

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting held on 2022 at 7:30pm in the Memorial Hall

Present: Councillors Antony Kingham (Chair)
 Melanie Williamson
 Rupert Watson
 Richard Allen
 John Burrow
 Lallie Godfrey
 Richard Tinson
Clerk Suzanne Walker
City Councillor Councillor Knight
County Councillor Councillor Steel
2 members of the public were present
Meeting commenced at 7.30pm

22/147: Apologies
Received from Councillor Readings

22/148: Declarations of Interests and dispensations
No declarations of interest. Councillors Tinson and Godfrey had submitted requests for dispensations in dealing with budget and precept matters which was granted up to the date of the next election.

22/149: To consider and approve the Minutes 6th September 2022
The minutes of the meeting of 6th September 2022 were formally **approved** by Councillors as a correct record and was signed by the Chairman.

22/150: Public Forum- to receive any representations from the public
The artist who has designed the Mammoth sculpture to be considered under agenda item 22/151.6 explained the inspiration and development of the sculpture in that it reflects the geology of the area and he consulted with local schools. He provided illustrations and confirmed it will be 14 feet tall. It will be gently lit and he hopes it will be in situ by spring 2023.
A representative from the Channels Residents Association complained about lorries travelling at such a speed as to shed parts of their load including rocks which are a danger to pedestrians. The issue had been taken up by Councillor Steel and a meeting arranged with Hansons who run the quarry although they state it is construction traffic. Highways have spoken to Beaulieu developers who deny lorries are exceeding the speed limit. Councillors asked the Clerk to alert the local Community Police team so they can look into the situation.
Councillor Steel spoke regarding the Origin and Destination survey to advise that as a result of him putting together a specification he has arranged an online meeting with the Highway engineer on Thursday. There was a lengthy discussion on the issue and it was confirmed that Councillors will attend the online meeting to put forward questions and have a clear understanding of the process. Councillor Steel advised that this is only the second such survey to be carried out in this County. Councillor Steel also confirmed he had arranged a school crossing patrol for Broomfield school but no one has come forward to the position which he would like to advertise locally. He confirmed that Digigo has extended its area. He had

attended a meeting about works to the A120 and the diversion for road closures will come down to the Sheepcotes roundabout. There will be a meeting involving Kemi Badenoch MP on 4th November to discuss East Anglian Green. Councillor Knight had nothing to add over and above recent emails.

22/151: New Planning applications

- 22/151.1 22/01472/ADV - Waltham Service Station, Main Road, Little Waltham - 1 x non illuminated sign to be attached to existing post – **No Comment**
- 22/151.2 22/01631/FUL - Blenheim Cottage, Back Lane, Little Waltham - Proposed addition of log store to garage building & external staircase for access to loft void storage – **No Comment**
- 22/151.3 22/01445/FUL - Channels Lodge, Belstead Farm Lane, Little Waltham - Conversion and restoration of an existing barn to facilitate use for 5 self-contained accommodation suites and cafe area. Single storey front and rear extensions incorporating a link extension to existing open sided entrance foyer – **No Comment**
- 22/151.4 22/01446/LBC - Channels Lodge, Belstead Farm Lane, Little Waltham - Repair works and associated operations to an existing barn to facilitate the conversion to 5 self-contained accommodation suites and cafe area – **No Comment**
- 22/151.5 22/01563/FUL - Southwood House, Woodhouse Lane, Little Waltham - Removal of existing garage and retention of the existing side wall. Construction of a single storey side extension. New entrance porch. Internal alterations and installation of bi-fold doors to rear elevation and alterations to existing basement – **No Comment**
- 22/151.6 22/01621/FUL - Land East of Channels Drive Roundabout Broomfield - Installation of a mammoth sculpture public art display – **No Comment**
- 22/151.7 20/00964/S73/1 - 98 The Street, Little Waltham - Variation of condition 2 to approved planning application 20/00964/FUL (Conversion of the existing outbuilding into a two-bedroom dwelling. Associated hard-surface off-street parking). Alterations to the boundary walls, parking provision and the rear elevation of the outbuilding – Councillors had received a representation from residents which was taken into account. Councillors **agreed to object** to the application on the basis that it will result in a detrimental traffic burden for the residents of Chapel Drive being a quiet cul-de-sac and there is no reason why access could not be onto The Street. Also, it was noted that the application makes no mention of the hard standing at the front of the property which would be left in situ and could become the de facto parking area even though it has been acknowledged to be inappropriate. Councillors agreed to comment that the area should not be used for parking and should be fenced off preferably using the original historic metal fencing that had previously been removed.

