the outbuildings so that they remain in keeping with the area and to continue to object to the extension of parking at the rear of the pub due to adverse impact upon neighbours
- 22/85.2 22/02905/DEVEX - Land at Drakes Lane, Little Waltham – application to name the area- **No Comments**
- 22/85.3 22/02918/DEVST - Land north west of Montpellier Villa, Little Waltham – street naming applications – other than noting that it had been confirmed that the local wood is known as Pudding and not Puddings there were **no comments** to make

22/86: To note Planning Results

The following planning results were **noted** -

- 22/86.1 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 – **Granted**
- 22/86.2 22/05509/CAT - 9 Winckford Close, Little Waltham - T1-6 - Hawthorns - reduce height by 2 metres. Reason: they are blocking the light for my neighbours – **No objection**
- 22/86.3 22/00357/CUPAQ - Rolph's Farm, Blasford Hill, Little Waltham - Determination as to whether the prior approval of the local planning authority is required for the proposed change of use from Agricultural Building to 1 Dwelling (Class C3) – **Refused**
- 22/86.4 22/00257/FUL - 107 The Street, Little Waltham - Retrospective application for the construction of a children's play equipment area. Associated landscaping and tree planting – **Withdrawn**
- 22/86.5 22/05525/CAT - Little Waltham Hall, Brook Hill, Little Waltham - x11 Leylandii Trees Works: To fell the trees Reason: originally planted as a hedge to screen garden from road. Now oversized with no screening value at low levels – **No objection**

22/87 To consider representations regarding the further consultation in relation to Longfield Solar Farm

Representations from a resident was noted and it was **agreed** to continue to object to the main access being from Essex Regiment Way along some of the smaller rural roads due to the adverse impact upon traffic.

22/88 To consider representations in relation to the Chelmsford City Council Local plan review (Scoping Report)

It was **agreed** to comment upon the importance of considering not just infrastructure but the importance of forming communities.

22/89: Correspondence

21/89.1 Essex County Council

28/4/22

Notice of extinguished rights
Bridleway 39 and 42

21/89.2 Chelmsford City Council

20/4/22

Mayor of Chelmsford newsletter

21/89.3 Other

20/4/22

Information about National Grid
consultation

21/4/22

Invitation to Bulls Lodge Quarry
community liaison meeting.

22/90: Annual Review of Parish Council policies

It was **agreed** as follows –

Standing Orders – to adopt the NALC 2022 updates to clause 18 and a suggested update to clause 5J in view of the forthcoming Local Council Award application.

Website accessibility statement – to note that accessibility testing has been carried out upon the website in March 2022

Freedom of Information Act Scheme – to add policies adopted or amended in the past 12 months

No changes to the following policies

Financial Regulations

Media policy

Complaints policy

Data Protection

Disciplinary and Grievance procedure

Scheme of delegation

Reserves policy

Grant Policy

Code of Conduct

22/91: Annual GDPR review

Those Councillors present signed the GDPR review document and copies will be sent out to Councillors who are not present this evening to sign.

22/92: Amenities report

22/92.1 To receive update on progress of tennis court upgrade

It was noted that as it was decided only to proceed with the goal posts upgrade and not with the outdoor gym at present, the Tom Amos charity require a new grant

application to be submitted. It was noted that the outcome would not be known until the end of the summer and that it is not a retrospective matter. It was further noted that sufficient CIL money is being held to cover the project. Upon consideration, Councillors decided to withdraw the grant application and fund the new goalposts from CIL money and to progress the installation as soon as possible.

22/92.2 To agree paperwork for gardening contract

The draft contract and specification for the contract were agreed and it was agreed that the term of the contract should be 2 years. The paperwork will be issued for quotes for the contract which expires in July as soon as possible.

22/93: Financial Matters

22/93.1 Payments for approval

The following payments were **approved** –

		£	VAT	Total
Clerk	Salary (April)	634.14	0.00	634.14
HMRC	PAYE (April)	162.68	0.00	162.68
Essex Pension Fund	Pension contributions (April)	238.51	0.00	238.51
Clerk	expenses	97.25	11.33	108.58
Chelmsford City Council	play in the park	240.00	0.00	240.00
Memorial Hall	Toilet hire	15.00	0.00	15.00
DM Payroll services	payroll services	120.00	0.00	120.00
BHIB Ltd	Parish Council insurance	1,099.86	0.00	1099.86
NALC	Council Award registration	50.00	10.00	60.00
Npower	electricity for Pavilion (Dec)	52.23	2.61	54.84
Npower	electricity for Pavilion (Jan.)	47.48	2.37	49.85
Memorial Hall	interest for rose garden	2.98	0.00	2.98
Apex Asbestos solutions	inspection of allotment sheds	200.00	40.00	240.00
Apex Asbestos solutions	remedial work sheds	250.00	50.00	300.00
Perspective Landscapes	gardening	40.00	8.00	48.00
DW Maintenance	gardening and litter picking	428.00	0.00	428.00
JCM Services	grass cutting	525.00	105.00	630.00

It was noted that the invoice for Wave (Anglian Water) approved at the last meeting has been cancelled as a meter reading has resulted in the account going into credit.

22/93.2 Bank account balances to be reported at the meeting

As at 30th April the current account is £80,793.94 and the saver account £2,387.88.

