

## LITTLE WALTHAM PARISH COUNCIL

### Minutes of the Meeting held on 7<sup>th</sup> June 2022 at 7:30pm in the Memorial Hall, Brook Hill, Little Waltham.

Present: Councillors            Antony Kingham (Chair)  
   Melanie Williamson  
   Rupert Watson  
   Sean Readings  
Clerk                                Suzanne Walker  
City Councillor                Councillor Knight  
Ten members of the public were present

Meeting commenced at 7.30pm

#### **22/102:        Apologies**

Received from Councillor Burrow and from County Councillor Steel.

#### **22/103:        Declarations of Interests**

Councillor Readings declared a pecuniary interest in agenda item 22/106.4 as he is the applicant.

#### **22/104:        To consider and approve the Minutes 5<sup>th</sup> May 2022**

The minutes of the meeting of 5<sup>th</sup> May 2022 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

#### **22/105:        Public Forum- to receive any representations from the public**

A member of the public raised a concern and his opposition to the proposals by National Grid to install pylons in the area and the dramatic adverse impact upon his property and the wider area around Little Waltham. He made reference to the fact that National Grid has not provided any alternatives and said that he considered that the proposals breach National Grid policy of having a strategic plan moving forward. In particular he pointed out the pinch point which will impact upon a number of listed properties.

Another resident expressed concern and also considered that the Parish Council should have done more to publicise the issue. It was explained that there is a dedicated page on the Parish Council website providing information and also postings have been made on Facebook. She provided a number of large plans which she had obtained from a recent consultation event.

A question was raised as to whether the minutes of the Parish grouping that has been discussing the issue could be made public and Councillor Kingham advised that he would ask the Chair of the group.

A representative from the Channels Residents Association advised that a petition has been launched to evidence concerns in relation to the HGVs travelling to Bulls Lodge Quarry. Opposition is also evidenced on Facebook. The MP had sent a response which he considered did not directly address the concerns raised. A resident is providing a report but it is still awaited.

Councillor Knight asked whether there have been further complains relating to the Chelmer Avenue car wash and a resident commented that although the situation had improved after the visit from the Police it seems to be falling back now and the car wash are using large display flags to promote the business which are located on the pavement and are obstructing the line of site when joining the B1008. Councillor Knight advised that he would take the matter up with the City Council.

**22/106: New Planning applications**

- 22/106.1 22/05051/TPO - Land At 80, 88 & 90 Brook Hill Little Waltham - T2 - Purple Plum - Works: Crown reduce by 1.2 metres all round, tidy wounds/stubs from poor previous pruning, Crown thin by 10% Reason: for Works: General, cyclical maintenance, good arboriculture practice – **No Comments**
- 22/106.2 22/00836/FUL - Haslers Farm Barn Leighs Road Little Waltham - Conversion of car port to habitable area. Alterations and additions to fenestration. Addition of 4 roof windows – **No Comments**
- 22/106.3 22/00705/FUL - 4 Eagle Way, Little Waltham - installation of air conditioning and freezer room condenser units with main extract ducting through the roof – **No Comments**

Councillor Readings left the room for the next agenda item -

- 22/106.4 22/00816/FUL - 93A The Street, Little Waltham - Retrospective application for a change of use from a Holiday Let Property (Class Use C1) to use as a dwelling (Class Use C3) – Councillors **agreed to object** to the application as it will increase traffic upon the already busy road The Street.

Councillor Readings returned to the meeting.

- 22/106.5 22/00925/CUPAQ - Site at 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 buildings to 1 dwellinghouse (Class C3) – Councillors requested that the Clerk obtain an extension of time and more information for Councillors to consider in relation to the application.
- 22/106.6 22/00787/FUL - Glenroy House, Blasford Hill, Little Waltham – proposed detached garage – **No Comments**
- 22/106.7 22/00850/FUL - Land between Peartree Cottage and Daffodil Cottage, Braintree Road, Little Waltham – Formation of access with associated trackway – **No Comments**
- 22/106.8 22/00001/MAS - Chelmsford Garden Community Pratts Farm Lane Little Waltham – stage one masterplan – it was **agreed** to submit representations on the impact of the development on local services and the impact upon traffic. To comment upon the need to effective public transport in view of the issue of poor bus service at Channels and the importance of the timing of infrastructure provision. Also, to comment upon how the community will be run with reference to wellbeing with reference to the live well accreditation process and also the issue of stewardship in view of problems with management companies at Beaulieu and Channels.