22/152: To note Planning Results

The following results were **noted** -

- 22/152.1 21/00450/REM - Land north of Cranham Road, Little Waltham - application for the approval of reserved matters (access, appearance, landscaping, layout, and scale) in relation to outline planning permission 16/01394/OUT for demolition of existing building and erection of a flour and feed mill (use

- class b2) including storage, alterations to the access, parking, landscaping and associated ancillary development – **Granted**
- 22/152.2 ESS/10/22/CHL - Bulls Lodge Quarry, Generals Lane, Boreham - Continuation of development permitted by planning permission ESS/01/11/CHL without compliance with condition 8 (restriction on number of nights on which night-time working is permitted) to allow additional week night and weekend night working for a period of 2 years. ESS/01/11/CHL amended planning permission ESS/36/03/CHL which was for "Use of a coated roadstone plant and associated facilities for the manufacture of coated roadstone products using predominantly sand and gravel and recycled aggregates produced at the quarry – **Granted**
- 22/152.3 22/01066/LBC - 23 The Street, Little Waltham - Replacement of existing single glazed wooden sashes in 13 windows with double glazed wooden sashes inside the same existing box casing reusing existing hardware. Replacement of single glazed casements in 3 windows with double glazed casements – **Granted**
- 22/152.4 22/01056/FUL - Land south of Timbuctoo Cottage, Blasford Hill, Little Waltham - Construction of a new dwelling with associated parking, amenity space and landscaping. Formation of access – **Refused**
- 22/152.5 22/05107/TPO – Merefields, Main Road, Little Waltham - Application for tree works in relation to trees covered by Tree Preservation order – **Permitted**
- 22/152.6 22/05566/CAT – The Lake House, Brook Hill, Little Waltham – work to trees in the conservation area – **No objection**

**22/153: Correspondence
Essex County Council**

26/9/22

Information about work to A120

28/9/22

Update regarding Minerals plan

Chelmsford City Council

None.

Other

None other than usual bulletins

22/154: To consider Councillor representatives for tasks

The list of current representatives was considered and it was agreed that Councillor Godfrey is appointed as the primary school link person. In addition, it was agreed that Councillor Allen lay the wreath at the War Memorial in the village on Remembrance Sunday and also at the Boreham Airfield and that Councillor Kingham will also attend the event.

22/155: Amenities report

22/155.1 To receive update on wet pour upgrade works

The Clerk confirmed that the deposit has been paid to secure the price of the work which will be carried out shortly

22/155.2 To consider handyman arrangements and storage of gritting salt

It was noted that the current handyman is no longer able to assist so it was agreed to put together an advert for a new handyman and to circulate it widely. The handyman

is only required on an ad hoc basis so would need their own insurance as it would be a contract for services on an occasional basis

22/155.3 To consider replacing certain flower tubs

Councillors decided to review the size and style of tubs in the village before replacing the current tubs and this will be reviewed at the next meeting. It was noted that tubs on verges will require the consent of Essex County Council.

22/155.4 To consider acquisition of new dog poo bins and associated extra costs with Chelmsford City Council

The associated high costs were noted. The original request was made during Covid when the use of the dog bins was higher than it is now and it was considered that there is no need for additional bins. A message can be put out in the magazine to say that dog mess from gardens may not be put in the bins and is in fact fly tipping. In view of these facts, it was **agreed** not to acquire an additional bin.