22/93.3 To review Direct Debits

The only direct debit is for payment to the Information Commission for the annual registration fee and was **noted and approved**.

22/93.4 To review banking arrangements and mandate signatories

In view of the resignation of Councillor Robertson it was **agreed** to remove her from the bank mandate and to add Councillor Burrow as a new signatory. It was **agreed** to set up a rota for online banking so that there is certainty as to who will deal with the same each month. Also, the Clerk to provide information to all Councillors

regarding Unity Trust bank so that a decision can be made as to whether to change banking arrangements and whether that would be beneficial for the Parish Council and the running of banking arrangements.

22/93.5 To consider Councillor training needs and cost of a course for Councillors

As there have been a number of changes and new Councillors over recent months it was agreed to liaise with EALC as they are able to bring a training course to the Parish. The costs were **noted and agreed**. The Clerk will liaise with a view to setting up a session.

22/94: Clerk's Report

The Clerk reported as follows –

1. I have submitted the application for the Memorial Hall to be added to the list of assets of community value held with Chelmsford City Council and have dealt with a query relating to the plan. The City Council has advised that a decision will be notified shortly.
2. I have entered the Little Waltham Parish magazine into the National Parish magazine award competition as agreed and will let you know the outcome in due course.
3. The play in the park sessions took place on 11th April and were very well supported with 58 children taking part in the morning session and 49 children in the afternoon.
4. The issue of my email storage has been resolved by the IT company by linking my Titan account to a new Gmail account which provides extra storage at no additional cost.
5. A resident raised a complaint that work on the highway at Blasford Hill appeared unsafe and that Essex County Council did not appear to wish to deal with the matter – I referred the matter to Mike Steel as County member.
6. Essex County Council has provided information about the new electric minibus service which is available to book on an app or via a website and runs on demand rather than with reference to a timetable. I have publicised the information on the website, Facebook and will include it in the next Parish magazine

*Councillors **agreed** that it would be beneficial for residents to arrange a roadshow in the Parish which has been offered by Digigo including details of how to use the App. The Clerk will liaise with a view to setting up an event.*

7. 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
Local Highway Panel – application for speed	The Parish Council has responded to questions from the LHP including request	December 2020

reduction along Back Lane, Stand out chicanes in Brook Hill and access only provisions to the village centre	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	
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 – As the posts were not authorised the issue is being investigated by Essex County Council	April 2021
Byway 51	Essex County Council has extended the partial closure order until October 2022	August 2021
Glebe Field Right of Way	Application for right of way to be added to the definitive map – it has been advised that it is on the list for assessment by the Essex County Council legal team	September 2021
Repair of pavements	Various fault reports referred to Essex County Council cabinet member for highways to investigate	November 2021
Registration of the Memorial Hall with HM Land Registry	Await confirmation regarding the site plan from the Memorial Hall	November 2021
Provision of new dog poo bin	Await Chelmsford City Council	June 2021
Registration of Memorial Hall as an asset of community value	Await Chelmsford City Council – response expected after 6 th May 2022	February 2022

The report was otherwise **noted**.

22/95: Affordable Housing project

Update awaited.

22/96: To consider the issue of traffic in the Parish

22/96.1 To receive update regarding the request for an Original and Destination survey

It was agreed to send a letter to Wendy Daden to explain the current position with the intent that she will support the Parish Council request for the survey. It was also agreed that a meeting of the working group will be held on 17th May 2022 to review the up-to-date position regarding traffic.

22/97: To receive update regarding recreation grounds and pavilion project

22/97.1 To receive report on garden licences

It was noted that the consent of the City Council is still awaited to the documentation drafted by the Solicitor and Councillor Knight agreed to press the officer to deal with the issue.

22/97.2 To deal with request for the use of the recreation grounds for the classic car show

The organisers had provided information on the insurance arrangements and a risk assessment which have been accepted by the City Council who have provided written consent to the event. Councillors therefore agreed to consent to the event. It was noted that the organisers would also like to site a portaloos on the area. Councillors agreed to the request but it was noted that the updated risk assessment would need to be sent to the City Council to obtain its consent as well.

22/97.3 To consider strategy plan moving forward for the Pavilion upgrade

The draft consultation leaflet was **agreed**. The costs were also **agreed** and the Clerk will arrange for the leaflet to be printed by the Printing company and provide batches to Councillors to distribute.

22/98: To consider arrangements for Glebe Field

It was **noted** that the agents have acknowledged receipt of the offer made by the Parish Council for a licence for the field but a response has as yet not been received from the Diocese.

22/99: To discuss issues arising from the outcome of the Community Governance Review

In view of the changes that will impact both upon this Parish Council and residents it was agreed to liaise with surrounding Parish Councils, Community Groups and the City Council to try and facilitate a smooth change over period for the organisation of Parishes as a result of the Community Governance Review. Councillor Williamson to liaise with the Clerk on the issue.

22/100 To consider joining the 100 Parishes society

Councillors **agreed** that the Parish Council subscribe to this society which promotes the heritage of north Essex Parishes.

22/101: Matters to be raised by members for the next agenda.

Audit and accounts approval, East Anglia Green and usual ongoing issues.

The meeting concluded at 9.21pm