### **22/107: To note Planning Results**

The following planning results were **noted** -

- 22/107.1 21/02401/FUL – 3 Birdie Close, Little Waltham – retrospective application for timber cladding and brick wall feature – appeal against refusal **dismissed**
- 22/107.2 CC/CHL/107/21 - Greater Beaulieu Park, White Hart Lane, Springfield - Application under S106A (3) of the Town and Country Planning Act to modify the Legal Agreement dated 7 March 2014 associated with Chelmsford City Council Planning Permission Ref 09/01314/EIA. The modification relates to the obligation under sub-paragraph 1.1(g) of paragraph 1 of Part 1 of Schedule 1 of the Original S106 to change the number of properties that may be occupied before works with respect to the Radial Distributor Road Phase 3 are completed from 1000 to 1400 properties – **Granted**
- 22/107.3 22/00275/FUL - The Belstead's school, Back Lane, Little Waltham - Retrospective application for the construction of a respite centre building to accommodate full time residential school use for children with special needs. Associated parking area and landscaping- **Granted**
- 22/107.4 22/00391/FUL - Littlefield's, Wheeler's Hill, Little Waltham – formation of access – **Granted**
- 22/107.5 22/00425/FUL - Merefields Main Road Little Waltham - New entrance and exit gates with brick piers and boundary walls – **Granted**
- 22/107.6 22/00496/FUL - The Chimneys, Braintree Road, Little Waltham - Conversion of the existing detached double garage into annexe accommodation ancillary to the main dwelling – **Granted**
- 22/107.7 22/00615/CUPAQ - Barns Opposite Whitbread's Business Centre Whitbread's Farm Lane Little Waltham - Determination as to whether the prior approval application of the local planning authority is required for the proposed change of use from agricultural buildings to 5 dwellings (Class C3) – **Refused**.

### **22/108: To receive update on outcome of Licensing hearing relating to licence at Wheeler's Farm**

It was noted that the application had been granted at the hearing subject to a number of conditions including a limit of 1,500 people. Councillors will keep a watching brief on the situation and future events and if events have an adverse impact upon the community the Parish Council reserves the right to make an application for a review.

### **22/109 To consider response to the National Grid East Anglia Green consultation**

Councillors agreed to **object** to the proposals to install pylons across the Parish as planned by National Grid and in relation to local issues to raise the impact of the pinch point in the area and impact upon listed properties and upon the wider Parish both in terms of visual impact and noise impact and the fact that it will be very close to the Conservation area. It is considered that the proposals are invasive and intrusive and will have a detrimental impact upon the wellbeing of residents as well as devaluing properties. The Parish Council will respond to National Grid and also

let the City and County Councils and the MP know its position as well as responding through the Parish grouping.

**22/110 To agree response to consultation regarding Broomfield Neighbourhood plan**

Councillors **agreed** with the proposals in relation to the boundary of the Broomfield Neighbourhood plan area.

**22/111 Correspondence**

**21/111.1 Essex County Council**

19/5/22

Notice of road closure at Leighs Road

27/5/22

Information about climate change advice packs

**21/111.2 Chelmsford City Council**

16/5/22

Mayor of Chelmsford newsletter

**21/111.3 Other**

3/5/22

Playing Fields Association newsletter

4/5/22

Notice of Nightstop Essex AGM

9/5/22

Police newsletter

16/5/22

Invitation to Speed watch thank you event

23/5/22

Invitation to RCCE housing event.

27/5/22

Details of Jubilee beacon at Channels

**22/112: Amenities report**

**22/112.1 To receive update on progress of tennis court upgrade**

It was noted that the goal ends are due to be installed in July 2022.

**22/112.2 To consider quotes for gardening contract**

It was noted that the Clerk had approached 3 companies including the existing contractor and advertised the contract on the website and Facebook but only the existing contractor provided a quote as it is a small contract. The quotation from Perspective Landscapes was therefore **accepted**

**22/112.3 To consider annual play inspection report**

The report was considered. It was noted that the broken gate catch has now been repaired. It was noted that the wet pour under the swings has gaps and its repair has been included in the budget for this financial year so to consider dealing with that issue as soon as possible.