22/155.5 To consider response to complaint regarding rear pathway adjacent to Memorial Hall

It was noted that the Memorial Hall had complained in relation to the water puddling on the surface of the upgraded path leading to the rear entrance used by the nursery. The Clerk had met with representatives of the hall and noted the spirit level used showed a flat surface. Photos had been supplied and provided to Councillors. Although there is a small amount of puddling when it rains Councillors were satisfied that it is not unreasonable and **agreed** no action to be taken

22/156: Financial Matters

22/156.1 Payments for approval

The following payments were **approved** –

		£	VAT	Total
Direct Debit				
30/9/22	Unity Trust bank charges	7.83	0.00	7.83
Payment made agenda item 22/136.3				
13/9/22	Mortimer Contracts deposit for wet pour work	3,100	620.00	3,720.00
Payments to be made				
Clerk	Salary (Sept.)	512.90	0.00	512.90
HMRC	PAYE (Sept.)	123.80	0.00	123.80
Essex Pension Fund	Pension contributions (Sept.)	191.64	0.00	191.64
Clerk	expenses	153.61	12.98	166.59
Chelmsford City Council	Play in the park	240.00	0.00	240.00
Anglian Water (WAVE)	Water for allotments	230.55	0.00	230.55
JCM Services	Grass cutting	525.00	105.00	630.00
Solar Graphics	allotment signage	166.00	33.20	199.20
Paul Clark Printing	production of magazine	582.00	0.00	582.00
Perspective Landscapes	Gardening	50.00	10.00	60.00
DW Maintenance	gardening and litter picking	457.67	0.00	457.67

22/156.2 Bank account balances to be reported at the meeting

Current account £82,455.78 and saver account £2,390.08

22/156.3 To receive quarterly financial report

The quarterly report calculated to 30th September 2022 was presented and **accepted** by Councillors. Councillors requested that moving forward the Clerk include an extra column for the overrun of costs to the end of the financial year and demonstrate percentage spend.

22/156.4 To consider the appointment of the internal auditor

The Clerk had provided 3 quotes. After discussion it was **agreed** to appoint Ann Wood to be the internal auditor for financial year 2022 – 2023.

22/156.5 To consider grant application

A grant application had been received from the United Reform Church in the village to fund the purchase a Christmas tree for the Community. Upon discussion it was **agreed** to provide a grant of £100 to provide the tree for the community. Councillors also discussed organising a Christmas event for the village and it was **agreed** to consider the feasibility of organising an event for Christmas 2023.

22/157: Clerk's Report

The Clerk reported as follows –

1. The bespoke Councillor training event will be delivered by EALC for all Councillors on 18th October 2022 at 7.30pm in the Club room at the Tufnell Hall. As I do need to know numbers, please let me know if you can attend if you have not already responded to me.
The Clerk has now received responses from all Councillors and 7 Councillors will be attending the event.
2. On 6th September I attended a webinar regarding the running of community facilities and village halls.
3. On 12th September I attended a meeting with the Chelmsford City Council monitoring officer held for Chelmsford Clerks and subjects covered included the new Code of Conduct and the Community Governance Review
4. On 15th September I attended a planning briefing regarding the Local Plan review with Chelmsford City Council online.
5. On 15th September I attended an SLCC Clerk support forum.
6. On 15th September I attended an EALC forum where the organisation wishes to know what additional support could be offered to Councils.
7. The tree inspection report is being prepared and should be available for consideration at the November meeting.
8. I have received complaints regarding overgrown weeds on the pavement of Chelmer Avenue which I have referred to Essex County Councillor via Councillor Steel. I was told that the issue will now be dealt with by Chelmsford City Council but no action has been taken and I continue to receive complaints from residents.
Councillor Knight agreed to look into the situation.

9. The application to renew Foundation status in the Local Council Award scheme has been submitted and acknowledged. I am told the process now takes some months so I will keep you updated on progress.
10. Following the meeting with the local Police officer I am awaiting a response from him regarding issues raised including CCTV and the possibility of attendance by traffic officers.
As a result of information provided by Councillor Watson the Clerk has also contacted the Rural Police team.
11. As a result of the Police meeting, I contacted Neighbourhood Watch but apart from an acknowledgement of my email no substantive response has been received.
12. On 26th September I reported a large fly tip on byway 51 by the car park to Chelmsford City Council.
The fly tip has now been cleared by 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
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 – buffer zone and gates approved and in design phase. Wig Wags still under consideration.	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
Outcome of application for Local Council Award Foundation status renewal	Await EALC adjudication panel	September 2022

The Clerk also mentioned that DW Maintenance are now unable to empty the litter bin adjacent to the bus stop at Ash Tree Corner as someone has emptied cement into the bin and it is jammed full of rubbish. The City Council has declined to assist so Councillor Knight agreed to look into the situation. The report was otherwise **accepted** by Councillors.