**22/112.4 To consider repairs and cleaning of tennis court**

The quotes obtained were considered and it was **agreed to accept** the quote from DW Maintenance and for the cleaning work to be carried out after the installation of the goal ends.

## 22/112.5 To consider repair to rocking truck

The report and quotes were considered and it was **agreed** to accept the proposal by Mortimer Contracts to provide a new base plate and reinstall the truck springer.

## 22/113: Financial Matters

### 22/113.1 Payments for approval

The following payments were **approved** –

		£	VAT	Total
<b>Paid under Financial Regulation 5.5(a)</b>				
9 <sup>th</sup> May 2022				
Npower	electricity for pavilion (Feb)	42.01	2.10	44.11
Npower	electricity for Pavilion (March)	44.92	2.25	47.17
<b>Direct debit</b>				
22/5/22	ICO registration fee	35.00	0.00	35.00
<b>To be paid</b>				
Clerk	Salary (May)	512.70	0.00	512.70
HMRC	PAYE (May)	124.00	0.00	124.00
Essex Pension Fund	Pension contributions (May)	191.64	0.00	191.64
Clerk	expenses	150.74	3.31	154.05
Myers Scott Ltd	work to link emails	45.00	9.00	54.00
Wellers Hedley	legal work – garden licenses	806.00	161.20	967.20
Sports and Social club	hall hire	180.00	0.00	180.00
Active Management Solution	Storage unit	718.25	143.65	861.90
Seagrave Inspections	Annual play area inspection	127.00	25.40	152.40
Myers Scott Ltd	support regarding email issues	30.00	6.00	36.00
Paul Clark Printing	printing leaflets	30.00	0.00	30.00
Heelis & Lodge	Internal audit services	235.00	0.00	235.00
DW Maintenance	litter picking and gardening	430.67	0.00	430.67

### 22/113.2 Bank account balances to be reported at the meeting

Current account balance £84,799.94 and saver account balance of £2,387.88

### 22/113.3 To consider and approve Direct Debits to pay electricity account

It was noted that following an update from the smart meter the account is in credit. For reasons unknown the account was transferred back to the City Council and is now having to be transferred back to the Parish Council. To await those issues being resolved.

### 22/113.4 To review banking arrangements

The Clerk had provided details in relation to Unity Trust bank which specialise in public sector bodies. It was noted that in particular the Clerk will be able to upload online banking and two Councillors will be able to authorise transactions making the whole process easier. It was noted that there is a fee of £6 per month. Councillors **agreed** that both the current and saver accounts with the Co-op bank be transferred to Unity Trust bank as soon as possible.

**22/113.5 To receive and consider the internal audit report**

The report was considered and **noted**. In particular it was noted that the auditor recommended more detail in the minuting of the precept and it was agreed that will be undertaken moving forward and for the sake of clarity to minute today that the amount of the precept for the current financial year is £49,526.00

**22/113.6 To consider and approve the Annual Governance statement on the Annual Governance and Accountability Return**

The annual governance statement on the Annual Governance and Accountability return was considered and **approved**.

**22/113.7 To consider and approve the Parish Council accounts for year-end 31<sup>st</sup> March 2022 and the accounting statements on the Annual Governance and Accountability Return**

The accounts for year end 31<sup>st</sup> March 2022 were considered and **approved**. In addition, the accounting statements on the Annual Governance and Accountability return were considered and **approved**.

**22/113.8 To confirm the dates for the exercise of public rights**

The exercise of public rights period will be from 13<sup>th</sup> June 2022 to 22<sup>nd</sup> July 2022.

**22/114: Clerk's Report**

The Clerk reported as follows –

1. Chelmsford City Council has confirmed that the Little Waltham Memorial Hall has been added to its list of Assets of Community value and the listing will last until 5<sup>th</sup> May 2027.
2. The 100 Parish Society has advised that its boundaries only go as far as Great Waltham so this Parish is not eligible to join.
3. I am liaising with EALC to arrange a bespoke training event for Councillors in September and will keep you advised.
4. A resident complained that the mobile home located at The Fisheries at Blasford Hill is not being used for its permitted purpose so I have referred the issue to Chelmsford City Council planning enforcement to investigate.  
*The City Council is content that no breach has occurred.*
5. A resident has complained about the car wash at Chelmer Avenue jet washing waste into the road so I have raised the issue with Councillor Knight to take up with the City Council.
6. The Digigo roadshow will be taking place in the Tufnell Hall car park on Friday 10<sup>th</sup> June at 12 noon and the event has been publicised widely in the Parish.  
*Councillors Kingham and Readings agreed to attend the event.*
7. Essex County Council has advised that the mobile library is available for outreach events and can be booked to attend Parish events.
8. The Police agreed to pay a visit and provide advice to the managers of the car wash at Chelmer Avenue in relation to ongoing complaints that the road is blocked by those waiting to use the facility

9. The Zoom liaison event with other local Parishes and groups relating to the impact of the Community Governance Review will be taking place on 9<sup>th</sup> June 2022.

*In addition, it was noted that the City Council is requesting that the Parish nominate an existing Councillor to also be a Councillor on the shadow Parish Council being set up for the Garden Community. Councillor Williamson agreed to be nominated and Councillors agreed that she is the nominated person.*

10. Chelmsford City Council investigated the report of asbestos left on pathway 26 behind the former Bell public house and found that it is not on the path but there is possibly a small patch in a neighbouring field overgrown by vegetation so as there is no immediate danger to the public no action has been taken.
11. A resident complained about a messy bin collection in Chelmer Avenue and the matter was referred to the City Council who have looked into the issue and taken it up with their bin operatives.
12. On 17<sup>th</sup> May I attended a planning briefing at Chelmsford City Council.
13. 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 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 – 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

In addition, the Chelmsford Association of Local Councils will hold a meeting on 14<sup>th</sup> June which is the first meeting for a long time. Councillor Williamson agreed to attend if she can. If she is not available Councillor Kingham will attend.

It was noted that the member led pothole repair programme has again been launched. Nominations have been received from residents in Chatham Green and the village and Councillor Williamson nominated one at Essex Regiment Way which will be put forward to the County Councillor.

The report was otherwise **accepted**.

**22/115: Affordable Housing project**

It was noted that the Housing Association are in liaison with the planning department at Chelmsford City Council regarding parking provision on the proposed site in order to agree the plan moving forward.

**22/116: To agree upon a representative to the Patient Participation Group of the Little Waltham GP surgery**

Councillor Watson agreed to act as the Parish Council representative in this group and Councillors **agreed** to nominate him as the representative.

**22/117: To consider request for support of a Parish walking routes**

Councillors were supportive of the initiative and also suggested that a new Community walking initiative is communicated to the gentleman so he can liaise with that group as well.

**22/118: To consider if to participate in the Essex County Council salt bag Scheme**

Councillors **agreed** to participate in the scheme and whilst the Channels area remains in the Parish to distribute to those salt bins.

**22/119: To consider the issue of traffic in the Parish**

**22/119.1 To receive update regarding the request for an Original and Destination survey and from the steering group meeting**

A report had been provided in relation to the meeting. Councillor Kingham had spoken to City Councillor Daden and approaches had been made to other members of the Local Highway Panel to try and persuade them to accept the proposals for an Origin and Destination survey with a financial contribution from this Parish Council. A decision will be made at the meeting on 30<sup>th</sup> June. It was noted that the request for a Parish Councillor to attend the meeting and make representations was declined.



**22/119.2 To consider representations in relation to residents' issues with traffic accessing Bulls lodge Quarry**

Further information awaited so the agenda item was deferred to the next meeting.

**22/120: To receive update regarding recreation grounds and pavilion project**

**22/120.1 To receive report on garden licences**

The consent of the City Council to the paperwork has at last been received so the issue can be progressed with the residents.

**22/120.2 To consider strategy plan moving forward for the Pavilion upgrade including outcome of public consultation and visit to another local pavilion**

The Clerk had collated the responses to far to the consultation in a short report. It was agreed to set up a working group to consider the responses in more detail and to try and agree what it required in the building before considering project management and quotes to ascertain the cost of the project. Such a group could include residents. Councillor Kingham also reported on the visit made to the Pavilion in Ingatestone.

**22/121: To consider arrangements for Glebe Field**

It was noted that the offer made to the land agents for a licence for the field had been rejected so it was **agreed** no further action to be taken by the Parish Council in this regard.

**22/122: Matters to be raised by members for the next agenda.**

Pavilion project, traffic matters, defibrillator training, school liaison and Community Governance Review issues.

Meeting concluded at 8.33pm