22/158: Affordable Housing project

No further updates.

22/159: To consider Strategy statement for financial year 2023/24

The Clerk had provided a written report and draft statement which was discussed by Councillors and **agreed**.

22/160: To consider the issue of traffic in the Parish

22/160.1 To receive update regarding the request for an Original and Destination survey

Councillors will be attending the online meeting arranged with the Highway engineer on Thursday to ask questions as to the organisation of the survey.

22/160.2 To consider the future of the village speed watch group

It was noted that many of the original volunteers have either moved away or no longer wish to be involved in the group. It was **agreed** that after the survey has been carried out an effort will be made to reinvigorate the group and advertise for volunteers.

22/160.3 To receive update on 20s Plenty initiative

The Clerk had spoken to EALC and discovered that they are not going to liaise regarding the organisation of the scheme. She has therefore liaised with Pleshey and Great Waltham Parish Councils and will be arranging for the traffic steering group members to liaise with members of those Parish Councils to discuss how to progress the initiative locally.

22/160.4 To consider issues of CCTV for the Parish

The Clerk had attended a free webinar regarding CCTV in the public sector which was useful. However, as the Police are offering to liaise with the City Council regarding CCTV locally it was **agreed** to await the outcome of that discussion.

22/161: To consider ethical issues

22/161.1 To consider adoption of a new Code of Conduct

As both Essex County Council and Chelmsford City Council have adopted the new LGA drafted Code of Conduct, Parishes are being encouraged to adopt the document. The Clerk had provided the document to Councillors and pointed out some of the main issues. Upon consideration Councillors **agreed** to adopt the new

code of conduct. It was noted that there is an online training event being hosted by the City Council on 7th November which Councillors can log into.

22/161.2 To consider adoption of the Civility Pledge and new Dignity and work and anti- harassment policy

It was noted that NALC and the SLCC are encouraging Councils to adopt the Civility Pledge to demonstrate a commitment to good behaviour in the sector and to adopt a new anti-harassment policy. Councillors had considered the draft documents and **agreed** to sign up to the Civility pledge and adopt the new policy.

22/162: To consider progress of application for Right of Way at Glebe Field and whether to make a further application to Essex County Council

It was noted that the original application was submitted to Essex County Council on 21st September 2021. As a year has passed and the application has not been determined the Parish Council has a right to make a further application to ask for it to be determined. Councillors therefore **agreed** to submit the application to Essex County Council.

22/163: To receive update regarding recreation grounds and pavilion project
22/163.1 To receive update on garden licences

It was noted that two of the licences have been completed and invoices for use for 2022 sent to the licensees. The owner of the third property has passed away so the Clerk is in liaison with the family of the deceased to resolve the issue once a new owner has been found. It was noted that as the licence was personal to the deceased no rights now exist unless granted by the Parish Council.

22/163.2 To agree next steps regarding the project including appointment of project manager

The Clerk had provided an updated document summary the stage of the project including the outcome of the public consultation and setting out next steps. She had also obtained quotes for project management. Councillors considered that they wish to give further consideration to the precise needs of the project generally prior to appointing a project manager and it was agreed that all Councillors visit the Pavilion on Monday 17th October at 11am to have a discussion on the issue and view the building. In addition, the water meter has now been located but tools will be needed to raise the manhole and find the serial number of the meter so Councillor Tinson agreed to bring tools for that purpose to the meeting.

22/164: To consider and approve meeting dates for 2023

The Clerk had provided a list of meeting dates for 2023 which apart from May 2023 were the first Tuesday of each month except August as usual. It was noted that to accommodate the forthcoming election in May the meeting will need to be on the second Tuesday. The dates were **agreed** by Councillors. It was noted that the Memorial Hall has booked the hall for the Parish Council up to July 2023 as they do not have a diary at present after that time but do have future dates to book in due course.

22/165: Matters to be raised by members for the next agenda.

Budget, Pavilion and usual issues.

Meeting concluded at 9.10pm